

**Graduate Administrators' Council**  
**April 19, 2018**  
**Koch Hall Board Room**

Attendees: Robert Wojtowicz, Bryan Porter, Missy Barber, David Cook, Bonnie Van Lunen, David Swain, Regina Karp, Humberto Portellez, Jane Dane, Gail Dickinson, Dale Miller, David Chapman, Wie Yusuf, Jim Duffy, Steve Bell, Wayne Hynes, Karen Eck, Khan Iftekharuddin, Pilar Pazos-Lagos, Holly Gaff, and Tisha Paredes

**Approval of Minutes from April 5, 2018**

- Minutes approved as submitted.

**Announcements/Updates**

- 3MT 2018 – First Workshop – Dr. Porter mentioned we had about 8 students attend the first workshop. We will host a 3MT Boot camp on May 17<sup>th</sup> for students to begin preparing their work. Competition will be either November 28<sup>th</sup> or November 29<sup>th</sup>.
- Faculty Awards Ceremony – **Tuesday, May 1, 2018**. Dr. Wojtowicz mentioned the winners and also noted that we need to enlarge the pool of applicants for the Outstanding Graduate Laboratory Teaching Assistant. The laboratory nominees do not only have to work in wet labs.
- Advanced Degree Luncheon – **Thursday, May 3, 2018**. Event will be held in the Big Blue Room and will start at 11:30 am. Please encourage your students to attend.
- Advanced Degree Ceremony – **Friday, May 4, 2018 at 6:30 pm**
- New Graduate Administrators' Orientation & Luncheon for Graduate Administrators – **Friday, May 18, 2018**, Cape Charles/Isle of Wight Room, Webb Center.

**Faculty Summer Compensation – Jim Duffy**

Mr. Duffy began discussion on a report of data that is broken down by programs. The formula used to determine the standard compensation rates for summer is 1:1 ½ teach load multiplied by the rank and salary.

*Summer Pay Rate Formula Clarification: Summer pay rate for teaching courses is based on the specific college and rank. The formula is the calculated rate times the number of credit hours. Separately, there is the formula for the GPD stipend, which is student FTE based.*

Dr. Karp expressed concerns about FTE. She mentioned that GPD's who supervise dissertations in the summer aren't being compensated because they are only getting paid for the credits that are registered, not how many students are being supervised.

Dr. Yusuf mentioned that Committee C looked up the policy for the basic requirements of a GPD; however, they did not translate the minimum requirement to compensation. Committee C may be able to look into structuring release time and compensation.

Dr. Miller also noted that some GPD's aren't being compensated because students are taking classes in other programs.

### **Graduate Certificate Applications – Tisha Paredes**

Dr. Paredes began discussion on Graduate Certificates stating the number one question is “*How do I know who is enrolled?*” Students and GPD’s can send an email to DegreeWorks with students name, email, and UIN to “apply” for admission in the Graduate Certificate program.

It is also advised to use Hobson as a marketing tool for Graduate Certificates and other degree programs. If a student has taken three out of the five necessary classes to obtain the certificate, Hobson can send out an email blast informing the student, he/she only needs two more classes.

Dr. Wojtowicz asked if a student enrolls but doesn’t finish, is there consequences and the response was no.

Students can apply for certificates up to graduation; however, the problem is students aren’t declaring.

### **Electronic Workflow for Graduate School Forms – D3**

Dr. Porter explained that we are working with ITS to get all the forms electronic. Hopefully by summer, we will have the D3 fully functioning and will eventually get to the G9 form.

Dr. Swain asked if the G10 form needs to be completed every semester and the response was yes.

### **Transfer of Credits from other Institutions that require revalidation**

We often transfer credits from other institutions, but do we look at the age of the credits? Do we want to continue allowing transfer credits that are out-of-date? If so, what will the process entail? Unfortunately, Banner does not show how old the credits are.

If we allow out-of-date transfer credits, Laura Vann would like the G1 and G3 forms sent to her together.

Dr. Wojtowicz reminded everyone that we can only accept transfer credits from accredited institutions.

### **Other Topics of Discussion**

Dr. Wojtowicz informed the Council that two issues have popped up regarding students applying to our graduate programs. He asked the Council “*Are we doing students a disservice by telling them to look elsewhere?*”

Dr. Dickinson pointed out that we don’t hire our own PhD graduates.

The Council agreed that other language should be used.

Meeting adjourned.