

GRADUATE ADMINISTRATORS' COUNCIL (GAC) Minutes

January 17, 2019

Education Bldg., Room 3306

8:30 a.m. – 10:30 a.m.

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

Approval of Minutes from December 13, 2018

Minutes approved as submitted.

Announcements/Updates

Welcome and Happy New Year: Dr. Wojtowicz.

New Graduate Staff: Dr. Wojtowicz introduced Genenieve (Genny) Conwell, the new Graduate School staff member.

3MT Competition: Dr. Porter reminded everyone of the 3MT Competition tomorrow, Friday, January 18, 2019, in the University Theatre starting at 5:00 pm. Please RSVP using the calendar item on the Graduate School website.

CourseLeaf: Missy Barber reminded everyone about CourseLeaf and that the deadline for catalog content submissions through workflow is Friday, February 15, 2019. She also mentioned the benefits of attending the Catalog Training.

- **Catalog Training**

- Thursday, January 24, 2019 – 12:30 pm to 1:30 pm
- Friday, February 1, 2019 – 2:00 pm to 2:45 pm and 3:00 pm to 3:45 pm
- All training sessions will be in BAL 1013C.
- Please RSVP via www.odu.edu/acadaffairs/courseleaf.

Graduate Student Health Insurance: – Open Enrollment for Spring 2019 ends on Friday, February 15, 2019.

New Graduate and International Student Orientation & GTAI Institute: Dr. Wojtowicz mentioned that there was a smaller group of graduate students this year. There was a discussion to switch the current face to face orientation format to an online format. There was also a suggestion to switch the actual on campus orientation to a welcome session or fair.

Continuance Reports and Summary Comparison: Missy Barber provided Council with a continuance summary report. Dr. Wojtowicz mentioned that the number of students on probation has skyrocketed. However, each case is complicated. He also mentioned that the increase is across all colleges. He asked Council for their ideas on why this is happening and if they think it is a trend. It was mentioned that the policy allowing graduate assistants to get an extension rather than losing their

assistantship is new and that the probation policy may be perceived as a safety net. It was also mentioned that these issues may be sporadic and may be only isolated to this year.

Assistantships: There was discussion that there is less competition with stipends and less opportunities to attract candidates for assistantships. The suggestion was made to have a program that will allow graduate students the opportunity to not lose their assistantships due to one unfortunate semester. Dr. Wojtowicz suggested that we discuss this again with the Associate Deans at the end of the semester.

T1 & T3:

Dr. Porter opened a discussion about T1 and T3 forms. It was suggested that departments allow lead time for processing, approvals, and vetting. The Council was reminded that graduate students can only teach 400 level or below classes.

Forms & Graduate Policies Subcommittee:

Graduate Assistantship Eligibility Policy

Eligibility: There was discussion about eligibility and defining what is considered to be full-time and half-time hours for graduate students. Dr. Wojtowicz will get guidance on this from Dr. Payne and we will revisit this in a month.

Continuance Policy: Dr. Porter provided the council members with a clean and tracked version of the graduate continuance policy. This is a draft. Dr. Porter asked Council to review it and provide suggestions. This policy will be discussed at the next meeting.

Probation, Suspension, and Appeal Policy: There was an open discussion of the probation, suspension, and appeal policy. The discussion continued with an explanation of exceptions and special circumstances. Exceptions can be made with documentation from the graduate policy committee. Students can also provide documentation from other campus departments (The Women's Center & SOS office), but these circumstances should not be processed through the Graduate School. Dr. Wojtowicz will get clarification on this policy and process from Don Stansberry.

Call for Nominations for Graduate School Awards: Doctoral Mentoring Award Update- The policy has been revised so that each college will select a University Doctoral Mentoring Award Winner. The award per person will be \$1000. Each college will provide \$500 toward these awards. Missy Barber will send a reminder to Associate Deans with instructions on how to transfer the funds.

This change eliminates the college level Doctoral Mentoring Award winners.

Council reviewed the Calls for Nomination for the University Doctoral Mentoring Award, Excellence in Graduate Teaching, and the Outstanding Graduate Teaching, and the Outstanding Graduate Teaching

Assistant Awards. Council recommended changes to dates in the submission timelines. A motion was made to approve the Calls for Nomination and Council approved them.

M4: Notification of Exception for Master's Student in Final Semester: This form can only be used one time. It was suggested to make a notation on the form about one-time usage requirements.

D4: Doctoral Candidate 1 Hour Full-Time Notification: This form is no longer sent to the Registrar's office every semester, but it must be sent to the Financial Aid Office for students receiving financial aid.

D9: Advancement to Candidacy: A motion to approve D-9 form was made and approved.

G8: Notice of Student Separation or Dismissal from Program: A motion to approve this form was made and approved.

Dr. Wojtowicz requested that everyone review the eligibility forms and provide suggestions. He informed everyone that Missy Barber will make changes to the Call for Nominations for the Awards and electronically circulate them.

Meeting adjourned.