

## GRADUATE ADMINISTRATORS' COUNCIL MEETING

Thursday, May 13, 2021

8:30 – 10:30 am

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

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**Attendees:** Robert Wojtowicz, Bryan Porter, Missy Barber, Genny Conwell, Craig Bayse, Dale Miller, Karen Eck, Lamar Reams, Wie Yusuf, Regina Karp, Dorothy Lockaby, Paul Currant, Megan Corbett, David Cook, Ann Kumm, Liza Flores, Muge Akpinar-Elci, Bill Heffelfinger, and Laura Ray.

### **Welcome**

Robert Wojtowicz greeted Council members.

### **Approval of Minutes**

Minutes for April 8, 2021, and May 13, 2021, will be approved via email.

### **Announcements**

- **Scholarship Nominations for Meredith Construction, Alumni Scholarship, and the Graduate School General Scholarship:** Nominations should be emailed to [graduateschool@odu.edu](mailto:graduateschool@odu.edu) by June 1, 2021.
- **Graduate School Strategic Plan 2.0:** The Associate Deans will be meeting this summer to begin brainstorming on ways to organize and implement this strategic plan in preparation of the arrival of our new President and the current strategic plan that will expire at the end of the year.
- **3MT workshops to begin during the summer:** 3MT workshops will be scheduled this summer and announcements will be provided. The plan is to have a face-to-face competition with a streaming component included during the fall semester. More details will be provided.
- **Request for Graduate Program Handbooks:** Missy Barber will be sending out official requests for handbooks to the associate deans and graduate program directors. Copies of revisions and changes to programs should be provided by the Graduate Program Directors also. Council was informed that important benchmarks, milestones, and requirements should be included in the handbook also and that there should be consistency between the catalog and the handbook.

### **New Business**

**MET Courses – Laura Ray and Ann Kumm, ELC:** Starting fall 2021, the English Language Center (ELC) will be offering a graduate oral communication and a graduate academic writing for credit course. These courses will be open to multilingual or international graduate students who desire to improve their language skills during their academic coursework. These courses will be required for conditionally admitted students. Graduate Program Directors we'll be able to determine whether these courses will count as electives in the graduate students' plan of study. Council was informed that non-credit options will still be offered, the Monarch English Transition (MET) program will continue, and that the ESL prefix was changed to CGE for Center for Global Engagement. There was an open discussion about this information.

It was suggested to provide a series of Zoom workshops over the summer for admitted students preparing to take the speak test for the first time and there was open discussion about the format of these workshop. Robert Wojtowicz, Lara Ray, Ann Kumm, and Kate Hawkins will have a discussion with Nina Gonser to figure out the cost share for colleges or departments. The information provided today will be emailed to everyone.

**Proposal for Zero Credit Hour Internship – Alice Laubach, VISA Office:** This discussion started with an explanation of the Curricular Practical Training (CPT) which is a benefit for F-1 students that completed a full academic year. There was open discussion about the proposal of a zero-credit internship course at the graduate level. Council was informed that this course will be mostly for international students. There was further discussion regarding internships living in the departments, the establishment of prefixes, and FTEs.

A specific issue was discussed regarding a student unable to find a one-credit course this summer and a resolution was provided. Bryan Porter informed everyone that we will proceed with establishing the Grad UNIV 068 course and he suggested that everyone create a topics course for flexibility if they have not already.

**Summary of Graduate Student Survey Results:** The presentation summarizing the graduate student survey that was provided at the Provost Council was shared during this meeting. Council was informed that this survey mostly focused on the well-being of graduate students during the pandemic and their preferred course delivery. There was open discussion about this information and feedback was provided. Bryan Porter will provide Council with a copy of this presentation and detailed information.

**SCHEV Six Year Plan – Proposed Degrees – Deadline May 19:** Brian Payne requested that we identify new graduate programs or certificates by May 19<sup>th</sup> for consideration. There was open discussion and suggested graduate programs and certificates was provided from various departments. Council was informed that the prioritization report may be published by the end of the week and that additional suggestions for graduate programs and certificates should be emailed to Robert Wojtowicz after this meeting.

### **Other Topics for Discussion**

**Summer GAC Meetings:** The next GAC meeting will not be scheduled until September, but the Associate Deans and the Forms and Policies Committee will continue to meet over the summer.

**GAC Members:** It was announced that this will be Craig Bayse's last GAC meeting due to his new position as a department chair. A thank you was provided to him and Tisha Paredes for their service.

### **Next Meeting**

The next Graduate Administrators' Council Meeting is scheduled for September 9, 2021, from 8:30 am – 10:30 am.

Meeting adjourned.