

## GRADUATE ADMINISTRATORS' COUNCIL (GAC) Minutes

March 7, 2019

Education Bldg., Room 3306

8:30 a.m. – 10:30 a.m.

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

### Welcome

Dr. Wojtowicz welcomed the Council.

### Approval of Minutes from February 7, 2019

Minutes approved as submitted.

### Announcements/Updates

**Banner Carriers:** The need for Banner Carriers for the Colleges of Engineering, Health Sciences, and Sciences was announced.

**Design Thinking Workshop Session Two:** Missy Barber announced that twenty-five people attended the first Design Thinking workshop and it was successful. The Council was reminded that day two of the workshop is March 19<sup>th</sup>. Light refreshments will be provided.

**Graduate Research Achievement Day Update:** There was discussion about posters not being added to the library archive for those publishing in journals. Students are being asked to submit pictures of their posters so that they can be submitted to the Universities Digital Commons. A concern was raised about publishing pictures of posters that may be published in journals. Dr. Wojtowicz advised that posting in the Digital Commons was optional.

**Graduate Summer Award Program:** The council was reminded that applications are due Friday, March 8, 2019. Dr. Porter is managing this process and the application submissions.

**Graduate Student Appreciation Week:** A review of the flyer and list of events was provided.

**CourseLeaf Conference Update:** Missy Barber provided council with an overview from the CourseLeaf Conference. She provided information about new offerings, programs, and products that will assist with class scheduling, syllabi, and outcomes. She mentioned that there is a syllabus creation program that automatically updates the dates for each semester. Dr. Paredes informed the Council that SACS does not require syllabi, so this program would not be helpful for SACS. Missy Barber suggested using DegreeWorks in conjunction with CourseLeaf to provide consistencies with prerequisites. Council was informed that upgrading ODU's catalog may cause the annual maintenance fee to increase and it is paid by Academic Affairs. There was a suggestion to possibly move to program per page verses infinite scroll. DBLeaf is a database of faculty listing with a path feature that allows for registration within CourseLeaf. CourseLeaf is planning to allow Colleges/Universities to do their own software patches which will allow flexibility and assist with making our catalog available sooner.

## **Graduate Policies:**

**Enrollment Status Policy:** There were minor changes to clarify the definitions of full-time and part-time status in the policy. A motion to approve revisions was made and approved.

**Eligibility:** Dr. Wojtowicz provided the council members with a clean and tracked version of this policy. There was a request to add language about Advanced to Candidacy and Master's in the last semester (1 credit hour). Only sponsored GRAs do not need to be full time to have GRA position. Dr. Yusuf asked Council to report any issues or concerns raised by faculty to her before the next Faculty Senate meeting. There was a request to distribute the entire policy to the Council for further review.

**Institutional Credits Requirements Policy:** Dr. Wojtowicz provided the council members with a clean and tracked version of this policy. Council decided to change the title and add the word "Certificate". There was a suggestion to add language stating that exceptions may be approved, to spell out these specific exceptions, refer students to the program handbook of their program for specifics. The suggestion was made to separate certificate students from degree seeking students in the next catalog. Council decided that programs may grant exceptions in the case of approved ODU graduate certificates, approved institutional, and advanced doctoral candidates. Students should refer to specific programs for these guidelines. There was a suggestion to move this policy under the "Completion of Requirements" section of the catalog.

**Prior Learning Assessment (PLA):** Dr. Wojtowicz provided the council members with a clean and tracked version of this policy. There was a suggestion to cap PLA and transfer credits to 12. Internal ODU credits will not be capped at 12 credits. A follow up meeting with Andres Sousa-Poza, Humberto Portellez, and Tisha Paredes should be scheduled after this policy is cleaned up. Dr. Wojtowicz will circulate an electronic copy this policy after this is complete.

**Tuition Waivers in Grants:** There is a need to increase faculty support and tuition waivers in grants in order to reach R1 status.

**PhD. Support-Connection to Strategic Plan:** Dr. Wojtowicz provided Council with an overview of the Enrollment Management Strategic Planning report. We are currently graduating 85-90 graduate students annually and we need to increase this to number to 120 in order to move from R2 to R1 status. There is a need to increase Master level enrollment to increase tuition income and to help fund Doctoral programs. There was discussion about the need for more faculty involvement and faculty to teach doctoral students. There was a suggestion to increase online graduate opportunities. For example, an Online Ph.D. in counseling or an Online Doctorate in Education.

**Other Topics for Discussion:** There were no other topics of discussion.  
Meeting adjourned.