

**Graduate Administrators Council (GAC)  
Minutes for Thursday, February 28, 2013  
Koch Hall Board Room  
9:00 am to 9:45 am**

Attending: Brenda Neuman Lewis, Chair, Iva Stoyneva, Ali Ardalan, Joanne Scheibman, Bill Heffelfinger, David Selover, Osman Akan, Isao Ishibashi, Chris Osgood, Robert Wojtowicz, Mary Swartz, Lynn Ridinger, and Richard Dean Benjamin

**Approval of February 28, 2013 Minutes**

- Minutes were approved as submitted.

**Announcements/Updates**

- Brown Bag/Lunch & Learn- March 26, 2013, 12:20-1:30 pm, Perry Library Learning Commons, Room 1310. Dr. Lewis encouraged Council to make GPD's and department chairs aware of this event. She stated that, based on evaluation, the previous brown bag meeting was successful, and it will be done regularly.
- Doctoral Mentoring Award- Nominations due to OGS, March 1<sup>st</sup>. Dr. Benjamin confirmed the date was actually March 4<sup>th</sup>. Dr. Lewis agreed. A discussion about the submission format was opened, and it was determined that digital copies are ideal but paper copies are acceptable as well. Dr. Lewis asked if all Associate Deans will serve as reviewers for the GTAA and they all agreed.
- Outstanding Graduate Teaching Assistant Award – Nominations due March 8<sup>th</sup>. She also made sure that the new process of submission is clear with everybody. She stated that a maximum of twelve portfolios from the six colleges will be accepted- one student for lab and one student for teaching will be selected for the award.
- PFF Faculty Coordinator Position – Dr. Wojtowicz said that he has two applications for the position and the committee is meeting this afternoon for discussion. He suggested if anybody knows of a third person who might be interested to send them forward.
- ABT Proposal- Dr. Lewis explained that the proposal for changing the continuance policy for the Master's level students went to Provost Council this week on Tuesday and it was approved unanimously. Dr. Lewis said that it still needs to go through faculty senate and encouraged Council members to endorse it with their college faculty senate reps.
- Conference of Southern Graduate School Regional Meeting- Dr. Lewis explained that ODU is a member of three professional associations- VCGS, SCGS, and CGS. She said that last week she went to the regional conference SCGS where the topic of the new global student population was raised, as well as what are some ways that graduate administrators can adapt to it. Dr. Lewis made a point that at all of the associations there are opportunities for ODU students and faculty to be awarded and recognized for their work. She said that she will distribute materials for an upcoming CGS awards.

**Discussion of Graduate Research Achievement Day, April 11, 2013**

- Dr. Lewis discussed the call for nominations that went out earlier this week for the event and the new addition of the presentation session. She said that she has reserved two rooms (Virginia Webb Rice and Rabbi Reich) already and is waiting to see the student

responses in order to determine which room would be most appropriate. She also said that students should not feel limited and may do both.

- Dr. Ridinger asked if people who have graduated in December can attend, and Dr. Lewis said that they could.
- Dr. Lewis said that she would like to keep the presentations between 6-8 minutes.
- It was noted that it is easier and cheaper to do PPT presentations, but not all students can discuss their work for 6 minutes.
- Dr. Lewis mentioned that there were requests from DL for Skype accommodations for students who cannot be there physically. In addition, a discussion about the possibility of allowing for electronic poster presentations and narrated PowerPoint's was opened.
- Dr. Lewis said that the colleges will need to finance the posters from their budgets.

#### **Discussion Continuous Enrollment- Ali Ardalán**

- Dr. Ardalán said that the committee is meeting tomorrow at 1 pm. All the relevant information on the subject has been collected.
- UVA's catalog has also been reviewed for additional information on the subject and Dr. Lewis has forwarded to the Committee e-mails from various deans in the state who are also discussing this issue.

#### **Additional Topics**

- Dr. Lewis reminded Council about getting information into Courseleaf. She asked if there are any outstanding courses within the colleges to send them in so we can meet the schedule course deadline.
- Dr. Lewis suggested a new template of student presentation which requires students to be able to present their work in only three minutes and through only one slide, as something to consider for the future.
- Dr. Lewis said that Dr. Siles mentioned that we are moving forward with the policy for conditional admission. Dr. Heffelfinger said that Steve Risch will send a survey to all program directors in order to determine which ones are interested in the policy. The ones that are will be put on the list which will be taken to the embassy for conditional admission GRE test prep-policy. Dr. Lewis said that she would like for Steve Risch to send the language to GAC.
- Dr. Osgood raised the question about "filler courses." He mentioned the UVA system in which these classes have no content and are not full price. Dr. Osgood said that students can take those classes after they have completed the core class requirements. He asked why ODU does not have them. It has been noted that those classes in other schools pay only for services.
- Dr. Ardalán raised the question about faculty compensation for the Summer semesters, since there is a difference in the credits required for summer graduate classes. He said that for summer dissertation hours that is a particular problem. It was noted that a potential solution to this problem might be to pay faculty based on head counts and not credit hours. Dr. Ishibashi said that such a proposal has already been developed and he would share it with the subcommittee.