

Graduate Administrators' Council
April 5, 2018
Koch Hall Board Room

Attendees: Robert Wojtowicz, Humberto Portellez, Wayne Hynes, Dale Miller, Bryan Porter, David Chapman, Gail Dickinson, Karen Eck, Jane Dane, David Cook, Debra Major, Regina Karp, Leo Lo, and guests Roberto Westbrook and Nakia Madry-Smith

Approval of Minutes from March 22, 2018

- Minutes approved with the addition of Gail Dickinson to attendees.

Announcements/Updates

- 3MT 2018 – First Workshop – April 12, 2018. RSVP Deadline April 5, 2018. Competition will be some time in November.
- Registration – LeoOnline is open for registration for current students. Registration opened to all graduate students on Monday, April 9, 2018. Dr. Wojtowicz briefly mentioned that summer registration is low.
- Update on Graduate Networking Event & GRAD Day
- VCGS Update
- Brown Bag Event – Scheduled for Tuesday, April 17, 2018. The topic will be the Thesis and Dissertation Electronic Submission process. Presented by the Graduate School, the Library, and the Registrar's Office. Cathleen Rhodes from the College of Arts & Letters may attend.
- Advanced Degree Luncheon – May 3, 2018. Location to be determined. The event will start at 11:30 am.
- Advanced Degree Ceremony will be Friday, May 4, 2018 at 6:30 pm.

Presentation from Directors Roberto Westbrook of Tri-Cities Center and Nakia Madry-Smith of the Peninsula Center

Dr. Wojtowicz introduced and welcomed Roberto Westbrook and Nakia Madry-Smith.

Mr. Westbrook discussed what the centers do, their locations, and explained what resources are available for Faculty, such as Free Parking, Conference Rooms, Inter-departmental Mail, Aramark exemption, etc. Dr. Wojtowicz emphasized two points: Free Parking at Tri-Cities and Peninsula Centers and the Aramark exemption. Mrs. Madry-Smith gave a few details about the Peninsula Center. There are about 2000 students that are reachable to take classes online.

Dr. Porter asked how many students are currently enrolled in classes at the Tri-Cities Center and Mr. Westbrook replied about 100.

Speakers for Advanced Degree Luncheon

- Dr. Wojtowicz reminded Council that the students they chose to speak at the Advanced Degree Luncheon should be students with interesting stories. He said we currently have one speaker, but would like to have an additional two more. President normally attends and the Provost always attends.

Advanced Degree Ceremony

- Dr. Wojtowicz stated that at last year's ceremony, students did not stand at the appropriate mark because they are unaware.

Graduate Assistantship Policy – Eligibility

- Dr. Wojtowicz mentioned that in the last meeting The Dean's Council opted for the two semester option for the student to get back into good academic standing.
- The problem is that students were falling below a 3.0 and GPD's would prefer not to drop the student from the program if they had at least a 2.8.
- Dr. Wojtowicz read the policy aloud and noted the important revision is the last sentence in the third paragraph: *"An extension for a second semester may be granted only if the student has shown significant improvement and by using the same process"*.

Update on Graduate Networking Event & GRAD Day

- Dr. Porter reported that four companies were present and 48 students attended the Networking event. One concern brought by a company was the fact students did not bring their CV's or Resumes.
- Dr. Wojtowicz asked if it would be acceptable for Graduate Students to have business cards.

VCGS Update

- Commonwealth Graduate Education Day scheduled for Friday, November 3, 2018 at Longwood University. The idea is to focus on recruiting students from Community Colleges.
- The Graduate School is likely to recruit Graduate Students to sit on panels and present posters.

Travel Funds

- Dr. Wojtowicz began discussion expressing that he would like to have one place for all information regarding travel funds.
- Dr. Miller said College of Arts & Letters gives \$200 to students and \$200 to Faculty Mentors, and can be given multiple times a year. Dr. Dickinson said Darden College of Education gives \$300 to Doctoral students once a year. Dr. Major said the funds are controlled by each department and she knows the Psychology department gives \$500 towards travel.
- Dr. Wojtowicz proposed Graduate School giving \$200. Dr. Dickinson mentioned that the problem is students are unaware that this money exists.

Health Insurance

- Dr. Wojtowicz began discussion mentioning the rates went up by 10%. According to the ACA, the policy is considered a Gold Plan.
- Our goal was to minimize costs for graduate students. The subsidy will most likely remain \$1100 for the year.
- Dr. Wojtowicz and Dr. Porter mentioned other universities that offer health insurance to their students. William & Mary has a similar plan to ODU, price wise; however, they enforce that all students have health insurance, so students must opt-out if they want or have it elsewhere. VCU does not offer health insurance so they raise the students' stipends, so they can purchase their own.

Meeting adjourned.