

GRADUATE ADMINISTRATORS' COUNCIL MEETING
Thursday, December 10, 2020
via Zoom Meeting ID: <https://odu.zoom.us/j/91900910678?from=addon>

Attendees: Robert Wojtowicz, Bryan Porter, Missy Barber, Genny Conwell, Bill Heffelfinger, Craig Bayse, Dale Miller, David Chapman, Jane Dane, Karen Eck, Khan Iftekharuddin, Lamar Reams, Tisha Paredes, Wie Yusuf, Humberto Portellez, Miltos Kotinis, Robert Bruno, Regina Karp, Dorothy Lockaby, Matthew Schmidt, David Cook, Gregory Flick, Renee Felts, Kelsey Kirland, Laura Ray, and Linda Bol.

Welcome

Bryan Porter greeted Council members.

Enrollment Update: Jane Dane provided a report on graduate enrollment. Graduate headcounts are up by 6.74% and the number of students taking more courses (FTEs) are up by 10%. Enrollment reports will be emailed to Council members by Missy Barber.

Bill Heffelfinger reported that applications are up by 70% for spring 2021 and up by 40% for summer 2021. Some Ph.D. programs have removed the GRE requirement. As a result, there was a significant increase in fall 2021 applications for these programs.

Graduate Certificates: Kelsey Kirland reported the difficulty of tracking non-degree students. She suggested the addition of a form to the declaration page to track currently enrolled students. Bill Heffelfinger will try to add the link to this form to Vita Sign so that it is included in the declaration workflow. Kelsey Kirland asked Council for feedback about this process. There was open discussion and several suggestions were provided to improve this form and process. It was decided that Council will need to add an escape clause to this form and figure out how to launch it. The Graduate School and the Office of the University Registrar will form an assessment group to accomplish this through email.

Changes to SPEAK Test Process: Robert Wojtowicz opened this discussion with a reminder that a cost-sharing program will be implemented for the SPEAK Test, beginning in the spring 2021 semester. Council was informed that the Graduate School is unable to cover these costs and that departments or colleges will be responsible for this.

Laura Ray continued this discussion by providing detailed information regarding changes to the SPEAK Test process and billing. She will coordinate this process with Gregory Flick in the School of Continuing Education. There will be a fee of \$100.00 for students to cover administrative fees for this test. These charges will be paid by the colleges and then provided to the English Language Center (ELC) through an interdepartmental transfer request (IDT). Council was informed that the same email distribution used for test dates and pass/fail notifications will be used for billing notifications also.

January 11, 2021 is the official SPEAK Test date and time slots will be available the week before. It was suggested to send the email that includes registration links and timeslots to students and Graduate Program Directors.

An update about the IELTS Test replacement was requested. Council was reminded that the IELTS Test is a replacement for the TOEFL test also. Missy Barber informed Council that we need to revisit the conversation regarding this. She also informed Council that the SPEAK Test can be waived with a TOEFL score of a 26 or better, that students with a score of 45 on the SPEAK Test must take the SPEAK Retest, and that it is free of charge.

Robert Wojtowicz will coordinate with Laura Ray to create the email messaging regarding the changes to the SPEAK Test process and then he will discuss the payment coverage with Nina Gonser.

Approval of Minutes

Minutes from the Thursday, November 12, 2020 meeting were approved.

Announcements

- **Calls for Nominations for Graduate School Awards for 2020-2021:** Missy Barber opened the discussion with an overview of the updated language in the Awards specifically for college coordinators. She also informed Council that all dates are now consistent and requested to be notified by email of any issues after review of these forms. The updated forms will be emailed and posted on the website today. There was a brief discussion about moving up the deadlines earlier for next year if necessary. Wie Yusuf and Lamar Reams responded that they agree with the February 15th deadline.
- **GTAI Institute:** Missy Barber reminded Council that the GTAI dates are provided on the agenda. She announced that she will be sending requests for evaluations for day two. Robert Wojtiwicz praised Missy Barber and Courtney Nishnick for creating this virtual event.
- **Catalog & CourseLeaf Updates:** Missy Barber reminded Council of the information provided on the agenda regarding updates to the catalog and CourseLeaf. She pointed out that there was a change to one of the dates.
- **Save the Date – 3MT Competition – February 11, 2021:** There will be a livestream presentation from 6:00 – 8:00 pm on February 11th. There are eight active participants. This date will be added to the necessary calendars and more details will be provided by Bryan Porter.

Graduate Research Achievement “Day” (really “Week”): GRAD Week (really “Week”) which is scheduled from April 4 – April 9, 2021 and will take place during Graduate Student Appreciation Week. Poster judging will take place on Thursday, April 8, 2021. A Request for Proposals (RFP) will be emailed by Xavier-Lewis Palmer today. Karen Eck is planning a virtual event with a panel of speakers with terminal degrees and nonacademic careers. Judges will be invited. Council was asked to send contact information to Karen Eck & Bryan Porter with suggested students to serve as speakers.

Forms & Policies Committee

Transfer Policy: Bryan Porter informed Council that there were clarification and grammatical edits made to interpret the meaning of this policy. There was open discussion about allowable transfer credits from other Institutions and if students can re-use these credits. Council was informed that credits not used as part of the degree can be used as transfer credits. Council was also informed and that we can work with students to review transcripts and compare courses and that graduate program directors will need to evaluate these credits. Robert Wojtowicz requested the addition of the language “director, academic dean, or designee” to this policy and to change the language from “validated” to “revalidated” during the meeting. There was open discussion about certificates completed from other Universities, agreements that are in place, and preferential treatment for certificates. Bryan Porter reiterated the importance of clarified language and meaning for this policy. Forms & Policies will continue to work on this language via email.

Responsible Conduct for Research for Certificate students: There was open discussion regarding who is responsible to do the Responsible Conduct Research training, who is exempt, and why licensure students have this requirement. Robert Wojtowicz informed Council that the Office of Research requires that all investigators and graduate students complete this training. It was decided that the language in this policy will be changed from “all investigators” to “all graduate students.” This policy was passed with this amendment.

Update to G3 Form: Missy reminded Council that the updated G3 form was emailed on yesterday. This form did not match policy, so it needed to be updated. Council was also informed that the D1 and D2 forms were updated. There was a request to add a line to include a fifth member. These updated forms will be uploaded to the website possibly today.

Other Topics for Discussion

One-Year Extension for Graduate Certifications: Bryan Porter informed Council that the language allowing for extensions of certifications was added to this policy last summer. Robert Wojtowicz reported that Judy Bowman stated that this information was not captured in the minutes. The plan was to add this language to the policy, and everyone thought that the extension started last summer. Council was informed that this policy was not approved and that departments should not assume that this policy has been activated because it is in the handbook. This policy will need to be sent to Provost Agho for review and then it will move forward to the Faculty Senate by January 2021. Council was reminded that the Faculty Senate does not meet again until January 2021.

Ways2Engage Program: Robert Wojtowicz reported that Don Stansberry would like participants in the “Ways2Engage” calling campaign. A list of unregistered students will be emailed to Associate Deans to distribute to Graduate Directors to reinforce the message that we care and to try and encourage registration.

Next Meeting

The next Graduate Administrators' Council Meeting is scheduled for Thursday, January 14, 2021 from 8:30 am – 10:30 am.

Meeting adjourned.