Approval of Minutes for Thursday, October 22, 2015

- Minutes were approved with changes.

Announcements

- GSO Kickoff Meeting – About 25 students attended and there was a good representation from all colleges. A follow-up meeting is planned with individuals interested in leadership positions. A modest restart is planned for Spring 2016.

- Linked Programs Meeting – About 15 students attended, however, quite a few graduate program directors were present. The presentation was more robust than last year and there is more structure to the program. We plan to build in the phrase “Early Start” when referring to linked programs to attract more students. Another session is planned for the Spring 2016 semester. Also a brown bag series event will be scheduled early next year.

- VCGS – Graduate Education Day at VCU – This event was focused on showing community college students, first generation college students, minority students, students in rural areas, and others the opportunities available to them and their potential to go to graduate school. Four graduate students and two undergraduate students attended from ODU and all six thought the event was worthwhile. VCGS plans to continue this event annually and to follow-up directly with all students that participated.

- 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 – Kevin DePew has a distance learning student that may be interested. Health Sciences and College of Business also indicated they may possibly have students. Everyone was encouraged to share names and contact information with Graduate Studies as soon as possible.

- Course Change Deadline – Friday, November 20, 2015
Graduate Course Numbering

- When courses are created, please be sure to review the Course Numbering policy in the Graduate Catalog. Courses are being set up with the wrong numbers and it is causing issues when analyzing data. Also, it is very important to specify the names of the topics courses. It makes the student’s transcript easier to analyze and provides details needed to qualify students for teaching positions.

Graduate Assistantship Subcommittee

- The subcommittee discussed the graduate assistant’s work schedule and what “20 hours per week” means. Each college is different and there needs to be some standardization.
- The subcommittee is working on common evaluation forms and hopes to automate the process, possibly using Qualtrix.

Forms & Policies Subcommittee

- The revisions to the G2 form were approved. The G8 form was approved with changes.
- GPD job description was sent back to the subcommittee for further review and revision.
- Revalidation policy sent back to subcommittee. Research needs to be done regarding the expiration of credit hours. Students should not be given 8 more years after revalidation.