

Graduate Administrators' Council

February 8, 2018

Koch Hall Board Room

Attendees: Bryan Porter, Chair, Regina Karp, Chris Osgood, David Cook, Leo Lo, Debbie Major, Bill Heffelfinger, Steve Bell, David Chapman, Karen Eck, Dale Miller, David Swain, Holly Gaff, Clare Dorsey, Wayne Hynes, Pilar Pazos-Lago, Tisha Paredes, Khan Iftekharuddin, and Missy Barber

Welcome

Dr. Porter began the meeting. He advised Council that Dr. Wojtowicz was in Richmond at the General Assembly. He requested a review of the minutes.

Approval of Minutes from November 30, 2017 and January 25, 2018

November 30, 2017 minutes were approved as submitted.

January 25, 2018 minutes were approved as submitted.

Announcements

Marketing Requests – The Graduate School received 26 proposals for funding which equaled about \$66,000. Dr. Wojtowicz has approved \$49,920 and Bill Heffelfinger in Graduate Admissions has approved \$6,835 so far. Dr. Porter explained that Graduate Admissions has some additional funds for recruiting at conferences, booths, etc. Contact Bill Heffelfinger if funding may be needed for recruiting at a conference or paying for a booth.

Brown Bag Event – Thursday Feb 15. How we get tuition dollars allocated to grants spent. Associate deans met with research foundation to start discussing some reports needed to determine what is available and what is being spent. Brown bag is opportunity to participate in discussion, logistics, etc. There is little expectation that we will get more tuition dollars, so we need to be sure that we get the dollars spent correctly and efficiently. Consequences to not using tuition dollars for tuition.

Graduate Catalog - The CourseLeaf deadline for the text portion of the Graduate Catalog is Friday, February 16, 2018. If you are an associate dean, you should be looking for emails regarding catalog pages for your approval. If you are not receiving them, we ask you to follow-up with the departments to ensure they have been submitted.

GRAD Day – 28 submissions so far. Please encourage faculty to encourage students to participate. The research does not need to be finished in order to present. Colleges are paying for posters, so there should be no cost issue for the students.

Dr. Porter reported that the Graduate School is working hard to have an industry networking session in the morning of GRAD Day. Industry partners that may be hiring people with graduate degrees will be invited to attend.

Please encourage your students to participate in GRAD Day. It is the only event on campus that allows students to present their research, in the most trafficked area of Webb Center. The industry partners will get a program so they will know the students who participating in the poster session.

Awards Deadlines – The deadlines for the awards administered by the Graduate School are as follows:

- Excellence in Graduate Teaching Award – Friday, February 23, 2018

- Doctoral Mentoring Award – Thursday, March 1, 2018
- Outstanding Graduate Teaching Assistant Awards – Thursday, March 1, 2018

Commencement Banner Carriers – We need a banner carrier for every college for the Advanced Degree Ceremony in May. Associate Deans should contact Missy Barber with the name of a student within their college as soon as possible.

Normal Courseload Policy

This policy was discussed at the last Graduate Administrators' Council meeting. Language regarding graduate assistantship requirements was removed. It was also recommended that the VISA office review the changes and make recommendations, if necessary. The VISA office conducted their review and made a small edit. We are reviewing the final draft today. Is there anything that we might have missed? After a brief discussion, the revised policy was approved.

Graduate Stipends

We all know graduate stipends are low, about \$15,000 for doctoral students and even more limited funding for master's students. To address this issue, a request has been made to increase funding to \$18,000 per student minimum for doctoral students. If this request is denied and no additional funding is provided, Dr. Wojtowicz would still like to increase the minimum stipend to \$18,000. The Graduate School also would like to look at the minimum amount of \$3200 per academic semester and \$2500 in the summer. The goal would be to make all graduate assistants eligible for the health insurance subsidy, this means \$18,000 for doctoral students and \$10,000 for master's students (fall/spring).

Council asked if this increase would be for those students that are funded by ODU or assistantships from any source. Colleges decide how to split up funding for assistantships. Right now, some colleges are giving less than \$15,000 for doctoral students. The spirit of this change is to raise stipends. There has to be a partnership here. Doctoral students are underfunded. ODU's enrollment growth is focused on master's students paying their own tuition.

While the Graduate School has requested additional funds, we need to have larger conversation to make our assistantships competitive. We also need to have some discussion about updating the catalog requirement whether we get funding or not.

We need to increase stipend amounts to make ODU more competitive, but \$18,000 is not necessarily a sufficient increase. There may be places in the University that can be cut to increase amounts for students. There may be recommendations from colleges to be discussed.

Graduate Enrollment Planning Discussion

Bill Heffelfinger continued the enrollment planning discussion. In the past, we have talked about data, how to access data, with the goal being that each entity have some sort of plan. What is the number of students that we want to bring in? How can we plan?

We have more PhD students, but it is at the expense of master's students. So now we are trying to figure out a plan going forward. What should our expectations be? The undergraduate student population will not be growing. There are just not enough students nationally. There will be fewer students graduating until about 2022. It is important for us to attract the master's students who are funding themselves. Bill Heffelfinger shared that he is actively working with ITS on redoing the Insight reports because they are not particularly effective. The reports were built by someone without an

admissions background. Once the reports are revised, you should have something you can build going forward. Graduate Admissions can only control the admissions side, but will also work with ITS on current students so that we can look at retention numbers. The National Student Clearinghouse tracks student applications, so he will contact them to see where students who don't choose ODU actually go.

Graduate Admissions can send email to students for online advising so they don't have to wait to talk to an advisor for their first semester. It works well when there are a specific set of courses a student should take in their first semester.

Heffelfinger encourages the use of the CRM. Through the CRM, we have so much ability to send communications to students, to target specific populations. If we can get more of the undergraduate students to enroll in graduate programs here, that would be good. That would be a good opening discussion for enrollment planning.

Also, we can identify students who have not completed their degrees and figure out why they are incomplete. We can identify issues and address solutions.

The GRE requirement is another hard philosophical discussion.

It was suggested that we really need a cradle to grave report. We need a report to show students that are awarded. Heffelfinger is committed to working on the colleges or departments behalf to help get what is needed, whatever is need to create your enrollment plan.

Fortunately, graduate enrollment numbers were up in Fall and the same for Spring. Graduate programs are what is needed to keep the University going.

Insight has so many reports, but most are not useful. If there is a question you have and you don't have data to answer it, we can probably create it. If there is information you need, but can't find it, call Bill Heffelfinger and he will help you find the information that you need.

Concerned was expressed regarding the accuracy of the data. Heffelfinger said the data is right, but might not be pulled in a way that is defined properly.

Bill Heffelfinger reiterated that if anyone has questions or can't find what they need to help with enrollment planning, please reach out to him for assistance.

Meeting Adjourned.