

Graduate Administrators' Council Minutes
Thursday, September 6, 2018
Koch Hall Board Room

Attendees: Robert Wojtowicz, Chair; Bryan Porter, Richardean Benjamin, David Cook, Khan Iftekharuddin, Jane Dané, Paul Carrant, Karen Eck, David Swain, Regina Karp, Carolyn Neal, Bill Heffelfinger, Dale Miller, Holly Gaff, Wie Yusuf, David Chapman, Debbie Major, Anna Jena, Gail Dickinson, Michael Moore, Chunsheng Xin, Courtney Nishnick, and Missy Barber

Approval of Minutes from April 17, 2018

- Missy Barber addressed the Summer Pay Rate Formula Clarification added to the minutes from April 17, 2018.
- Minutes were approved as submitted.

Introductions

- Dr. Robert Wojtowicz indicated the Council had some new faces. Introductions were made by all the members.

Enrollment Update – Jane Dané & Bill Heffelfinger

- Jane Dané and Bill Heffelfinger shared the weekly enrollment report. As of the end of the drop/add deadlines for registration, graduate student headcount overall is down by six, and full-time graduate student enrollment is down by 17. FTE is deceptive at the graduate level because 12 credit hours is a full graduate load; however, full-time students only take 9 credit hours. This report included certificate seeking students.
- There was a discussion about different data included on the report. Admission is the same, but the yield has decreased. There will be a new tool to be able to follow applicant data. Training will be provided when the product is ready.
- There was consideration of developing more online programs to increase flexibility for students and increase enrollment. Also, indication was made that graduate students need more encouragement to register early.
- The update concluded with a call for volunteers for the Enrollment Task Force Committee.

Announcements/Updates

- Dr. Wojtowicz announced an update to the GAC meeting schedule. GAC will only be meeting once a month for the 2018-2019 academic year. No objections were made.
- Dr. Bryan Porter made an announcement about 2nd Wednesdays. After receiving the results of the Quality of Life Survey, The Graduate School paired up with Counseling Services to create a series of events geared toward enhancing the mental health of graduate students.
 - Wednesday, September 12, 2018 – Identifying & Managing Life's Stressors, James/Lynnhaven River Rooms in Webb Center, 12:00 pm to 1:00 pm.
 - Wednesday, October 10, 2018 – Handling Relationships with Family, Friends, & 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.
- Dr. Porter announced that Post Doc Appreciation Week is September 16-22, 2018. The Graduate School is hosting an event in acknowledgment.

- Tuesday, September 18, 2018 – Post Doc Appreciation Event: Ice Cream Social, Williamsburg Lawn, 12:00 pm to 1:30 pm.
- Missy Barber spoke on the Graduate Administrators' Workshop & Luncheon. For possible discussion topics of questions to address at, contact her at mbarber@odu.edu. An email with an RSVP link will be sent.
 - Wednesday, September 26, 2018 – Graduate Administrators' Workshop & Luncheon, location TBA, 8:30 am to 1:00 pm.
- Dr. Wojtowicz announced an update for the Graduate School College Address. Instead, a Graduate Education Update will be held.
 - Thursday, October 18, 2018 – Graduate Education Update, Graduate Commons in Monarch Hall, 12:20 pm to 1:20 pm.
- Missy Barber announced the Graduate School will be hosting the 2nd Annual Graduate Alumni Homecoming Reception in an open house style format for alumni to stop by and see the new commons.
 - Friday, October 26, 2018 – 2nd Annual Graduate Alumni Homecoming Reception, Graduate Commons in Monarch Hall, 3:00 pm to 5:00 pm.

Forms & Policies Subcommittee

- Subcommittee volunteers included Dr. Gail Dickinson, Dr. Dale Miller, and Dr. Holly Gaff.
- Definitions and policies were updated for Tuition Grants, Tuition Waivers, and Minimum Stipend Levels. Tuition grants are attached to fellowship or scholarships and can be given to any student. Tuition waivers are attached to work, are non-taxable, and only given to graduate assistants.
- There was conversation to increase the minimum stipend level to \$5,000 for fall and spring semesters and \$3,000 during the summer.

Dean's Council

- Dr. Wojtowicz addressed the fact that money residing in grants often does not get spent or gets rebudgeted. If there is a requirement that tuition money be put in the grant, it needs to be used. This has been in the policy. Reasonable request to rebudget tuition will be reviewed and approved by The Graduate School.
- The person involved would submit the request to GCA/ODURF and copy the Department Chair, Associate Dean, and The Graduate School. GCA/ODURF would submit the request to the Graduate School for approval. The Associate Deans will be sent a courtesy notification.

Award Revisions/Updates for 2018-2019

- Updates were made to the criteria and policies of the University Doctoral Mentoring Award. This now includes six recipients, one for each college. Each recipient will be awarded \$1,000, \$500 from their college and \$500 from The Graduate School. The committee opted to include non-tenured faculty in the running. Discussion covered possible changes in the award name and adding categories of STEM versus non-STEM.
- The decision was made that students cannot win the Excellence in Graduate Teaching Award or the Outstanding Graduate Teaching Assistant Award more than twice. Errors in award documents need to be revised.

Dr. Wojtowicz stated the remaining items of the agenda would be discussed at the following meeting.

Motion to adjourn.