Graduate Administrators’ Council (GAC)
Minutes for Thursday, October 22, 2015
Koch Hall Board Room
9:00 am to 10:30 am

Attendees:
Robert Wojtowicz, Chair
Missy Barber             Bill Heffelfinger             Humberto Portellez
Richardan Benjamin      Kiran Karande              Bryan Porter
Jane Dane                Katrina Miller-Stevens        Andres Sousa-Poza
Kevin DePew              Ravi Mukkamala             Mary Swartz
Shirshak Dhali           Steve Myran                Bonnie Van Lunen
Gail Dickinson           Chris Osgood               Eric White
David Earnest            Brian Payne                Corey van Vlymen

Members highlighted in italics were not present at the meeting.

Approval of Minutes for Thursday, October 8, 2015

- Minutes were approved as submitted.

Announcements

- Graduate Administrators’ Workshop – There was a good turnout for the Graduate Administrators’ Workshop. The event was shorter this year. More brown bag events are planned to continue communication throughout the year.
- GSO Kickoff Meeting – The OGS will be having a kickoff meeting for the Graduate Student Organization today. Stephen Young has agreed to be the graduate student representative for the SGA.
- Linked Programs Meeting – October 29, 2015. This will be an information session for undergraduate students to learn more about linked programs.
- VCGS – Graduate Education Day at VCU, October 30, 2015. OGS will be attending and will bring three graduate students and two undergraduate students to the event.
- Brown Bag Series Event – Electronic Theses and Dissertations, November 12, 2015, President’s Dining Room, Webb Center. OGS will have the new ETD guide available for the meeting.
- Advanced Degree Luncheon – Speakers should be identified by the next Graduate Administrators’ Council meeting.

Program Reviews Update

- The program review schedule has been reset to a seven year schedule with a fall to spring cycle instead of every semester.
- Informational meetings have been held. A new self-study template was distributed.
- OGS has met with IE&A about the I: drive to modify the structure so that the process will be smoother this year.
Forms & Policies Subcommittee

- The Separation/Continuance policy was presented to Council with changes. Separation and dismissal were separated into two different categories. Stronger wording was needed for students who are dismissed.
- The Readmission to the Institution Following Separation and the policy to adjust GPA due to change of major or program were both discussed and the changes were approved.

Graduate School Update

- The final proposal has been completed. The middle option proved to be the most achievable. This option will allow for the name change to “Graduate School” and for personnel shifting with a minimal impact to the budget. The proposal goes to Provost Council on Tuesday and then to Committee C in November and then to Faculty Senate by the end of the year.

Certification of Graduate Teaching Assistants to be Instructors of Record

- Council was reminded of the new process for certifying GTAs to be Instructors of Record. The new process was discussed at the Graduate Administrators’ Workshop. The new T1 form should be submitted electronically to Corey van Vlymen at cvanvly@odu.edu at least one week prior to the E1SG or EPAF deadline. Departments should not allow a student to be an instructor of record until this form is approved. Be sure to visit the Office of Graduate Studies website to access the new form.

Faculty on International Travel

- Dr. Wojtowicz advised Council that the Study Abroad Office would like to offer the option to faculty that travel internationally to conferences or to do research collaboration to register with the Study Abroad Office when they travel. By registering with the Study Abroad Office, they have an extra level of security in the event of an emergency. If faculty choose to register, then Study Abroad would be able to generate reports to show where faculty have traveled and would be able to share the information. Also, it may help raise ODU’s international profile. Dr. Wojtowicz asked Council if it would be seen intrusive to ask faculty to register. Council did not see it as intrusive.