

Graduate Administrators Council (GAC)
Minutes of Tuesday, December 15, 2009
118 Education Building
9:00-10:30

Attending: Brenda Neumon Lewis, Chair, Sarah Snowden, Robert Wojtowicz, Mona Danner, Danica Hays, Sharon Judge, Chris Osgood, Pat Pleban, David Selover, Isao Ishibashi, Osman Akan, Richardean Benjamin, Martha Walker, Mary Swartz

Approval of November 17, 2009 Minutes

Minutes were approved with minor corrections.

Announcements- B. Lewis

- Doctoral Mentoring Award- Dr. Lewis stated that Graduate Studies had received a number of nominations for the Doctoral Mentoring Award: 1 from the College of Business and Administration, 10 from the College of Sciences, and 5 from the College of Engineering and Technology. She indicated that the chairs are currently checking the nominees eligibility status before moving to the next step in the process.
- Graduate Research Forum-Dr. Lewis thanked the Council for nominations and stated that a decision would be made this week.
- Graduate Catalog-Dr. Lewis announced that 100 copies of the 2009-2010 graduate catalog would be printed with stimulus funds and distributed to GPD's.
- Budget Cuts- Dr. Lewis stated that tuition waivers may be on the table in the discussion of the upcoming budget cuts.
- Thesis Dissertation Manual- Robert Wojtowicz stated that Kathleen Rhodes is a graduate student and an Adjunct Faculty member in the College of Arts & Letters and will be hired to revise the thesis/dissertation manual. She will receive payment as she builds her hours through a 4031 budget.
- Ph.D. Completion Project/Master's Completion Project- Dr. Lewis indicated this process is continuing and more cohorts will be added to the study. She also stated the Council of Graduate Schools (CGS) is beginning a similar project at the Master's level.

Sub Committee Updates

- Faculty Senate- Pat Pleban stated that Faculty Senate passed the RCR proposal. The thesis/dissertation agreement form which was detached from the RCR proposal, will be revisited this spring.
- Graduate Forms Sub Committee- Mary Swartz updated the Council with a summary of recommendations for Graduate Studies forms:
 - She indicated that the committee began with several questions: Are there too many forms? Are the right forms getting to the right offices? Can some forms be combined? Can they be logically reorganized? How can distribution be improved? Are the right signatures required on the forms? Is the right information being requested on the forms?

Recommendations:

- Eliminate a small number of forms and there was a recommendation to add a form for Ph.D. candidacy (Isao).
- Eliminate the numbering system in favor of a standard naming convention that includes at the beginning for the form the word “Master’s” “Doctoral” or “General” as appropriate.
- Order the forms so that they follow the student’s most likely career path at the University.
- Make forms “fillable PDF” so that users can type in information
 - A question was raised about the need for original signatures. Mary Swartz indicated the Registrar’s Office doesn’t always require an original signature on forms. She stated forms can be saved and emailed without a written signature if the sender and recipient agree.
- Further instructions are needed on some forms
- Eliminate copies directed to offices that have no need to receive the forms.
 - This is particularly true of a number of forms that are directed to Graduate Studies.
 - The Registrar’s Office is the official keeper of the record and is now in the third year of document imaging. Forms are scanned and indexed so they can be attached to the individual student record in Banner.
 - Some forms belong with the GPD for the student’s program and do not need to be forwarded anywhere else.
- Some forms actually belong to other offices and should be linked to that office rather than reinvented on the Graduate Studies website

e.g. Form 12 which is a Registrar's Office form and currently out of date.

- Change Ph.D. to "doctoral" on all forms.
- Remove SSN and where required, substitute UIN on all forms (should have been done in 2003)
- Links to Admissions should be identified as such. It was noted one link is not live at this time.
- Dr. Lewis stated that the GAC Committee will meet to review the forms individually and make changes on a hard copy. Dr. Lewis instructed the Council members to review all the forms and forward recommendations to Mary Swartz in January. The forms with changes will be brought back to Council following the meeting of the sub-committee.

Minority Recruitment/McNair's Scholar's Program- O. Akan/C. Osgood

- Dr. Akan indicated that he did contact JC Brinker, the development liaison in BCET, who is interested in the subject.
- Dr. Osgood stated that he spoke to Alice McAdory who is in agreement to the application fee wavier. He was unable to reach anyone in the Department of Education but will continue to try to get more information.
- The Council suggested this should be a University initiative and other key people should join the discussion, e.g. Alice McAdory- Enrollment Management; Foundations; Karen Eck, Research; Provost-Academic Affairs.
- Dr. Lewis will check to see if NSU has a McNair program.

Additional Items

- Dr. Isao Ishibashi questioned the wording of the graduate policy on Graduate Credits by Transfer. He indicated that the policy wording was incorrect and that was changed in an previous GAC meeting. The Council suggested that he write the correct language in which the policy should be worded and bring it to GAC for discussion.
- Dr. Isao Ishibashi questioned the wording of the Leave of absence Policy in the Graduate Catalog. He indicated that the policy was incorrect and that the policy was changed in the past but the catalog is incorrect. Dr. Lewis said she would go through the previous months GAC minutes for the correct wording of this policy.

Meeting adjourned at 10:30