Members in attendance: Robert Wojtowicz, Chair, Bill Heffelfinger, Wie Yusuf, David Chapman, Isao Ishibashi, Steve Myran, Bonnie Van Lunen, Kiran Kirande, Kevin DePew, Shirshak Dhali, Gail Dickinson, Corey van Vlymen, Jane Dane, Wayne Hynes, and Missy Barber

Approval of Minutes from Thursday, November 3, 2016

- Minutes were approved with date changes noted.

Announcements and Updates

- Graduate Administrators Workshop - The Graduate Administrators' Workshop is today, Thursday, December 1, 2016 from 12:30 pm to 2:30 pm in the Hampton/Newport News Rooms in Webb Center. Lunch will be provided.
- Advanced Degree Luncheon – The Advanced Degree Luncheon is scheduled for Thursday, December 15, 2016 at 11:30 am in the Hampton/Newport News Rooms in Webb Center. The Graduate School is proposing that we possibly change the seal and replace Old Dominion University on one side with The Graduate School.
- Graduate Commencement in Spring 2017 – There will be a graduate only ceremony on Friday night at 7:30 pm. The Arts & Letters undergraduate ceremony will be at 3:30 or 4:00 pm. The other 4 colleges will have their undergraduate ceremonies on Saturday.

  Both VCU and Longwood have separate graduate ceremonies. We anticipate 580 graduating graduate students.

  One issue will be whether or not there is enough faculty to cover all of the ceremonies.

  The official announcement will be made in January.

- Graduate and Professional Fair Update - Both events had a good amount of traffic. Curiously, we had students who were interested at the Norfolk campus, but the students who attended at the Virginia Beach event were more committed and decisive about their interests.
- Course Approvals in CourseLeaf – Dr. Wojtowicz asked Council if it would be helpful to have a set of instructions on how to write a course description. Council agreed it would be helpful.
- Speak Retest – there will be a retest on Friday, December 2, 2016.
- Upcoming CourseLeaf Training for Catalog – December 5, 2016, BAL 1013C, 1:00 pm and 2:00 pm.

RCR Reminder Emails

- Dr. Wojtowicz and Missy Barber met with Elaine Dawson, Michael Moore, and Matt Newton regarding the RCR Reminder emails. It was decided that the Graduate School would sent out three reminder emails, the first would be sent at the beginning of the student's first semester, the second would be sent at the end of the second semester, and the third would be sent advising students that a registration hold will be placed on their accounts until the RCR training has been completed.

ORCiD

- Corey van Vlymen recommended that faculty apply for their ORCiD. The ORCiD is a unique identifier that is assigned to a user, similar to the University Identification Number, but it is used for publications and is recognized worldwide. Signing up takes just a few minutes. Ms. Barber pointed out that there is a link to sign up in the Graduate News newsletter in their packets. Graduate students are also encouraged to sign up for an ORCiD. Using the ORCiD on publications may enable the University to download publications into FAS instead of faculty manually inputting the information.

Graduate Assistantship Subcommittee

- The subcommittee has begun work on when we hire, i.e., work agreements and job descriptions. Dr. Porter says he is still looking for feedback on the offer templates. Please send any comments or suggestions to him as soon as possible.

Forms & Policies Subcommittee

- Time Limits policy – approved with change adding certificate.
- Completion of Degree Requirements policy – approved. Enforcement will begin in Spring, but effective with the Fall 2017 catalog.
- Re-validation of out-of-date credits policy – approved with change
- Evaluation of Transfer Credits – approved.
- Certification of Faculty for Graduate Instruction – Level 3 was reexamined. There was some discussion regarding the definition of exceptional. Dr. Wojtowicz is to check with Tisha Paredes to see if the following degrees are considered to be terminal degrees: MLS, MLIS, MIS, JD, DVM, DDM, DPT, and EdS.

  Level 3 can exclude committee membership. Language was revised to say "if expertise is warranted."
- Where does T3 come in? T3 is attached to the credentialing policy and is only used when the terminal degree is not present.
- Certification of Faculty for Graduate Instruction policy was approved.
- Graduate Program Director Policy – Nine year time limit – Ok to exceed if beneficial to the program. Policy approved.

Data Subcommittee

- Dr. Chapman reported that the data committee had its first meeting and it was productive. David Kozoyed mentioned a few things that might be helpful. They are meeting again in January. It is important to note that this is a University issue, not just a graduate issue.