

Graduate Administrators' Council
Koch Hall Board Room
Thursday, October 5, 2017

Attendees: Robert Wojtowicz, Bryan Porter, Chris Osgood, Steve Bell, Leo Lo, Dale Miller, Karen Eck, Tisha Paredes, Gail Dickinson, Adrienne Hartgerink (Health Sciences), Wayne Haynes, Humberto Portellez, Pilar Pazos-Lago, David Swain, Holly Gaff, and Missy Barber

Approval of Minutes from Thursday, September 14, 2017

Minutes approved as submitted.

Announcements

CourseLeaf Training on Wednesday – last two sessions.

Post Doc Orientation – Dr. Porter reported there are only 10 RSVPs, but if we can nudge in Engineering and in Sciences that would be helpful.

Graduate Administrators' Workshop Orientation & Luncheon - Everyone is invited to the luncheon. For those attending the luncheon, there will be a special presentation by the VISA Office on J scholars on campus

3MT Event – The event will be held in the University Theatre, which seats 280. There are 15 competitors. The judges will include a Deputy Chief from Army Corps of Engineering and an ODU alum, Mary Miller, from the Downtown Norfolk Council.

Commonwealth Graduate Education Day – This event will be held in Falls Church, VA. It is an opportunity for graduate schools to pitch graduate education to underserved community college students. ODU will be bringing the 3MT winner and will also be bringing a student from business and engineering. Students will prepare posters on their career path.. posters will focus on their personal story rather than research.

The financial aid person will be there from William and Mary to give an overview of graduate financial aid.

Friday, November 3rd - Graduate Alumni Homecoming Reception – Our goal is to bring together graduate alumni for the first time and recognizing them. The guest speaker will be the president of New River Community College who is an ODU alumna of the CCL program.

This event is being funded from a special small grant from President's office to recognize 1st year of graduate school. The event will be in the Education Building ball room.

Strategic Planning Committee – Dr. Yusuf said they will be scheduling a forum for graduate students.

Graduate Professional Development Fair – This event will be held at the Library on November 9, 2017 and at the Virginia Beach Higher Education Center on November 14, 2017. GPDs will receive an email asking for participation.

Banner Carriers – Banner carriers need to be nominated for this December's Commencement. Please let Missy Barber know your nominations. She will send out an email reminder.

BDMS - Forced upgrade – Testing of this upgrade will occur in a short time frame. One reward is that you get to see the new version before anyone else does. Volunteers? Gail Dickinson will select someone from the College of Education.

Portellez advised that volunteers will just need to make sure that it meets your needs. Also, volunteers will be asked to report anything that doesn't look right or work correctly.

Forms and Policies Subcommittee – Dr. Wojtowicz asked for volunteers for the 2017-2018 Forms and Policies subcommittee. Gail Dickinson, Humberto Portellez, and Dale Miller volunteered.

Departmental Program Reviews - a lot of buzz because of shift to something more holistic from program reviews. Would like to pilot departmental program reviews in Spring.

The departmental program reviews will be more comprehensive and it is expected that more than one person will be involved in the process. A broader approach to the program reviews will be beneficial. Also, we need to better align with what departments are already asked to do. What we want to do is leverage information. Department report is last 5 years of annual report data. Summarize and project out what will be the future of the department. For those with specialized accreditations, we want to make sure it is in alignment with departmental reviews. Any new pieces will be provided by IEA. There is a 2 year time line. Will meet in next 3 weeks or so with the group. Draft by end of spring/summer. Not as crunched. Does lead to external review in the 4th semester... spring of 2nd year. Identified by the department IEA.

Goal to give better picture of what is going on in the department rather than a program.

What is the goal of the departmental review? It really would help him with long term budget planning. Annual report is one year snap shot. The departmental review gives a where the department plans to be in 5 years and goals. Field projections, resources, not only money but space too. Right now, reports are not holistic. We are not collecting data as long term as we should be.

Departmental reviews will be on a 7 year schedule - after 5 start 2 year process. Some departments may differ from that schedule, depending on the accreditation schedule.

The departmental reviews will include anything that is going on in the department, including certificate programs.

This year is just the pilot. We had to be mindful of those who just completed graduate program reviews. There is a big spreadsheet with a lot of moving pieces. We hope to share it by end of the academic year.

If done well should benefit the department chair as much as the dean and the provost. Information could be used for faculty replacements rather than just hiring as always hired.

There was some discussion about the role of the Associate Deans in the departmental review process. It was noted that the associate deans could be helpful with coordination of the departmental program reviews.

Graduate Assistantship Leave – Previously, we attempted to create language about generally family medical leave act. For graduate assistant any kind of medical issue, i.e., birth of child, taking care of family member. We got hung up on how it would work.

There has been a lot of chatter on VCGS about graduate assistant leave. Just to lay a baseline. We only have 1 section on LOA for students who advance to candidacy.

We know that departments are working independently to resolve issues. GAC could not settle on any policy. Do we want to bring it back?

It was decided that we would ask about it at the GPD luncheon.