

Graduate Administrators' Council
Koch Hall Board Room
November 2, 2017

Members in Attendance: Robert Wojtowicz, Regina Karp, Chris Osgood, Tisha Paredes, Bryan Porter, Steve Bell, Gail Dickinson, David Swain, Humberto Portellez, Clair Dorsey, Bill Heffelfinger, Wayne Hynes, David Chapman, Jane Dane, Dale Miller, Pilar Pazos-Lago, Wie Yusuf, Karen Eck, David Cook, Khan Iftekharuddin, and Missy Barber

Approval of Minutes from October 5, 2017

- Approval of the minutes for October 5, 2017 will be delayed until the next meeting.

Announcements

Post Doc Luncheon Orientation Recap – Dr. Porter reported that we were able to provide some solutions to their issues such as getting an ID card and using University services. In addition, we are considering the possibility of a colloquium. Dr. Porter will be establishing a Post Doc Advisory Group. There are three volunteers so far. Also, they are considering a Post Doc Research Day. One of the overall goals is to give Post Docs a higher profile on campus.

Dr. Wojtowicz asked, “Do you get a sense that post docs want to be better connected with the University?” Answers were on both sides of the issue. Some said they would not have cared if there were such a group, others said they didn’t think about it, but an occasional social meeting would be nice.

It was noted that it is important to know how many post docs we have on campus for accurate reporting. The Graduate School intends to start slow and build as post docs indicate what their needs are and making sure they get information. According to Dr. Yusuf, the post docs have been attending PFF events.

Graduate Administrators' Luncheon – There were about 20 people in attendance. We do a bunch of programs during the year during activity hour, brown bag lunches. Those are generally about one topic. Then once a year we have done a longer workshop which is kind of boring. About a year ago, we started having an orientation for new graduate program directors and administrators.

Dr. Wojtowicz asked for the best time to offer the New Graduate Administrators' Orientation. It was determined that the best time would probably be in May. It was also noted that there is a large learning curve for someone who has never been a GPD.

3MT Event – There was a good turn out. Students did a terrific job. We will have the full length video once approved, and there will be multiple versions. For the first attempt, we can’t imagine how it might have gone better. However, next year we would love to see representation from all of the colleges.

Maybe we’ll have initial competition by colleges and then have top two to be put forward for the final competition.

Graduate Alumni Homecoming Reception – starts at 6:00 pm. The event will be in the “ball room” of the new Education Building. There will be a big raffle prize, a football jersey autographed by Bobby Wilder.

Strategic Plan Fora – next week

Dr. Yusuf and Dr. Osgood did a fantastic job in taking a pretty large document and making manageable filled with the kinds of objectives that are achievable.

Dr. Paredes said that she could have ACE preliminary data by then, if it would be helpful. Dr. Wojtowicz advised that the ACE data would be more appropriate for the international forum.

Dr. Yusuf shared that she is very proud of the process followed for the strategic planning project. We involved the University early on with the SWAT analysis in the Fall of 2016 then used that to develop the plan, then once we had a draft, disseminated that for wider feedback and got a great response from that. A lot of input has already been processed. We will have index cards at the November 9 and 10 events.

Graduate and Professional Development Fairs coming up on Thursday, November 9, 2017 and Tuesday, November 14, 2017.

Speak Retest – November 28, 2017, Potomac/York Room, Webb Center

Forms & Policies Committee

M4 – The M4 form allows candidates to take less than 9 credits in their final semester. In years past, they would register for research hours that they didn’t need. Dr. Wojtowicz worked with Brian Payne and Jim Duffy to develop this form. This allows the student to drop below 9 hours in the final semester. However, we are not reporting that the student has a full-time status to the National Student Clearinghouse or to the state.

What we want to avoid is spending money on waivers that we don’t have for students unnecessarily. Lack of waivers across colleges – cap on waivers is not likely to be lifted. So we encourage students to finish within their two years.

Students using S-5 money must be registered for 9 hours, the M4 form cannot be used.

Tracking – How do we know if form is filled out? The department should have a copy of the form that is to be sent to the Registrar’s Office for processing and payroll should not process the E1SG if they have less than 9 credit hours or 6 credit hours.

Graduate Assistantship forms

Graduate Assistantship Students in Probationary Status – This is happening routinely and with more and more frequency, mostly in Education, Arts & Letters, and Sciences. Dr. Wojtowicz has been asked about exceptions for a semester and they have been granted with promise that GPA will be up the next semester.

Dr. Wojtowicz advised resources are incredibly tight. He asked if we should be supporting students who are falling into academic probation.

Because of the amount of exceptions that have been made, Dr. Wojtowicz would like to either stop granting exceptions or modify the policy.

After some discussion, Council agreed to modify the policy to allow for a one semester exception for a graduate assistant whose GPA drops below a 3.0 if the GPD requests the extension in writing to the Dean of the Graduate School with sufficient justification and a remedial plan of study.

Motion to move to forms committee approved.

Volunteers for Graduate Assistantship Committee –

Dr. Porter advised that the Graduate School would like to reconstitute the Graduate Assistantship Subcommittee – the role of the committee will be to make sure things are working, work with international admissions about how offers and positions are being given to international students to deal with lingering issues.

Volunteers – Gail Dickinson, Steve and Ken from international admissions, Holly Gaff, David Cook