

GRADUATE ADMINISTRATORS' COUNCIL
Koch Hall Board Room
Thursday, November 16, 2017

ATTENDEES: Robert Wojtowicz, Karen Eck, David Cook, Steve Bell, Humberto Portellez, Wayne Hynes, Jane Dane, Dale Miller, David Chapman, Wie Yusuf, Tisha Paredes, Pilar Pazos-Lago, Bill Heffelfinger, Bonnie Van Lunen, Khan Iftekharuddin, Holly Gaff, and Missy Barber

Approval of Minutes for October 5, 2017 and November 2, 2017

Minutes – October 5 – Approved as submitted

November 2 – 1st semester one time only. Does it need to be subject to an appeal process?

November 2 minutes approved as amended.

Announcements

Dr. Wojtowicz brought up the geopolitical situation between the United States and Turkey. It is important to discuss this issue so that we can best determine how to serve our current Turkish students as well as those who are applying for admission to Old Dominion University. Dr. Wojtowicz reported that the University's General Counsel will be in contact with the State Department to get guidance for moving forward and then communicate it in a systematic way to students and faculty. After some discussion, it was decided that Dr. Wojtowicz would talk with the General Counsel to get guidance on how to respond to students who have applied for admission

Graduate Alumni Homecoming Reception – about 75 alumni attended. There was a terrific address by Patricia Huber, from New River Community College and a graduate of ODU's CCL program. She spoke about how good it was to have a graduate school at an institution that has such strong graduate programs. Dr. Huber started at New River Community College as an adjunct and she is now president.

Strategic Plan Fora – The fora were very well attended, about 50 attended the 2 meetings. Deans and associate deans attended. We did get some feedback at the meetings; however, the deadline for feedback was extended until December 1st. Please email comments directly to Dr. Yusuf by then. The committee will meet again to finalize the plan. Then it will go through the process of approval through Faculty Senate Committee C, then the Provost, and finally the President.

Graduate and Professional Development Fair – Dr. Wojtowicz would like to have a debriefing meeting that would include Humberto Portellez and Bill Heffelfinger. David Cook said his department will be making a decision of whether to move forward with their own graduate fair, however, the one they did last spring did not generate the traffic they would like. Graduate Fairs at Webb Center have been successful for Engineering. We should find out what other schools are doing.

SPEAK Retest – November 28, 2017 in Potomac/York room, Webb Center.

Advanced Degree Luncheon – All attendees will get a graduate school coin. 100th PhD student in International Studies, Jamila Glover, is speaking. We need another master's student to speak. If you have a student that has an interesting story, let Missy Barber know as soon as possible.

GTAI Institute/GSO Needs

We need student volunteers for the graduate panel for Graduate Student Orientation. We also need GTA volunteers for the GTAI Institute panel. Faculty volunteers are also needed for day 2 of the GTAI Institute. Please let Missy Barber know as soon as possible, if you have student volunteers or if you would like to volunteer to serve.

Graduate School Advisory Group – GSO is on hiatus this semester. We are looking for ways to reconstitute the group, so we are in the process of identifying students to participate. The group will meet at least once a month to share information that we would like to disseminate to students.

We do have a large body of working full-time and distance graduate students. We need to figure out a way to include them.

Forms & Policies Subcommittee

M4 form approved as submitted.

G11 Form – Dr. Wojtowicz advised that he had a meeting with the Physics department. Among many complaints, they asked if having an evaluation of an experience would require a change in handbook policy? If so, do we continue with the form?

Dr. Wojtowicz asked for Council's advice. If Faculty Senate gets the request it is unlikely to be approved. What is the language in the Faculty Handbook? Student surveys – passing judgement on faculty performance. If it is not in the handbook, it could be disadvantageous to faculty. Council was worried that the evaluations could be used against faculty.

Can we call it a reflection on the experience? Rather than couching it as an evaluation?

It was recommended to encourage departments to create exit process. When they graduate, they have to complete an exit survey. Can we have them to incorporate questions relating to their assistantship experience? Should we put the G11 on hold or dispense with it all together.

If the Graduate School moves forward with ombudsperson, maybe that person can get the evaluation forms.

Does there need to be some way to inform students that there is a mechanism to express concerns about their assistantship experiences? Should they just be advised to contact associate deans?

Graduate Assistantship Eligibility Policy

Discussion of version one – We need to add in extension of an assistantship language to include 1 semester only.

It was pointed out that the GPD needs to be involved in process. It should be done as an exception and it should be a one-time only opportunity.

It was recommended to rearrange the order. There should be a plan of study first before the request is submitted to the Dean of the Graduate School.

In situations where the student is not employed by home department, the department employing the students should be included in the remedial plan discussion.

Council approved the policy change. From here this will go to Provost's Council and Committee C. Dr. Wojtowicz will act as if policy is in effect now, but implementation will be in the Spring.

Dr. Pazos-Lago expressed concern about not being notified of her students that may be in academic difficulty. The reports of students on probation are sent to Associate Deans. It was decided to forward the reports to all GPDs and Department Chairs.

Adjourned.