

**Graduate Administrators' Council Meeting**  
**Thursday, May 5, 2017**  
**Koch Hall Board Room**

---

Members in attendance: Robert Wojtowicz, Chair, Bill Heffelfinger, Wayne Hynes, David Chapman, Wie Yusuf, Holly Gaff, Chris Osgood, Bryan Porter, Isao Ishibashi, Keven DePew, Jane Dane, Ravi Mukkamala, Bonnie Van Lunen, David Ernest

**Approval of Minutes from Thursday, April 6, 2017**

- Minutes were approved as submitted.

**Announcements/Updates**

- New Graduate Program Directors & Administrators' Orientation & Graduate Program Luncheon was scheduled for May 25, 2017. (Prior to this date, this event was rescheduled to October 26, 2017.)
- Brown Bag Event on Degree Works was recapped.
- Advanced Degree Luncheon is scheduled (and occurred) on May 4, 2017.
- An update on the Graduate Program Director job description was provided (this description has now gone into effect).

**Graduate Assistantship Subcommittee**

- There was discussion of 40 hr/week allowance for graduate assistantships during summer months.
- The group seemed favorable to allow this during summer.
- There were identified issue with content courses and class schedules that may limit a department's allowance of these extra hours.
- Some faculty in the room allow more than 20 hours/week by using hourly wages instead of assistantships.

**Certification of Graduate Assistants to be Instructor of Record – Form T1**

- The committee discussed changing the email contact on this form to the general graduate school address: [graduateschool@odu.edu](mailto:graduateschool@odu.edu).

**College Graduate Certification Standards**

- There was discussion about implementing these new standards.
- Associate Deans of Graduate Studies are the key point-people for ensuring their colleges adapt.

**Certification of Faculty for Graduate Instruction – Forms T1 and T3**

- There was a discussion to edit and clarify language beginning with "The faculty member listed above..." to be consistent across both forms, and with T2 as well.
- Humberto mentioned he was confident we'll have product to convert these forms to electronic by May.

**3MT – Three Minute Thesis Update**

- Discussed the update of 3MT (3-minute-thesis) plans.
- Discussed what it is, and plans to provide workshop and training to interested students.

**Other Topics of Discussion**

- Jane answered questions about enrollment management targets and mysteries (Robert's terms).
- The group discussed issues involving a department's choice or need to suspend graduate admissions for a year.