

**Graduate Administrators' Council**  
**March 22, 2018**  
**Koch Hall Board Room**

Attendees: Robert Wojtowicz, Chair, Humberto Portellez, Wayne Hynes, Bill Heffelfinger, Dale Miller, David Swain, Bryan Porter, David Chapman, Holly Gaff, Gail Dickinson, Karen Eck, Pilar Pazos-Lago, Jane Dane, Khan Iftekharuddin, David Cook, and Missy Barber

**Approval of Minutes from February 8, 2018**

- Minutes approved as submitted.

**Announcements**

- Update on the Strategic Plan – The Strategic Plan has been approved by the Provost's Council. The next step will be the President's approval.
- Graduate Networking Event & Graduate Research Achievement Day – Thursday, March 29, 2018.
- A message will be sent directly to students about employers at the networking event. The GPDs and Associate Deans will also receive a list of students participating in GRAD day.
- GRAD Day – Dr. Wojtowicz reported that 95 students are participating. He asked everyone to encourage faculty and students to attend.
- Brown Bag Event – Scheduled for Tuesday, April 17, 2018. The topic will be the Thesis and Dissertation Electronic Submission process. Presented by the Graduate School, the Library, and the Registrar's Office. Cathleen Rhodes from the College of Arts & Letters may attend.
- Advanced Degree Luncheon – May 3, 2018. Location to be determined. The event will start at 11:30 am.
- Advanced Degree Ceremony will be Friday, May 4, 2018 at 6:30 pm.

**Presentation from Student Outreach & Support Services – Latoya Haynes**

Dr. Wojtowicz introduced and welcomed Latoya Haynes from the Student Outreach & Support Office, located on the 2<sup>nd</sup> Floor of Webb Center above Women's Center.

Ms. Haynes talked about the focus of the Student Outreach & Support Office. She said the focus of the office is to help students with roadblocks to academic success. Personal, financial, mental health or physical reasons, and other situations that could affect a student's performance.

When students are having difficulty, they have options. The options are as follows:

- Extended absence – Mental or physical issues or something to do with death of a family member. Office notifies faculty members of situation. Requires certain level of documentation. For example, illness would require a letter from a doctor.

- Administrative Withdrawal – Student was unable to be successful in the academic semester, so he or she can be retroactively withdrawn. Has one year to apply. Documentation is required. Death excuse would be immediate family member, i.e., parent, sibling, grandparent. Aunts, uncles, cousins are typically not approved. SOS notifies faculty about student's request and faculty can provide feedback regarding the administrative withdrawal. Faculty can disapprove student's request. Medical withdrawal is the same as an administrative withdrawal. Reasons for withdrawal are not placed on the transcript to protect the privacy of the student. Grades are updated to W.

When Administrative Withdrawals are approved, students are withdrawn from all classes. Students are advised speak to the Financial Aid Office before completing the request, because it can impact current or future aid. Once an administrative withdrawal is approved, the student can submit a tuition appeal to the Office of Finance. Tuition appeals may be granted in certain situations. If students receive reimbursement and they have received financial aid, that may be an issue for the student. Ms. Haynes also advised that if a tuition appeal is approved, the student will only be reimbursed for the cost of tuition. Fees are not reimbursed.

In addition to contacting the Financial Aid Office, graduate students are also advised to reach out to the Graduate Program Director if on an assistantship to discuss the impact of the withdrawal.

Normally administrative withdrawals are done at the end of the semester, but not always. There are cases when students know about situations earlier. Students use documentation for other purposes, i.e., financial aid or assistantship issues.

#### Responding to Students with Mental Health or Other Issues

Ms. Haynes advised Council of the appropriate steps to take If GPD or faculty member is approached by a student with a mental health issue. If a student comes forward, he or she should probably be referred to SOS. If student needs immediate assistance for a mental health issue, the student should be taken to the Counseling Center. Either the faculty member can escort the student directly to Counseling Services or the student can be taken to the SOS office and then the student will be taken by SOS to the Counseling Center. It is important that the student is taken to one place or the other. Don't just refer them, because they probably won't go alone. Also, going with them lets them know someone cares.

If you are dealing with a student in immediate danger – Walking the student to Student Health or Counseling Services is the best course. If there is an emergency situation, call Campus Police. Campus Police with contact Emergency Services and they will respond more quickly than if you call 911. If you feel like you are in an unsafe situation, call Campus Police.

