

**Graduate Administrators' Council Minutes**  
**Thursday, November 1, 2018**  
**Koch Hall Board Room**

Attendees: Robert Wojtowicz, Chair; Bryan Porter, Karen Eck, Debbie Major, Dale Miller, David Swain, David Chapman, Gail Dickinson, Tisha Paredes, Holly Gaff, Bill Heffelfinger, Wie Yusuf, Caroline Neal, Robert Bruno, Khan Iftekharuddin, Humberto Portellez, Missy Barber, and Courtney Nishnick

**Approval of Minutes from October 4, 2018**

- Minutes approved as submitted.

**Office of Graduate Admissions Updates**

- It was discussed to add student profiles on the graduate admissions page with what research and centers students are working with, as well as share students' stories. The idea would be to rotate student profiles by college. Wojtowicz suggested even adding an update on how the student is doing a couple years down the line.

**Announcements/Updates**

- **2<sup>nd</sup> Wednesdays:** Wednesday, November 14, 2018 from 12:00 to 1:00 pm in the Virginia Beach/Portsmouth Rooms in the Webb Center. This will be the last 2<sup>nd</sup> Wednesday event for the fall 2018 semester and will be on Resolving Conflicts.
- **Graduate Administrators' Workshop & Luncheon:** Thursday, November 7, 2018 from 8:30 to 1:00 pm. Contact Missy Barber with possible discussion topics or questions.
- **Brown Bag Workshop:** It was discussed to possibly do a Brown Bag Workshop once a semester for GPDs to run policies. An alternative idea was offered of the Graduate School going to each individual college to increase attendance. An agenda of topics that could/will be discussed was requested. An issue of interest includes the G9 form.
- **Graduate Education Update:** The event was a success and had a great turn out.
- **2<sup>nd</sup> Annual Graduate Alumni Homecoming Reception:** Kelli Will from EVMS presented. About 50 alumni and faculty/staff showed. It was also a great turn out.
- **Course Leaf Training:** All trainings will be in BAL 1013C. RSVP via [www.odu.edu/acadaffairs/courseleaf](http://www.odu.edu/acadaffairs/courseleaf).
  - Friday, November 8, 2018 from 2:00 to 2:45 pm
  - Tuesday, November 13, 2018 from 12:30 to 1:15 pm
- **Commencement Banner Carriers:** People are needed to carry the banner.
  - **9:00 am** Darden College of Education and Professional Studies , Batten College of Engineering and Technology, College of Sciences
    - Donte Myers volunteered from College of Sciences
  - **2:00 pm** College of Arts and Letters, Strome College of Business, College of Health Science
    - Email will be sent to find someone for the evening commencement
- **Speakers for Advanced Degree Luncheon:** Thursday, December 13, 2018 from 11:30 am to 1:30 pm in the Big Blue Room of the Ted Constant Convocation Center. Speakers needed to represent PhD, Master's, and Distance Learning students.
  - Donte Myers from College of Sciences volunteered to represent PhD students

### **Appropriate Use of 898/899 Courses**

- There was a discrepancy with how the 898 and 899 courses should be used. The 898 course is to be used for pre-candidacy research, but does not exist in some colleges. Some colleges use 899 for pre-candidacy research to fulfill requirements and avoid extra tuition costs. It was decided each college will determine their own use of the courses.

### **Undergraduate Scholarship for Graduate Courses**

- In the case an undergraduate student on scholarship graduates early, it was discussed to push Financial Aid to allow the student to use the additional scholarship amount for graduate courses.

### **Award Revisions/Updates for 2018-2019**

- Wording of the Doctoral Mentoring Award will be revised after meeting with Associate Deans. Dr. Wojtowicz suggested changing the language to include researchers who are mentoring and not on schedule.
- The dates were updated to the Outstanding Graduate Teaching Assistant Awards and Excellence in Graduate Teaching Award. There was suggested wording change regarding “creating own materials” to include lab instructors. Dr. Wojtowicz wishes to have more students nominated in following years.

### **Advertising of Theses and Dissertation Defenses**

- There has been confusion about the requirements for advertising theses and dissertation defenses. Some colleges advertise to their department, the entire college, or the University on student announcements.
- It was suggested that students should not be able to hold their defense until 2 hard copies are submitted to the chair and department to prevent students from defending before they finish writing.
- The language about advertising and deadlines will be reviewed by the forms and policies subcommittee.

### **Graduation with Distinction**

- Whether or not to establish graduate distinction was discussed. Other universities have the distinction for graduate students, as we do for undergraduates, but they are usually minority schools.
- There was debate on where to list it, on the transcript or diploma. Criteria for determining distinction included evaluating publications, defenses, capstones, dissertations, and transcripts. A rubric was also suggested, but it would be based on subjective opinion. Additionally, if a GPA average was to determine distinction, too many people would qualify and decrease the market value.

### **Limits on Transfer Credits**

- The current policy in the catalog sets a 12 hour cap on transfer credits.
- There was discussion about if a faculty member brings a student from another institution, what is to occur. SACS requires for one third of hours toward degree must be earned through instruction offered at institution granting degree.

- A policy needs to be set by 2022. Dr. Wojtowicz will discuss issue with Graduate Deans and other universities at December conference.

### **Taking the Same Course Twice**

- There is no grade forgiveness at the graduate level. If a student takes the same course twice, both grades show on the transcript. Both classes count toward the degree, and the previous course can count as an elective.
- If a student does not pass the revalidation exam and must re-enroll in a course, both will still show up twice. No W's are to be granted for earlier course taken.
- Students who do not do well in an elective course do not need to retake the course to be reinstated because it does not count toward the degree.
- There was discussion about setting classes up for students who do not want to take classes for grade, but instead for continued education after some time away. Normal grade, pass grade, and audit options are available.
- Tuition waiver use for such retaking of courses is at the discretion of the college and Graduate Program Director.

Motion to adjourn.