

GRADUATE ADMINISTRATORS' COUNCIL MEETING

Thursday, April 8, 2021

8:30 – 10:30 am

via Zoom Meeting ID: <https://odu.zoom.us/j/91900910678?from=addon>

Attendees: Robert Wojtowicz, Bryan Porter, Missy Barber, Genny Conwell, Craig Bayse, Dale Miller, David Chapman, Jane Dané, Karen Eck, Khan Iftekharuddin, Lamar Reams, Tisha Paredes, Wie Yusuf, Regina Karp, Dorothy Lockaby, Paul Currant, Linda Bol, Megan Corbett, Robert Bruno, David Cook, Humberto Portellez, and Shelley Jules-Plag.

Welcome

Robert Wojtowicz greeted Council members.

Approval of Minutes

Minutes from the March 11, 2021 meeting were approved.

Announcements

- **Graduate Research Achievement Week (GRAD):** GRAD Day is scheduled for Thursday, April 8th and poster judging will begin at 12 noon. Winners will be announced on Friday, April 9th. The Alternative Academic Career Ph.D. Panel Discussion event is also scheduled on Thursday, April 8th from 3:00 PM – 5:00 PM.
- **Associate Dean Spotlight:** Robert Wojtowicz will contact Maggie Barber or Muge Akpinar-Elci for participation in the next Associate Dean Spotlight.
- **Catalog & CourseLeaf Deadline for the 2021-2022 Catalog:** Missy Barber will circulate a list of catalog pages currently still in the workflow to ensure that we meet the deadline.
- **Global Perspective - Students Yesterday, Campus Leaders Today:** This event is scheduled for Thursday, April 8th from 12:30 pm to 1:30 pm. A flyer and event Zoom link was provided. Paul Currant informed everyone that last year's event was a success, and Provost Agho will be one of the speakers this year. He invited everyone to attend.

New Business

Forms & Policies – Graduate Program Director (GPD) Handbook Language: The Graduate Program Director Handbook Policy was provided onscreen. Council was informed that there was a directive to strengthen the language in the GPD Handbook. Council was also informed that the duties and responsibilities' section of this policy will need to specify that decisions are not final, that department chairs or administrators can overturn a GPD's decision, and that we will need to define who can actually appeal these decisions. There was open discussion regarding the reason for this change and clarification about the decisions that can be overturned within this policy.

The discussion continued regarding if the language “by student and or faculty” should remain in this policy and concerns that this language conflicts with the current student appeals policy. This policy was provided onscreen for review and suggestions were provided.

It was decided that this language will be polished and reviewed at a later date. There was also a brief open discussion of mandatory training for GPDs.

Graduate Student Survey Discussion: Robert Wojtowicz shared the graduate student survey report onscreen that will be presented at the Deans' meeting on Tuesday. There was a request to share the information in this report by college. Jane Dané informed everyone that important factors will be identified and added to the raw data. Robert Wojtowicz asked that Bryan Porter fine-tune this report and present it at the Deans' meeting.

Grammarly Student Survey Discussion: Robert Wojtowicz shared the Grammarly survey report onscreen and an overview of the responses. There were 16 participants and generally positive responses were received. There was open discussion about the survey results and suggestions and concerns were provided.

GAC – Summer Meetings: It was decided that GAC meetings will not be scheduled over the summer and will resume in September.

Other Topics for Discussion

Update on Thesis and Dissertation Policy: Wie Yusuf reminded everyone that Committee C will be revisiting the Thesis and Dissertation policy. Council was informed that language about the Department Chairs was removed from the policy and from the approval form. An explanation about this was provided. Robert Wojtowicz informed everyone that there will be a discussion regarding this with Committee C and this will be revisited during the fall semester.

New Graduate Scheduling Block: Shelly Jules Plag informed everyone that she was pleased with the new scheduling block. There was open discussion about scheduling graduate classes in conference rooms and providing information about these new time blocks to department chairs. The discussion continued regarding scheduling courses between 5:45 pm - 8:25 pm post pandemic and requiring departments to schedule a class between 4:20 pm -5:35 pm in the same room if they would like to use this new scheduling block. Robert Wojtowicz applauded Shelly Jules-Plag and her team for their continued efforts in preparing the University for the pandemic.

Introduction of New GAC Representative: Robert Wojtowicz introduced Megan Corbett as the GAC representative and replacement for Tisha Paredes.

Enrollment Updates: Jane Dané provided the enrollment report and summary on screen. She reported that graduate headcounts and FTEs are up for summer 2021 and Fall 2021 applications and admits are up as well. She also informed everyone that she will share a recent survey with current graduate students.

Next Meeting

The next Graduate Administrators' Council Meeting is scheduled for Thursday, May 13, 2021 from 8:30 am – 10:30 am.

Meeting adjourned.