Approval of Minutes from Thursday, November 3, 2016

- Minutes were approved as submitted.

EAB Demonstration – Bryan Porter

- EAB is a communication tool to be deployed for use with graduate students. Though not as sophisticated as Hobson’s, it can send emails. Most tools are designed for undergraduate students, like DegreeWorks. The vendor thinks this can be easily modified for graduate students.
- Access is granted to advisors via Shibboleth login
- Dr. Porter reviewed the different fields available in the communication tool and how to access student information. Users can merge their calendars with the EAB product so students can see when they are available for appointments. Advisors can send email campaigns to advisees, either individually or as a group.

Graduate Assistantship Subcommittee Update

- The template for the offer proposal was discussed with Steve Risch and the template was updated with additional suggested language regarding the English proficiency requirement and what is required to qualify to take the GTAI Institute.
- The template is designed so that it can be modified so departments can design their own letter as long as the required language is consistently used.

D1 and D2 Forms – Gail Dickinson

- It was suggested that the asterisk be removed from the boxes on both forms so that the department chair and dean or designee would be required to sign the forms. Council agreed to make the necessary change to the forms.

Forms Subcommittee

- Graduate Faculty Certification Policy has been held up by the Dean’s Council and will be discussed in their next meeting.
- The challenge is that forms are supposed to get signed and distributed, auditing the student’s progress along the way, however, the student gets to the end and forms get signed after the fact. Is there a way in DegreeWorks or new system that would allow for a common source to see everything?
- Dr. Wojtowicz attended a presentation by Virginia Tech where they discussed a product they have that tracks students from admission to graduation, all electronically.
- It was requested that the D2 form be modified to include the student’s dissertation topic. Council agreed with the request. Dr. Wojtowicz advised that the Graduate School would make the change.
- Time Limits policy change discussed, revising the expiration period of master’s credits to 8 years to be consistent with the doctoral credit expiration period. Council approved the changes.
Graduate Program Director policy was reviewed and it was recommended to go back to committee for further revision.

Announcements and Updates

- **Graduate Administrators Workshop** - The Graduate Administrators’ Workshop has been rescheduled for Thursday, December 1, 2016 from 12:30 pm to 2:30 pm in the Hampton/Newport News Rooms in Webb Center. Lunch will be provided.
- **Advanced Degree Luncheon** – The Advanced Degree Luncheon is scheduled for Thursday, December 15, 2016 at 11:30 am in the Hampton/Newport News Rooms in Webb Center.
- **Graduate & Professional Development Fair** – Tonight at the Virginia Beach Higher Education Center. There has been a good response so far.
- **Speak Retest** – there will be a retest on Friday, December 2, 2016.
- **Upcoming CourseLeaf Training for Catalog** – December 5, 2016, BAL 1013C, 1:00 pm and 2:00 pm.