

GRADUATE ADMINISTRATORS' COUNCIL (GAC) Minutes  
October 10, 2019  
Monarch Hall Room 2100  
8:30 a.m. – 10:30 a.m.

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Attendees: Dr. Wojtowicz, Chair; Bryan Porter, David Chapman, Tisha Paredes, Bill Heffelfinger, David Swain, David Cook, Jane Dane, Gail Dickinson, Khan Iftekharuddin, Chunsheng Xin, Randy Gainey, Robert Bruno, Karen Eck, Missy Barber, Renee Felts, Humberto Portellez, Paul Carrant, Dorothy Lockaby, and Genny Conwell

**Welcome**

Dr. Wojtowicz welcomed the Council.

**Approval of Minutes from May 5, 2019**

Minutes approved with one minor edit to the Graduate Alumni Homecoming Reception date.

**Announcements/Updates**

- **Let's Talk Grad Life:** Council was provided a flyer for review of this event and Dr. Porter announced that 15 people have signed up for the first session so far. Courtney Nishnick will host this event. Council was asked to assist with promoting this event.
- **New Career Pathways Newsletter:** There was no discussion because Dr. Yusuf was not present at this meeting.
- **New Graduate Administrator's Orientation:** Missy Barber announced that the date and location has changed for this event to November 5, 2019. The RSVP is accessible on the Graduate School website. She will reach out to some of the Council members to be speakers. Council was informed that anyone can attend as a refresher and Dr. Wojtowicz agreed that a refresher is always helpful.
- **Graduate Alumni Homecoming Reception:** Dr. Wojtowicz pointed out that the date on the agenda for the Graduate Alumni Homecoming Reception is incorrect. He asked Council to invite their alumni or faculty to this event. Missy Barber reported that the RSVP for this event is on the Graduate School's website & calendar. Paul Carrant asked if there is a way to get a list of Alumni students. Tisha Paredes suggested that we just pull a list of graduate students.
- **CourseLeaf Training (CIM) Sessions:** Missy Barber informed Council that we had a couple of training sessions already. She is able to work with you one on one and the link to register is available on the Academic Affairs webpage. Dr. Wojtowicz informed Council that the goal is to get the catalog out by August 2020, that these deadlines are not suggestions, and that submitting changes in June affect timely publication.
- **Banner Carriers for December Commencement:** Council was informed that the Graduate School received the request for Banner Carriers from the Office of Community Engagement. It was requested that each one the Council members submit a name for a Banner carrier to Missy. We have one student marching from the Graduate School.

### **GRE for Admissions:**

There was open discussion on the topic of GREs, its barriers, and effectiveness regarding admissions. Dr. Wojtowicz opened the discussion with two questions, how important is the GRE/GMAT for admissions and when is it necessary to remove a thesis requirement? Bryan Porter provided an online demonstration and discussed a report from Inside Higher Education Department. The open discussion continued with the preference between the GRE and GMAT tests, providing waivers for both and expired GRE test scores and if students should be required to retake the GRE. There was debate on the accuracy of the predictions of the GRE test related to degree completion. Council was informed that providing waivers are up to the department, that GRE tests are expensive, and create barriers for students. It was suggested that GRE tests are not the only factor for admissions and should be used as a measuring tool, that Council should do some anecdotal inquiries, check a five-year graduation model, and find out if other Universities have alternative measures. Dr. Wojtowicz informed Council that departments should be consistent and upfront with the language about waivers and that he will work with Bill to create a spreadsheet to see what schools have stopped requiring the GRE test and circulate. Pros and cons related to the GRE were presented during this discussion and Dr. Wojtowicz informed Council that we will come back to this at a later time.

### **Graduate School Awards:**

Missy provided Council with an update on the Graduate School Awards. Council was informed that we normally disseminate the awards information late and that we have new deadlines. Council was asked to provide the Graduate School with a copy of their budget adjustment for the \$500.00 and Missy provided the Graduate School's budget code for the budget adjustment. Updated forms in packets will be sent electronically and uploaded to the website by this Friday.

### **Forms & Policies Committee:**

The Forms & Policies Committee proposed some revisions to the language of the Thesis Committee and the Dissertation Committee policies. After some discussion and suggested revisions, it was decided that the policies would go back to committee for revision and it will be discussed again at the next GAC meeting on Thursday, November 14, 2019.

### **Other Topics for Discussion:**

Dr. Wojtowicz discussed the Faculty Handbook with Council and Bryan Porter displayed the Certificate of Faculty for Graduation Instruction policy online. There was discussion about the failure to maintain the required level of creative scholarly and or professional activity. Dr. Wojtowicz informed Council that there is not a process for termination and that the dissertation Chair who is the PI has control over the lab. He also informed Council that we need to develop an escape clause for students that are overworked and not allowed to complete their research. This will need to be monitored and a formal process will need to be created through GAC to ensure that students are served in the best way. Dr. Wojtowicz informed Council that he will form a committee to resolve this, Craig Bayse will take the lead, and they will ask for another volunteer to assist. It was suggested that we discuss these issues with the Forms and Policies Committees and add the language "Faculty external to the University may not chair a thesis or dissertation Committee" and look at all of the colleges. Council was informed that we would need to submit all changes to the Faculty Senate at one time.

Meeting adjourned.