Graduate Administrators Council (GAC)
Minutes for Thursday, April 12, 2012
Dean’s Conference Room, 2004 Constant Hall
9:00 am to 10:30 am

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Osman Akan, Ali Ardalan, Richardean Benjamin, Bill Heffelfinger, Isao Ishibashi, Sharon Judge, Chris Osgood, David Selover, Deanne Shuman, Mary Swartz, Robert Wojtowicz,

Guest: Mike DeBowes, Office of Student Conduct and Academic Integrity

Approval of March 29, 2012 Minutes
• Minutes were approved.

Announcements/Updates
• Graduate Research Achievement Day – Thursday, April 19, 2012, 12:00 noon to 3:00 pm, North Mall, Webb Center. We have 46 confirmed participants. Dr. Lewis requested that faculty and graduate program directors be encouraged to attend this event.
• Master’s and Doctoral Reception – Wednesday, May 2, 2012, 5:30 pm, Gordon Art Galleries. Dr. Lewis advised that the Office of Graduate Studies will be providing one complimentary soft drink to each attendee. Free drink tickets will be distributed upon entry. There also will be a few give away items. Dr. Lewis asked Council to make sure that faculty and graduate program directors were aware of this event. As discussed at a previous meeting, graduate program directors and advisors are supposed to help market this event with students.
• RCR Policy – Dr. Lewis indicated this topic was not addressed at the last Provost’s Council meeting because of time, and she hopes to be able to present the proposed changes to the RCR Policy at the next Provost’s Council meeting.
• Alumni Association Fellowship and Meredith Construction Company Fellowship – Nominations for both fellowships are due on April 27, 2012. Dr. Lewis said that the information had been sent out electronically to Council. Requirements include a letter from a faculty member, student statement of goals, and a resume. The Alumni Association will be awarding two fellowships, one of the fellowships must be awarded to an ODU alum. There is no limit on the nominations per college.
• Dr. Lewis mentioned that the CAA Undergraduate Research Conference was being held on campus April 13 – 15, 2012.

Recommendations for changes to Doctoral Mentoring Award
• Dr. Ardalan advised Council that in addition to making some recommendations to changes in the process for the Doctoral Mentoring Award, the committee would like to propose a Master’s Mentoring Award that would be comparable to the Doctoral Mentoring Award. This award would include all master’s programs and focus on faculty involved in master’s program advising and mentoring. It is possible for one individual to be nominated for both awards (Master’s and Doctoral). Council briefly discussed the suggestion and agreed that it would be a good idea. The subcommittee is to reconvene and come forward with a proposal including a recommended remuneration.

Revision to Code of Student Conduct
• Mike DeBowes provided an overview of the process of revising the current Code of Student Conduct. An offsite review was conducted by an external consulting firm to get a sense of the current disciplinary system. The goal of the review was to make sure that the University is in line with best practices.
• Mike DeBowes did a thorough review of the draft of the proposed policy for the Council. He discussed definition of terms such as academic exercise and faculty. Council asked about
scientific integrity issues and whether or not they would fall under the definition of academic exercise. DeBowes said no, they are actually covered by another policy on research misconduct through Dr. Adam Rubenstein’s office.

- Proposed policy changes include replacing the University Hearing Officer with an Academic Integrity Council comprised of faculty and students. If the student does not like the outcome of the Academic Integrity Council, the opportunity to appeal will be available. Panel members serve for one academic year, renewable for up to three years. Standards of classroom behavior is to be added as well as verbiage for attempted violations and prohibited conduct. Students can still request that an Academic Dishonesty notation be removed, however, if the misconduct was deliberate, it will not be removed.
- The Board of Visitors will review the proposed changes to the policy at the June meeting.

**Thesis and Dissertation Guidelines**

- Dr. Ishibashi brought up the issue of student theses and dissertations being “owned” by ODU if they are fully or partially employed by the University.
- Dr. Lewis agreed to query VCGS to see what other schools are currently doing.
- Dr. Lewis also suggested that we invite Karen Eck, Jay Wright, and Brent Edington to the next Council meeting to discuss the issue.

**GTA Instructor**

- Dr. Osgood proposed that we create a full-time position to handle the TA training process. (Currently, the College of Sciences employs Kathy Moulton who is an hourly employee and she is assisting students from several colleges on campus.)
- Council agreed that the position was needed and valuable. The question would be where would the best fit be within the organization.
- Dr. Lewis said that GAC can make a recommendation. It was suggested that we invite Chandra to GAC. Dr. Lewis said it would also be helpful to have something written like a job description, benefits to graduate students, and goals for the position.

**Additional Topics**

- SACS - Dr. Lewis asked the Associate Deans if they had any examples of students that have gone through an appeal process, grade appeal or similar to show due process. If you have them, please send copies to Dr. Lewis.