

Graduate Administrators' Council Meeting
Thursday, January 12, 2017
Koch Hall Board Room

Members in attendance: Robert Wojtowicz, Chair, Wayne Hynes, Bill Heffelfinger, Wie Yusuf, David Chapman, Shirshak Dhali, Corey van Vlymen, Humberto Portellez, Gail Dickinson, Steve Myran, Bryan Porter, Bonnie Van Lunen, Chris Osgood, David Earnest, Kiran Karande, Isao Ishibashi, Jane Dane, Ravi Mukkamala, Holly Gaff, Kevin DePew, and Missy Barber

Approval of Minutes from Thursday, December 15, 2016

- Minutes were approved as submitted.

Assistantships

- The Graduate School has had an increasing number of students on assistantships that are falling below the 3.0 GPA minimum requirement. These students are largely staffing labs and classrooms. Should we change the assistantship policy or is there a larger issue that needs to be addressed?
- The students are primarily first semester students who have had a difficult time adapting to graduate study.
- It was decided that the Graduate Assistantship subcommittee would review the policy.
 - It was suggested that the GPD/Advisor be asked for a mentoring plan.
 - Policy wording should have “at the discretion of the GPD.”
 - Look carefully at the University’s continuance policy. Some departments have elevated requirements for students holding assistantships.

International Student Hardship Cases

- We are establishing a safety net for Turkish military students seeking asylum. We are dipping into reserve funds to pay for them.
- Students contact the President or the Provost with hardship issues. Should we have guidance on what constitutes a hardship for international students?
- International students must document funding but they don’t really have funding. What should we do in those cases? Situations arise after they are already in the United States.
- Dr. Wojtowicz, Dr. Mukkamala, Steve Risch, and David Silvis to develop protocol.

Announcements

- Brown Bag Event – Thursday, January 26, 2017. The topic will be Strategic Planning. Dr. Yusuf will share the results from the survey. There were 250 responses.
- Deadlines for Doctoral Mentoring Award, Excellence in Graduate Teaching, and Outstanding Graduate Teaching Assistant Awards were discussed. Dr. Wojtowicz asked Associate Deans to stay for 15 minutes after the next GAC meeting to streamline Doctoral Mentoring Award language.
- CourseLeaf Training – Thursday, January 19 at 12:30 pm and Friday, January 27, at 1:00 pm and 2:00 pm.
- Latest edition of the Graduate News newsletter is attached.

Counting and Listing of Graduate Students/Graduates by Concentration

- This is an issue for the Batten College of Engineering & Technology, the Darden College of Education, and the Psychology department in the College of Sciences and it is related to when Banner was updated to reflect the correct degree titles. Now there is an issue with the commencement programs because some students are still coded with the old codes that look like degrees and other students that are coded with the new codes show the concentrations.

- Will there be a separate commencement book for the separate graduation ceremony?
- Can we add concentrations? Can we reduce the font size for longer titles?
- Dr. Wojtowicz to talk with Karen Meier.
- Dr. Wojtowicz also expressed concern over invented degree names for PhD students. He asked if there was any way that this could be made more uniform. It was suggested that students be required to have the card with their degree name listed when they enter the robing area. Advisors need to be clearer on the degree that the student is receiving.
- The enrollment data report has been modified (as of this week) to show degrees by concentration and delivery mode. Old codes are still listed separately.
- For accreditation purposes and program reviews, we will be able to figure out actual FTEs. No data will be lost.

Graduate Tracking (From EAB Discussion)

- The consensus seemed to be that Council was not fully convinced that it will help at the graduate level.
- Dr. Chapman had issues with the software locking up. He also met with David Kozoyed and found out that EAB is not connected to DegreeWorks. DegreeWorks has everything he needs to advise students.
- EAB is an 80% solution. We need a software package that will go through the entire graduate process. Dr. Wojtowicz advised that Virginia Tech has a package they created that goes through the entire process. They offered to share with us, but there hasn't been any follow-up.
- Michael Moore can personalize/customize program pages.
- It was suggested that Michael Moore be invited to the next GAC meeting.

Graduate Assistantship Offer Template

- Dr. Porter would like to distribute the graduate assistantship offer template as soon as possible. He told everyone that if they had any feedback on the template to send it to him.

Professional Development Activities for Graduate Students

- Dr. Yusuf has a calendar of events on her WordPress site. She would like to get feedback on what is missing from colleges/GPDs. Please email her with feedback.
- She is working with Career Development Services on two webinars on how to use the USA jobs website.
- She is also working on a WordPress workshop on eportfolios and partnering with the GSO on two workshops, one CV writing workshop and one resume workshop.
- We need to rethink career trajectory for research PhDs.
- Dr. Yusuf is also working on a workshop for PFF on what goes into an administrative path (i.e., GPD, Chair, or Dean positions).