

Graduate Administrators' Council (GAC)
Minutes for Thursday, September 8, 2016
Koch Hall Board Room
9:00 am to 10:30 am

Attendees:

Robert Wojtowicz, Chair

Missy Barber
Richardean Benjamin
David Chapman
Jane Dane
Kevin DePew
Shirshak Dhali
Gail Dickinson
David Earnest

Holly Gaff
Bill Heffelfinger
Wayne Hynes
Isao Ishibashi
Kiran Karande
Ravi Mukkamala
Steve Myran
Chris Osgood

Brian Payne
Humberto Portellez
Bryan Porter
Bonnie Van Lunen
Corey van Vlymen
Wie Yusuf
Michael Moore (for
Humberto Portellez)

Members highlighted in italics were not present at the meeting.

Welcoming Remarks

- Dr. Wojtowicz opened the meeting with welcoming remarks for new and returning members. Introductions were made for new members. Dr. Wojtowicz welcomed Dr. Porter as the new Associate Dean for the Graduate School and introduced Dr. Yusuf and Dr. Hynes as the two Provost's Fellows for the Graduate School. Dr. Wojtowicz also advised that the Forms and Policies and the Graduate Assistantship Committees would be reconvening soon.

Approval of Minutes for Thursday, September 8, 2016

- Minutes were approved as submitted.

Announcements

- Evaluations for Graduate Student Orientation and GTAI Institute – The reviews for both events were very good. However, it was suggested that some of the events be done online in advance. With the GTAI Institute, if some were done online, then it might allow for time to prepare for the presentation on the second day. Dr. Wojtowicz asked if some of either of the two events could be done online prior to the day of the actual event. It is difficult at times because students are not certified to teach until the Friday before classes actually start.
- Enrollment Snapshot – Dr. Wojtowicz advised Council that enrollments are down. The question was posed as to whether it was FTE's or numbers. Dr. Wojtowicz confirmed that both FTE's and numbers were down. We had a slight increase from last year, but that went down when the semester ended. It was mentioned that some of the decrease may have been due to continuance processing.
- It was mentioned that the reason our enrollment numbers may be down is because of the website issues. There is a fundamental issue with the design of the site. After a brief discussion regarding hiring of WSPs (Web Support Persons) and additional options that

would be available to end users such as Word Press, it was decided it would be beneficial to invite Rusty Waterfield to an upcoming Council meeting.

- The conversation on low enrollment continued and it was mentioned that we are also losing students because of inadequate funding. Dr. Wojtowicz said there is no option on increasing waivers, however, there may be flexibility in increasing stipends. Corey van Vlymen advised Council to contact him before switching a graduate assistant to adjunct because of lack of funding.
- Health Care Information Session for Graduate Students – There will be a health care information session for graduate students this afternoon.
- Brown Bag Event on September 15, 2016 – Electronic Theses and Dissertations
- Linked Programs Information Session - Thursday October, 13, 2016
 - It was suggested that we do a session for faculty on creating and organizing linked programs
- Graduate Administrators' Workshop – Thursday, October 27, 2016.

Update on the Graduate School

- The Graduate School was approved in spring 2016 and SCHEV approval was received in late June/early July for a July 1 effective date. An Associate Dean and two Provost's Fellows have been added to the staff of the Graduate School.
- The Transition Team has morphed into the Strategic Planning Committee.
- Things do not seem very different, however, there are some good long term discussions taking places and key initiatives are coming.

Strategic Planning Committee Update – Dr. Yusuf

- The Transition Team morphed into the Strategic Planning Committee. The Strategic Planning Committee will be asking questions like “What is the purpose of the Graduate School?” and “How can we build legitimacy for the Graduate School? Also, we will be looking for ways to get faculty buy in for the Graduate School. It is important to get general support for the graduate school and decide on a realistic direction.
- Dr. Wojtowicz said that every school does graduate education differently. We need to create something that works best for ODU.
- The absence of a best practice is an opportunity. We just need to identify our priorities first.

PFF Update

- There are two spectacular events coming up in PFF.
- One of the tasks assigned to Dr. Yusuf is to establish a professional development program for students who do not intend to go into academia after graduation. The goal is to have one professional development program in the spring.

Report of the Associate Dean – Dr. Porter

- Dr. Porter reported that he is working on three long term issues.
 - Graduate Assistantships
 - Contracts
 - Statements of Work
 - Hours of Work (what equals 20 hours)
 - Assessment

- How are they assessed?
- How do they feel about their supervision?
- How are they supervised?
- How are they performing?
- Post-Docs
 - Where are they located
 - What types of work are they doing
 - 32 so far. Will compare with Human Resources
- Program Reviews
 - Where reviews are in the process
 - Template updates
 - Depth of responsibility for external reviewers is inconsistent.
 - Should we do department reviews or program reviews?
 - A systematic evaluation process is needed.

Policies and Forms

- Graduate Certification
 - There was a discussion about determining what should define levels 1, 2, and 3. It was said that graduate certifications should be reciprocal between colleges. The question was posed as to how many faculty would fall into each category and that it would be important to get a picture from each college of what the impact would be based on the definition of each level.