

GRADUATE ADMINISTRATORS' COUNCIL (GAC) Minutes

February 7, 2019

Education Bldg., Room 3306

8:30 a.m. – 10:30 a.m.

Attendees: Bryan Porter, Chair; Richardean Benjamin, Karen Eck, Dale Miller, David Chapman, Chunsheng Xin, Gail Dickinson, Tisha Paredes, Wie Yusuf, David Cook, Holly Gaff, Craig Bayse, Khan Iftekharuddin, Jane Dane, Robert Bruno, Regina Karp, Humberto Portellez, Bill Heffelfinger, Caroline Neal, Courtney Nishnick, Claire Dorsey, Genny Conwell, and Missy Barber

Approval of Minutes from January 17, 2019

Minutes approved as submitted.

Announcements/Updates

3MT Competition: Dr. Porter announced that attendance was better this year and video footage of the 3MT competition will be available soon. We're in the process of planning for next year's 3MT competition. Harmony Martell (our first-place winner) will be traveling to the CSGS Conference in Knoxville with Dr. Porter, Dr. Wojtowicz, and Missy Barber next week (2/14 - 2/17). She will be representing ODU in the 3MT Regional competition against 41 other competitors. Three to four 3MT competitors will be participating in the Science Pub Event on March 21st at O'Connor Brewing Company. The reception is at 6:00 pm and the event will start at 6:30 pm.

CourseLeaf: Missy Barber reminded everyone about the upcoming CourseLeaf deadline. Catalog content submissions should be submitted through workflow by Friday, February 15, 2019. She mentioned that the Associate Deans should have received pages to review/approve already. Dr. Porter asked the Council to make sure that the content in the graduate catalog matches the content that is promoted, i.e., degree requirements, titles, etc.

Graduate Student Health Insurance: – Missy Barber reminded the Council that Open Enrollment for Spring 2019 ends on Friday, February 15, 2019. Graduate health insurance is retroactive back to January 6th. Council was asked to review RFPs for 2019-2020 and it was mentioned that 3 companies have provided quotes, so we will have other options for health coverage.

Design Thinking Workshop: Missy Barber provided Council with a general overview of what Design Thinking is. We currently have 5-7 people who have signed up. She informed the Council that they could reach out to Karen Sanzo if they had additional questions. She asked the Council to be mindful that they must commit to both days. Light refreshments will be provided.

Graduate Research Achievement Day: The Council was provided with an overview of the event's purpose. It is to promote graduate education. We had 100 poster submissions last year, and we have 37 this year. The submission deadline will be extended until Friday, February 15th. There will be prizes for best poster this year. The first place winner will receive \$500.00, the second place winner will receive \$250.00, and the third place winner will receive \$100.00. Council was asked to contact

Xavier-Lewis Palmer to find out who has signed up at this point. It was suggested that the Graduate School contact the 3MT competitors to participate in Graduate Research Achievement Day.

Advanced Degree Luncheon: Missy Barber made a call to the Associate Deans for Banner Carriers and Speakers for the Advanced Degree Luncheon. The Council requested that Missy email this information, so that it could be shared with other faculty.

Graduate Summer Award Program: We will be able to award up to 10 students thanks to the Office of Research. The Council was reminded that the deadline for submissions is Friday, March 8, 2019 and there will be no extensions.

Graduate Student QUL Survey Results: Dr. Yusuf provided Council with a summary report of the Graduate Student QUL survey conducted online from April-May 2018. There were 355 graduate students who responded to this survey. There was a good representation of the colleges across the university. She is willing to have a follow up conversation with faculty and staff if needed. The results show that graduate students have an overall high level of satisfaction with Old Dominion University (ODU). Council asked if there was an urgent need identified in this report. Provost Agho approved this report for public release and the focus is now on the next steps. Areas of concern and suggestions are listed below for review.

Areas of Concern:

- Overall quality of life for graduate students.
- There was a perceived lack of sense of belonging.
- ODU support services (used or not used).
- An urgent need of overall student support.
- Mental health issues such as feeling overwhelmed, disconnected, and depressed.
- Disconnection between students and the administration in terms of concern and lack of responsiveness to students.
- Uncertainty about work/career prospects and career paths.
- Distance graduate students reported feeling isolated and disconnected.
- Financial stress and lack of funding.
- Low stipends and low tuition waivers.

Suggestions:

- Include all active and enrolled graduate students (non-degree and certificate seeking students) in this survey.
- ODU email was the preferred method of communication.
- Faculty should develop relationships with graduate students and provide mentoring.
- Provide mentoring training and workshops for faculty.
- Mandatory Individual Development Plans for graduate students and discuss with faculty.
- Provide more training for ODU frontline office staff related to providing referrals and resource information for online and distance graduate students.
- Online and Career Workshops provided by each individual college for advanced students.

- Educate the ODU community about resources and services that we already provide and what is applicable to the university.
- Invite ODU faculty and staff to meet with Dr. Yusuf to discuss the Career Pathways Program.

Forms & Graduate Policies Subcommittee:

Eligibility: The Council did not discuss the eligibility policy today. Dr. Wojtowicz will discuss this further with Humberto Portellez and the Financial Aid Office.

Continuance: Dr. Porter provided Council with a tracked version of this policy and there was a second read. There was a title change to the Reinstatement Policy for Degree-Seeking Students. Additional changes to this policy were discussed and a vote on approval of these amendments were approved.

D9: Advancement to Candidacy: There were editorial changes to this form and a request to change one word from “formal” to “required”. Council decided that we should change the language from “formal coursework” to “completed coursework”. A motion was made to approve this form and Council approved it.

Dissertation Preparation: Editorial changes were made to this policy. There was a request to remove the second paragraph.

G8: Notice of Student Separation or Dismissal from Program: Dr. Porter informed Council that there were inconsistencies with this form and the policy needs to match the policy in the 2018-2019 Graduate Catalog.

Other Topics for Discussion: There was a pilot test for the 2nd Wednesday’s program and we’re looking at rebooting 2nd Wednesdays for the spring 2019 semester. Dr. Wojtowicz is interested in including Bullying as a topic of discussion. Bill Heffelfinger reported that the Graduate Admissions Office will be launching a new admissions application system on February 19th. They will be switching from the Hobson’s system to TargetX. Students will be notified that they need to submit their application by February 18th to prevent from having to submit a new application. Dr. Porter mentioned that we will be looking at the 12-credit transfer policy and updating the language. He asked the Council to provide feedback.

Meeting adjourned.