When does Title IX protocol apply? When a Title IX situation is presented, makes sure student is connected to the Women's Center and to make sure whatever academic accommodation is given. An email will be sent to a faculty member with the accommodation request. The accommodation request will not be extreme. Brian Payne in the Provost's Office is the Title IX Coordinator for faculty. Advise they have to notify the Title IX Coordinator regarding the event and then make sure the student gets the appropriate assistance, typically provided through the Women's Center and the YWCA. Both organizations help both men and women.

Emily & Christine Marie Grant – Open to all students in good academic standing, but are having financial issues and not able to pay bills due to unforeseen circumstances. The grant does not pay students directly. They have to provide the circumstance that happened that caused financial difficulty. When the grant is awarded the bills are paid directly. There is no maximum amount that a student can apply for. It is based on the student's need. It is not a quick process to be approved. Since it is a grant, it may have an impact on the student's financial aid.

LaToya's role in SOS - LaToya is a Case Manager for SOS – She works directly with students that have severe mental health issues. She helps to manage and coordinate services that they need. Tries to work with students to make sure they are not alone.

The ODU Care Team is part of SOS. It is a group that meets once a week with representation from all of the major areas on campus. Sometimes students are popping up in different areas on campus with issues, those students are discussed. The benefit of the ODU Care Team is that everyone is aware of student issues and can share information regarding student behaviors.

Finding the SOS website is easy. Just type in SOS in the search engine. Forms are available on the website to report your concerns.

You can also contact them via email at [oducares@odu.edu](mailto:oducares@odu.edu).

The best way to learn about the services SOS provides is to go to their website.

What is the protocol for harassment? Should be reported. It should be reported regardless and the Title IX Group will determine if it is harassment.

It is Important to understand that Title IX is overseen by the Office of Institutional Equity and Diversity and they will do the investigation.

Ms. Haynes distributed handouts on the services that SOS provides. She said that her office was going to be meeting with the colleges and if someone wanted them to specifically do a presentation, just contact her directly. Dr. Dickinson mentioned they had visited the College of Education and they found their presentation to be quite informative.

### **Brown Bags – Follow-Up**

- Dr. Wojtowicz said that the Brown Bag events for next year will include a lunch.

### **Science Pub event at O'Connors**

- Dr. Wojtowicz thanked Council for supporting the Science Pub event at O'Connors. Engineering, business administration, biology, oceanography, and health services research participated.

### **Speakers for Advanced Degree Luncheon**

- Dr. Wojtowicz reminded Council that the students they chose to speak at the Advanced Degree Luncheon should be students with interesting stories. He said he will be looking to Dale and Gail

for possible distance students. President normally attends. Dr. Miller advised that Arts & Letters may be doing their luncheon at the same time and that may affect attendance.

### **Graduate Assistantship Policy – Eligibility**

- Dean's Council changed the recommended changes to the policy and sent it back to GAC for informational purposes only.
- The Dean's Council made two changes. They opted for the two semester option for the student to get back into good academic standing. Also, they wanted to be part of the approval process.
- There was some discussion about the language in the last paragraph and some suggestions were made to change it slightly.
- Robert will revise language and include it in the next GAC packet.

### **Policy on Tobacco**

- Dr. Wojtowicz advised Council regarding a complaint about distance students who are vaping on camera. The person who reported the issue thought it was disrespectful. Dr. Wojtowicz requested feedback regarding inappropriate behaviors at a distance. Council was in agreement that faculty should include appropriate student behavior in their syllabus.

### **Networking Basics handout**

- Dr. Chapman distributed for Dr. Yusuf. She is looking for volunteers to help out if so inclined and have the time.

### **Graduate Student Quality of Life Survey**

- Dr. Yusuf will be circulating a quality of life survey to the graduate population within the next week or so. Council's assistance is requested to help create a strong response rate to the survey. Four participants will be chosen at random and they will receive \$50 on their Monarch Cards.

### **Graduate & Professional Development Fairs**

Starting in Fall, the Graduate School would like to do College specific recruiting events and see how that goes. We think that having targeted outreach will result in better attendance. It will be a coordinate effort with the college.

### **Graduate Advisor Update in Banner**

Missy Barber has been working with Sandy Waters in Student Success on a project to upload graduate students' advisors in Banner so they will display in LeoOnline. The Graduate Program Director for each program was the designated advisor that was added in Banner. Students may have other faculty members that may be research advisors, but ultimately the Graduate Program Director is responsible for

the students in the program. The process for changing an advisor will be the same as it is for undergraduate students. The faculty member will need to have advisor access in Banner to be on the list of advisors to choose from.

#### **Staff Changes in Graduate Admissions**

Bill Heffelfinger reported that Celine Grider is officially resigning effective May 1.

Meeting adjourned.