

## **GRADUATE ADMINISTRATORS' COUNCIL (GAC) Minutes**

**April 4, 2019**

**Education Bldg., Room 3306**

**8:30 a.m. – 10:30 a.m.**

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Attendees: Dr. Wojtowicz, Chair; Bryan Porter, Richardean Benjamin, Karen Eck, Dale Miller, David Chapman, Chunsheng Xin, Tisha Paredes, Wie Yusuf, Holly Gaff, Jane Dane, Robert Bruno, Regina Karp, Bill Heffelfinger, David Swain, Karen Vaughan, David Cook, Paul Currant, Genny Conwell, and Missy Barber

### **Welcome**

Dr. Porter welcomed the Council and Karen Vaughan.

### **Approval of Minutes from March 7, 2019**

Minutes approved as submitted.

### **Announcements/Updates**

#### **Graduate Student Appreciation Week:**

- Graduate Student Appreciation Week was a success. The events during this week included workshops, anchored by two major events, and ended with GRAD Day. Twenty-six graduate students and one undergraduate student attended the Graduate Appreciation Social event. It was announced that the Graduate & Professional Commons is open for graduate students to use for collaboration. Missy Barber thanked the Council for agreeing to be judges on GRAD Day. She also mentioned that President Broderick stopped by and was pleased with the research posters presented. There were 76 posters displayed. Winners for GRAD Day will be announced soon.
- There was discussion on the need to obtain additional space to display posters at Webb Center during GRAD Day. There were suggestions provided to either expand the current location, move the furniture in the seating area, change the current venue location, or limit the number of posters displayed for next year. Dr. Wojtowicz would like to continue to use the Webb Center as the location for this event because of the foot traffic.
- There was discussion on how each department took care of the cost for printing posters. Some departments took care of the printing cost within their department and other departments required students to take care of this cost themselves. Dr. Wojtowicz reinforced that departments/colleges were to pay for the posters. Dr. Miller requested a list of Arts and Letters students that participated.
- Council was informed that Office of Research is paying attention to the information provided on posters during the GRAD Day, at the 3MT competition, and at conferences because of Intellectual Property concerns. Khaled Abul-Hassan from the Office of Research would like to vet everyone participating in the 3MT competition and check for non-disclosure agreements.
- It was suggested that we have a training session on Intellectual Property and the process for non-disclosure agreements to educate faculty and students on presenting and protecting their work.

**SPEAK Test:** Missy Barber reminded Council that the speak test is scheduled for April 19th and she announced that Kathy Moulton will help students with improving their presentation skills.

**Advanced Degree Luncheon:** Council was reminded that the Advanced Degree Luncheon is scheduled for Thursday, May 9, 2019 at 11:30 am. Dr. Wojtowicz announced that Carolyn Rutledge is the Advanced Degree Commencement Speaker.

**Graduate Administrator's Workshop:** Council was reminded that the Graduate Administrator's Workshop is scheduled for Monday, May 20, 2019 at 2:00 pm in the Graduate School Multipurpose Room.

**Graduate Student Health Insurance:** Missy Barber reported that graduate students should have already received their spring health insurance subsidy and informed Council that students can contact her if they did not receive it. Council was notified that only stipend and fellowship funds qualify for the subsidy and Dr. Wojtowicz would like to further discuss why scholarships do not qualify for the subsidy. It was announced that United Health Insurance won the insurance bid, health benefits will remain the same, there was a 6.5% drop in health insurance rates starting August 1, 2019, and there will be improved registration mechanisms in place. A meeting is scheduled next week on the next steps.

**GPD Summer Stipends:** Council was notified that they will receive an email informing them on the proper forms to use for summer stipends and rules related to department Chairs and what they can receive. It was announced that the maximum teaching work load starting this summer is 2.67. Elaine Pearson would like to contain these costs within Academic Affairs. The Deans will have the option to pay beyond the 2.67 work load amount. Council was advised to refer any questions to the Graduate School.

### **Graduate Policies:**

Dr. Wojtowicz thanked Council for all their feedback on the graduate policies revisions and Dr. Yusuf for her assistance with the Continuance.

**Tuition Grant/Waiver Policy:** There was open discussion related to tuition grants and who has signature authority. Council was informed that decisions related to grants and waivers are made by the Principal Investigator of the grant, the Department Chair, or the Dean of College. Council was provided with a copy of the Graduate Tuition Grant/Waiver Policy for review. Minor changes were made to this policy and a motion to approve this policy was made and approved.

### **Other Topics for Discussion:**

- Council was reminded to encourage their students to register for summer school.
- The commencement schedule was sent to the Deans and Council was asked to share this information.
- It was announced that the Cyber Security and Biomed Ph.D. program will have students graduating this year.
- The date for 2019 Graduate and International Student Orientation is August 20, 2019. Dr. Wojtowicz would like to include a session on Intellectual Property at the Graduate and

International Student Orientation and add a Career Pathways event on the topic. Council was updated on upcoming changes related to Graduate and International Student Orientation. The current face to face orientation format will be switched to a welcome reception and online format. There will be further discussion and planning on this format.

- GTAI Institute is scheduled for August 22<sup>nd</sup> - 23<sup>rd</sup> and the Speak Test is scheduled for August 24<sup>th</sup>.
- The announcement for the Graduate Research Awards will be announced early next week. Thirty-five prospective awards were received and 10 were awarded. There were six awards last year. The Office of Research provided additional support this year.
- The link to Dr. Yusuf's Grant Writing Workshop is on the Career Pathway's website.
- There was a question about when to use dissertation credits (998) vs. 999. Dr. Wojtowicz stated that 999 courses are to be used when a student has completed his/her dissertation and has no more required credits.
- Humberto Portellez will speak to GAC about Degree Works at the next GAC meeting.

Meeting adjourned.