Graduate Administrators Council (GAC)
Minutes for Thursday, September 29, 2011
Koch Hall Board Room
8:30 to 10:00 a.m.

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Mona Danner, Christopher Osgood, Osman Akan, Isao Ishibashi, Richardean Benjamin, David Selover, Cheryl Baker, Mary Swartz, Deanne Shuman, Ali Ardalan

Approval of September 15, 2011 Minutes
- Minutes were approved.

Announcements/Updates
- **Graduate Administration Workshop** – This event was very well attended and had a good cross section of GPDs and administrative staff. Dr. Lewis thanked the members of the Council that participated.
- **VCGS Graduate Research Forum** – Conference to be held February 15, 2012 at the College of William and Mary. The conference will be linked to the Graduate Research Forum. Dr. Lewis advised Council members that the Call for Nominations for student proposals will be out soon and that the deadline will be earlier than normal due to the change of venue. The planning grant is being used to look at ways the Commonwealth public institutions can network to increase minorities and women in STEM fields. It allows for each institution to bring a team to participate in the conference. Dr. Lewis indicated she hopes some of the Council members will agree to be part of the ODU team.
- **Introductions of New Members** – Dr. Lewis introduced Dr. Deanne Shuman from the College of Health Sciences and Dr. Cheryl Baker from the College of Education. Dr. Lewis welcomed Dr. Baker back to the Council.
- **Publication of Admission Deadlines** – Dr. Lewis advised the Council that the Provost wants to remind Associate Deans and GPDs of their graduate program admission deadlines and to make sure those deadlines are widely published.
- **Courseleaf Training** – The Graduate Administrators Council meeting scheduled for Thursday, October 13, 2011, is cancelled. In its place, Associate Deans will be attending training for Courseleaf in the training room in Rollins Hall. The training will be from 8:30 to 10:30 am.

Application of Technology in Qualifying Examinations – Dr. Lewis brought a question forward that was raised by a faculty member regarding the physical presence of a faculty member when students are given qualifying or candidacy examinations. After a brief discussion, it was agreed that faculty members did not have to be physically present when a student takes an exam. Several members indicated that this is being done in their colleges without problems. Also, it was agreed that no policy changes needed to be made at this time.

Doctoral Mentoring Award – Dr. Ardalan presented recommendations for a revised process for the Doctoral Mentoring Award. The revised process allows for one nomination per college. Anyone can nominate a faculty member for the award. Nominations are to be sent to the department chair. The department chair is to forward those nominees who meet the criteria to the college coordinator. The nominated faculty member is responsible for providing the appropriate documentation to the college coordinator. Each college is to submit one nominee to the Office of Graduate Studies. A committee made up of the six associate deans will review the nominations and make a selection. The winner will receive $4,000.
Action Items: Dr. Lewis is to review revised process to ensure that the list of required items to be provided by the nominated faculty member is complete, to switch the November 1 and November 17 deadlines, to update the deadline for the packet to be submitted to OGS from March 1 to February 15, and to strike the line on item 4 regarding self-nomination. Once these updates have been made, Dr. Lewis is to send to the committee (Dr. Ardalan, Dr. Akan, and Dr. Osgood) for review. Once the updates have been made and reviewed by the committee, Dr. Lewis will present to the Provost for approval.

Graduate Enrollment – Dr. Lewis shared part of a report that was provided at the Provost’s Council meeting that showed a decline in graduate student enrollment. She asked the Council if there was a role that the Graduate Administrators Council could play in helping to increase enrollment. After a lengthy discussion, it was decided that Associate Deans would consult with the Deans and bring back college information to share at the next meeting. Council agreed it was difficult to make a determination of what could be done to assist without more specific data. It was also mentioned that Andy Casiello and Renee Olander should be a part of the discussion as well. Dr. Lewis said there needs to be a comprehensive, coordinated response in order to be successful.

Meeting time change - A request was made to move the Graduate Administrators Council Meetings to 9:00 am. The committee members present all agreed to make the change.

Meeting adjourned at 10:00 am.