

**Graduate Administrators' Council Meeting**  
**Thursday, October 20, 2016**  
**Education Building, Room 118**

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Members in attendance: Robert Wojtowicz, Chair, Bryan Porter, Chris Osgood, Ravi Mukkamala, Wie Yusuf, Gail Dickinson, Leo Lo, Shirshak Dhali, Robert Bruno, Wayne Hynes, Kiran Karande, Shantya Plater, Michael Moore, Steve Myran, Jane Dane, Isao Ishibashi, David Earnest, Corey van Vlymen, and Missy Barber

**Guest Speakers and Attendees:** Rusty Waterfield, Candice Goodin, and Tisha Paredes

**New Website Presentation – Rusty Waterfield and Candice Goodin**

- Rusty Waterfield led the presentation about the new website. He said that it was a joint venture with Strategic Communications and Marketing.
- Changes to note – Idea Fusion has been removed from the logo to save space on the page and drop down menus have disappeared causing some orphan pages.
- Waterfield announced that they were hiring six new positions that would report to Candice Goodin to support the academic colleges. They are currently finalizing the sixth hire. After the hiring process is complete, they will get familiar with the University and the system. Once they are ready to go, all web requests will go through them and their team. Candice will be the point of contact initially. Candice asked for feedback as the new process unfolds. It was suggested that each college have a dedicated TSP. Waterfield said that it cannot be done at this time, but it is something to work toward in the future. He hopes to be able to launch the new process in mid-November.
- Council asked about requests and how they would accept them. Ms. Goodin said that was a question she had for Council. It was discussed and determined that the decision should be made at the college level. It was also suggested that requests be funneled through the Web Content Managers. Ms. Goodin said that she would be meeting with all of the colleges to get key contact information. Ms. Goodin requested that everyone send her an email noting what their primary concerns are now about the website, as well as what are the biggest challenges and priorities. Her email is cgoodin@odu.edu.

**Approval of Minutes from Thursday, September 22, 2016**

- Minutes were approved as submitted with one change noted. Bryan Porter should be added to the list of attendees.

**Announcements and Updates**

- Graduate Administrators Workshop - The Graduate Administrators' Workshop has been postponed. It will be rescheduled for a later date.
- Banner Carrier Selection – Dr. Wojtowicz asked for the Darden College of Education and the Batten College of Engineering and Technology to identify doctoral banner carriers for December's Commencement.
- Advanced Degree Luncheon Speakers – Dr. Wojtowicz asked for the Strome College of Business to recommend a master's student and the College of Sciences to recommend a doctoral student to present at the Advanced Degree Luncheon. Ms. Barber will check with Alumni Relations to find out the date and time of the event.
- Commonwealth Graduate Education Day – We have three graduate students who will be attending the Commonwealth Graduate Education day event, one from psychology, one from communications, and one from music. We are still in the process of identifying undergraduate students to attend.
- International Student Readiness – Brown Bag Series Event scheduled for November 10, 2016 from 12:30 pm to 1:30 pm in the President's Dining Room in Webb Center.

- Speak Test and Retest – Upcoming Dates – Speak Test will be held on Friday, November 11, 2016 and the retest will be held on Friday, December 2, 2016.
- Upcoming Awards – Council received information regarding deadlines for the upcoming awards for the Graduate School.
- COACHE Survey – There was a high response rate to the survey, about 50% responded. One thing emerged from the results. We do not do enough to appreciate our faculty. Dr. Wojtowicz asked if awards were the best way to show appreciation or if other things should be considered.

### **Graduate and Professional Development Fair**

- The Graduate School is contemplating a new date and information will be distributed when the new date is determined.
- There was a short discussion on whether to have a university-wide program or for each college or department to do their own events. It was decided that there could be benefits to both.
- Dr. Wojtowicz talked about the UCI handout provided by Stephanie Adams and suggested we might have a coordinated welcome day.

### **Recruitment Funds**

- Dr. Wojtowicz advised that there would be another \$50,000 in recruitment funds for this academic year.

### **Thesis, Research, and Dissertation Hours**

- Mr. van Vlymen said that departments were currently setting up one course with the GPD as the instructor of record for thesis, research, and dissertation hours. He advised that rather than setting up just one course, they need to breakout the courses to reflect the individual faculty members supervising students, including independent study courses.
- It was decided that Jim Duffy, Corey van Vlymen, and Dr. Wojtowicz would discuss non-instructional credit vs. instructional credit.
- The larger issue is that it is lopsided across colleges with how it is measured in the workload.

### **Forms and Policies Committee**

- Academic and Professional Development for Faculty Policy – presented to Council for a few formatting edits and clarity.
- Certificate for Faculty for Graduate Instruction – After a brief discussion, Council voted to move forward with the policy, with changes and two opposing votes.

Meeting Adjourned.