

Graduate Administrators' Council Meeting
Thursday, April 6, 2017
Koch Hall Board Room

Members in attendance: Robert Wojtowicz, Chair, Wayne Hynes, David Chapman, Humberto Portellez, Bryan Porter, Bonnie Van Lunen, Chris Osgood, Steve Myran, David Earnest, Gail Dickinson, Kiran Karande, Isao Ishibashi, Shirshak Dhali, Corey van Vlymen, and Missy Barber

Approval of Minutes from Thursday, February 23, 2017

- Minutes were approved with changes noted.

Announcements

- EAB is coming back for a visit in May or June.
- The Advanced Degree Luncheon is scheduled for Thursday, May 4, 2017 from 11:30 am to 1:00 pm in Webb Center, Hampton/Newport News Rooms.
- Graduate Research Achievement Day was a big success. Dr. Wojtowicz said he was pleased with the number of participants and that the numbers were up this year. He asked how we could be more inclusive for part-time students for Graduate Research Achievement Day. There was some discussion about possibly having students do presentations via WebEx, however, we have to work out some of the technical difficulties that we experienced this year.
- DegreeWorks Brown Bag Series Event on Thursday, April 13, 2017 from 12:30 pm to 1:30 pm in the Newport News Room in Webb Center.

Graduate Certification Process

- The new graduate certification policy has been approved.
- The Office of Institutional Effectiveness and Assessment will be housing graduate certifications in WEAVE Verify as digital copies.
- During the last SACS process, it was agreed that forms would be maintained in the Dean's Office. Now there will be a shift to the Office of Institutional Effectiveness and Assessment where the documents will be maintained electronically.
- It was asked if once a semester reports would be generated to show the expiration of certifications. Dr. Paredes is consulting with the WEAVE vendor to see if reporting is an option.
- For Fall 2017, the goal is for everyone to look at the college's individual standards and align them with the new University standards, levels I – III. The Graduate School will generate the University form. The college form can still be used, but with the centralized standards.
- One of the challenges is tracking faculty turnover and keeping everything up to date.
- What is needed from Office of Institutional Effectiveness and Assessment is a report showing who will need to be recertified for the coming year.
- Dr. Paredes hopes to be able to easily index and have the documents accessible by everyone between now and the end of the calendar year.

Graduate Alumni Reception

- The President has given the Graduate School extra funding (\$5,000) for an Alumni Reception. It is planned for Homecoming weekend.

Graduate Completion Fund

- The Graduate School is setting aside \$25,000 in a holding account for students in dire financial straits that have exhausted all of their financial resources. The fund should be used primarily for tuition, but can be considered for other expenses.

Graduate Enrollments

- Dr. Wojtowicz went through a head count review of the programs, noting programs that have increased and declined.
- Humberto Portellez was asked to look into whether or not students that were enrolled in dual programs could be counted as both MS and PhD.
- It was noted that stipends need to be increased and it is an expectation for the Graduate School to assist with getting stipends up. Support is needed at the University level.
- Dr. Wojtowicz suggested collecting data to support the request for an increase, then he could talk to Jim Duffy.
- The larger headache is that the President is looking to make cuts and we have low productivity programs. We either need to work toward solutions or eliminate programs.

Graduate Assistantship Subcommittee

- Dr. Porter presented three new documents to Council for their review and approval, the hiring document, the Graduate Assistantship Evaluation form (required by SACS), and the Evaluation of the Graduate Assistantship (goes to associate dean of the college)
- Dr. Porter said that the assistantship evaluation forms could be used to help support students' nominations for the Outstanding Graduate Teaching Assistant Award.
- The forms were approved as submitted.
- The question was raised as to whether or not graduate assistantships should be posted publicly to allow for a more equitable and fair process. Career Link is an available option. In principle, everyone was in favor of posting positions via Career Link. It was decided to explore the option further. Dr. Wojtowicz will talk to Chris Glass and Jay Wright.
- It was mentioned that there are limited opportunities for full-time students in Education.

Data Subcommittee Update

- Dr. Chapman reported that the subcommittee met with ITS and that it was a productive meeting. There will be some subtle changes made to myODU. There was also some discussion of creating Dean's dashboards. There is no reason why deans can't get reports instantly.

3MT – Three Minute Thesis Update

- Dr. Porter reported that the first workshop had a decent turn out. There will be some workshops over the summer preparing students for a competition to be held in late October.