

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, December 08, 2011**  
**Koch Hall Board Room**  
**9:00 to 10:30 am**

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Chris Osgood, Deanne Shuman, Robert Wojtowicz, Cheryl Baker, Osman Akan, Ali Ardalan, Austin Jersild, Isao Ishibashi, Mona Danner, Bill Heffelfinger, Sharon Judge, David Selover

**Approval of November 10, 2011 Minutes**

- Minutes were approved.

**Announcements/Updates**

- Courseleaf Training – There will be two additional training sessions for those who were not able to attend the original training offered in October. The training sessions will be held from 10:30 am to noon on Friday, January 6, 2012 and Wednesday, January 11, 2012 in BAL 1013A. Theresa Matthews and Missy Barber will be conducting the training. Targeted invitations will be sent out by Theresa Matthews.

Dr. Lewis thanked the Associate Deans for providing the information relating to the CIM workflow. It has been submitted to Courseleaf. We are hoping to be fully functional and using Courseleaf by early spring. Dr. Lewis advised Council to continue to send paper course change and program change forms.

- Graduate Needs Survey – The Graduate Needs Survey has been submitted to the Provost for review/approval. Bill Heffelfinger will forward the survey to Ellen Neufeldt and Jane Donat for their review/approval as well. Dr. Lewis advised that the plan is to have the survey distributed through Inquisite by the third week of January.
- Graduate Student Organization (GSO) – Dr. Lewis informed Council that the group has been reorganized and is taking a more traditional stance on how to proceed on campus. Kyonna Withers is the President and Pete Sasso is the 1<sup>st</sup> Vice President. They will be meeting with the Graduate Administrators Council in January to discuss a vision for them.
- Master's and Doctoral Graduation Reception on December 14, 2011 – Please encourage your students to attend. They can bring a guest or family member. The event is organized and fully funded by the Alumni Relations Office and we would like to support their efforts.
- Spring GTAI Institute – Thursday, January 5, 2012 – To date, there are 18 registrants. Please remind your GPD's to send the registration information to the Office of Graduate Studies. Also, please make sure to forward a copy of your college's letter of invitation to the GTAI Institute to Missy Barber.
- Graduate Student Orientation – Tuesday, January 3, 2012 – The start time of the Graduate Student Orientation is planned for 3:30 pm, but it may change due to the Webb closing schedule. Clarification of the start time will be sent to the Associate Deans and another email will be sent to students as well. Dr. Lewis advised that the format of the program is changing. The reception period is longer and there will be more information tables.

There was discussion regarding the possibility of scheduling the college or department level orientations on the same day as the graduate student orientation. Dr. Lewis will prepare a survey

to gather information on what is currently being done. Once the survey is complete, the Council will decide how it should be managed.

- VCGS Research Forum – February 16, 2012 – Dr. Lewis asked Council members to let her know if they were aware of any faculty members that are working with under-represented minority students in STEM fields. She plans to contact those faculty members directly to see if we can possibly increase participation in the research forum. The planning grant that has been awarded is to be used to help increase minority representation in STEM fields. Dr. Lewis would like to ensure that minority representation is in the group that represents ODU.

### **Reinstatement Process**

- Packet of information on the new reinstatement process to be distributed via email to Associate Deans, Department Chairs, and Graduate Program Directors on Friday, December 9, 2011.
- The packet will include a letter from Dr. Lewis, the new policy, the steps for requesting reinstatement, sample notification letters, a revised Graduate Program Director's Recommendation Form (G4) and a new Student Appeal Request Form (G5).
- The new reinstatement process is effective immediately. However, it is expected that most requests will not be received until after the continuance process is completed for the fall 2011 semester.
- Dr. Lewis is available to come and speak to departments if needed about the new process.

### **Policy on Work Hours for GAs**

- Dr. Lewis raised an issue regarding the policy on work hours for GAs, especially during break periods. At present the policy is general and says that GAs work 20 hours per week. It is left up to the supervisor to determine the work schedule because GAs have varying responsibilities and schedules and may be required to be on campus working when others are not. After some discussion, Council agreed to leave the policy as is; however, supervisors should advise GAs in the beginning of their job responsibilities and work schedules.

### **GTA/GTAI Follow-up Training**

- Dr. Lewis requested feedback from Council on the follow-up training that is currently being provided to Graduate Teaching Assistants at the college level once they have completed the Graduate Teaching Assistant Institute. Council will provide feedback, however, it was also mentioned that there are other resources outside of the colleges that could be incorporated as part of the on-going training for Graduate Teaching Assistants. Center for Learning and Teaching was mentioned as being a good resource and they offer online training as well.

### **Graduate Policies/Faculty Handbook**

- This topic was discussed at the last meeting. Dr. Lewis advised Council that she will follow-up with Nina Brown to clarify what policies may be under consideration to be included in the Faculty Handbook.

### **Additional Topics**

- University ID Cards for Distance Learning Students – Dr. Baker indicated graduate students at distance learning sites have indicated a desire to get an Old Dominion University Student Identification Card. The Card Center does not mail them. The complaint from students is that because they do not have their student IDs, they cannot get their student discounts. However, given some changes that are planned for distance learning with regard to test proctoring, it may become a bigger issue. Dr. Baker has spoken to Andy Casiello regarding the issue. Dr. Lewis to follow-up with Andy Casiello.
- ABT Status for Master's Students - Master's students currently working on their theses still have to be full-time to be eligible to be graduate assistants. It is suggested that we consider an ABT (all but thesis) designation for these students so that they can be considered full-time when they

have registered for 1 credit hour. Dr. Lewis will follow-up with Jim Duffy and work on developing a proposal.

- Student Email Inactivation – Faculty are having issues with communicating with students via email because their email addresses are being inactivated by OCCS. Several members of Council thought that email accounts were no longer being deleted. Missy Barber will check with OCCS to see what the current procedure is regarding deactivation of email accounts for students.
- Office of Graduate Studies Newsletter – The Office of Graduate Studies distributed an electronic newsletter to all graduate students. Nicholas Benson will be visiting colleges in January to collect data for the next edition.
- Graduate Student Presentation – Council was provided an invitation and encouraged to attend a graduate student presentation on “Increasing Recruitment, Retention, and Graduation Rates of Racial/Ethnic Minority PhD Students at ODU. The presentation will be held on Monday, December 12, 2011 from 4 pm to 5 pm.

Meeting adjourned at 10:07 am.