

Graduate Administrators' Council Minutes
Thursday, October 4, 2018
Koch Hall Board Room

Attendees: Robert Wojtowicz, Chair; Bryan Porter, Regina Karp, Richardean Benjamin, Karen Eck, Debbie Major, Dale Miller, David Swain, David Chapman, Leo Lo, Paul Currant, Chunsheng Xin, Gail Dickinson, Tisha Paredes, Anna Jeng, Courtney Nishnick, and Missy Barber

Approval of Minutes from September 6, 2018

- Minutes approved as submitted.

Announcements/Updates

- Dr. Porter announced The Graduate School has its moving dates, October 16-19.
- Dr. Porter updated the Council about 2nd Wednesdays, a mental health skills and development event for graduate students. The first one went well. Over 10 students attend and great feedback was received. The next two events could potentially be in the new Graduate School Commons.
 - Wednesday, October 10, 2018 – Handling Relationships with Family, Friends, and Faculty, Virginia Beach/Portsmouth Rooms in Webb Center, 12:00 pm to 1:00 pm.
 - Wednesday, November 14, 2018 – Resolving Conflicts, Virginia Beach/Portsmouth Rooms in Webb Center, 12:00 pm to 1:00 pm.
- Missy Barber announced that the Graduate Administrators' Workshop & Luncheon is for everyone, current and new administrators. All are invited. An RSVP link should be sent out his week.
 - Wednesday, November 7, 2018 – Graduate Administrators' Workshop & Luncheon, Virginia Beach/Portsmouth Rooms in Webb Center, 8:30 am to 1:00 pm.
- Dr. Wojtowicz announced that The Graduate School will be holding its first State of the College Address called the Graduate Education Update. The goal is to attract new people. This is a good opportunity to let the campus know what The Graduate School is up to and what is going on nationally on the graduate level.
 - Thursday, October 18, 2018 – Graduate Education Update, Alumni Center, 12:20 pm to 1:20 pm.
- Dr. Porter announced that the 2nd Annual Graduate Alumni Homecoming Reception will tentatively be the first official event in the new Graduate School space.
 - Thursday, October 25, 2018 – 2nd Annual Graduate Alumni Homecoming Reception, Graduate Commons in Monarch Hall, 6:00 pm to 8:00 pm.
- Dr. Eck announced that NSF released a new harassment policy effective October 21st. It requires that all awardees must comply with institutional law as a condition of funding. If anyone violates the institutional laws, NSF must be notified.

Tuition Grants & Tuition Waivers

- Council confirmed that a vote was taken and there was an approved change to the Tuition Grants and Waivers policy in the Graduate Catalog. Research Foundation tuition support for externally-funded positions must go through an approval process. Council was made aware that students that fall into the Teachers in Residence category receive their stipends and tuition waivers from Research Foundation and both are always paid late. The question was raised about how we can improve billing so they are paid more timely. Students always get collection letters for payment. The push to make students in-state will be revised later. Missy Barber addressed that fellowships awarded to students may affect financial aid packages. Updates were approved.

Forms & Policies Subcommittee

- **Faculty Graduate Certification:** The subcommittee consists of Dr. Miller, Dr. Dickinson, Dr. Gaff, Missy Barber, and Dr. Porter. People expressed concerns regarding the Faculty Graduate Certification process including excessive paperwork, restrictive standards, discrepancies regarding the different levels, and limitations regarding faculty numbers. The committee discussed bringing issues to attention and relieving some of the difficulties. It was also mentioned that the graduate certification process encourages faculty to be research focused. It is an achievement that means something. There have been situations where faculty have worked to regain their graduate certification. The discussion ended with the decision to bring the Associate Deans together to see if we can reach a resolution on the issue.
- **D8 Form:** The form was designed to let students know they are reaching their time limit of degree completion and courses will need revalidation. However, the form is being used and interpreted differently amongst Graduate Program Directors. Dr. Porter discussed reaching out to the GPDs to discuss options with the form.
- **M1/D2 Form:** Within the Darden College of Education & Professional Studies, there is an issue with student committees being approved by GPDs because the GPDs do not know if the members are graduate certified. For other colleges, this is a non-issue. It was discussed for Education to come up with an internal solution, such as making the associate dean signature a requirement on the form.
- **D4/D9 Form:** Missy Barber advised that the D4 form is no longer being used by the Registrar's Office. When students advance to candidacy, the D9 form is used and an attribute is added in banner. A report is generated each semester that shows the students with the attribute and their records are manually updated to give them full-time status. It is important to note that if students are not registered at the time of the process, they will not be updated to full time. Students who are ABD and not registered until semesters after are not full time. The D4 form is still required for Financial Aid. It is hopeful that the D4 only needs to be filed to Financial Aid one time.

Proposed Outstanding Thesis/Dissertation Award

- Dr. Wojtowicz requested to wait for Humberto Portellez to be present to discuss this topic and to move to something more weighted.

Spouses Serving on Committees

- Within the College of Sciences, students complained about spouses being on committees because it does not give students a fair chance. It is assumed that if one spouse votes a certain way, the other will follow. The College of Sciences put together a policy to eliminate the issue.
- Dr. Wojtowicz investigated the issue further to see if it should be implemented university wide. Questions arose with where to draw the line of independence and how to distinguish between professional and personal relationships. Additionally, other colleges did not see the policy necessary, as they had not received student complaints.
- It was determined the policy was not a university wide issue and did not need to be implemented among other colleges, but the College of Sciences was encouraged to continue using it.

Missy Barber announced to look for an email to RSVP for the Graduate Administrators' Workshop & Luncheon.

Motion to adjourn.