

**Graduate Administrators Council (GAC)**  
**Minutes for Friday, March 21, 2014**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

Attending: Brenda Neumon Lewis, Chair, Brian Payne, Craig Bayse, David Selover, Shirshak Dhali, Robert Wojtowicz, Mary Swartz, Imtiaz Habib, Isao Ishibashi, Ravi Mukkamala, Lynn Ridinger, Gail Dickinson, Bill Heffelfinger, Ali Ardalán

**Approval of February 27, 2014 Minutes**

- Minutes were approved as amended.

**Announcements/Updates**

- Dr. Lewis reminded Associate Deans that she needed the names of the individuals who would be the banner carriers for the spring commencement ceremonies.
- Dr. Lewis advised that there are various places on the website where the degrees that we offer are listed and what is being displayed is not accurate. The Office of Graduate Studies will be working with Web Communications to get the information updated. In the meantime, Dr. Lewis suggested that Associate Deans and Graduate Program Directors review how degrees are listed, specifically on the University website to ensure that it is accurate. She also said, if necessary, we will invite Jason Phenicie to GAC to discuss how the information is displayed and possibly how we can improve it. It was said that it is important for students to be able to see the degree as well as the concentrations that are available.

**Sub-committee on Graduate Policy Revisions – R. Wojtowicz**

- Dr. Wojtowicz advised that the sub-committee has not met since last semester. However, he has forwarded a task list of seven policies to revise for the catalog and the sub-committee plans to meet next week. The seven policies are as follows:
  1. Designation of 1 credit hour in the final semester before graduation.
  2. Should we allow doctoral students to participate in commencement prior to completion of the requirements for the degree?
  3. Do we allow faculty emeriti to serve on dissertation committees? Current committee policy – they must be full-time University faculty.
  4. If a faculty member leaves the University is he or she an internal or external committee member?
  5. Graduate course numbering for doctoral and master's level students.
  6. Graduate Time-Limits policy needs to be revised so that it is clearer as to when time begins and ends.
  7. Sudden Military Leave of Absence policy.

If you have questions, contact Dr. Wojtowicz.

**Graduate Research Achievement Day**

- The event is Thursday, March 27, 2014. Dr. Lewis advised that we have 124 students participating. She asked for everyone to encourage students to attend.

### **NAGPS Conference**

- The conference will be one day, Friday, March 28, 2014 from 8:00 am to 5:00 pm. Dr. Lewis stated that it was a good program with a several ODU faculty members participating. She asked that students be registered as soon as possible so that we can get an accurate count. Also, she said that Dr. Yusuf has agreed to allow the conference to count as a non-PFF event toward completion of the PFF certificate.

### **Other Announcements**

- Bill Heffelfinger asked Council to encourage students to register for summer. He said that we are at about half of where we normally are at this point. Fall registration will begin on April 7, 2014.

### **Announcements from Dr. Payne**

- Dr. Payne updated Council on the recommendation regarding the continuous enrollment policy that was submitted to the Provost. The Provost has decided to table the recommendation at this time.
- Dr. Payne advised that there are four external program reviews coming up. He asked for Council to start thinking of ways to make program reviews more effective. He said there is going to be a sub-committee to look at effectiveness.
- Dr. Payne shared information about a recent SCHEV meeting he attended. He said that SCHEV is researching the job market when reviewing degree program requests. He cited two program proposals, Mechanical Engineering from George Mason and Electrical Engineering from Christopher Newport University. SCHEV said that there may be a future glut in those fields. In other words, there will be more graduates than jobs available. He also advised that the SCHEV program proposal process has been changed. There is an expedited review process that has six criteria and not as much detail is required if those six criteria are met.