Graduate Administrators Council (GAC)
Minutes for Thursday, December 13, 2012
Koch Hall Board Room
9:00 am to 10:30 am

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Osman Akan, Chris Osgood, Robert Wojtowicz, David Selover, Carolyn Rutledge, Isao Ishibashi, Bill Heffelfinger, Joanne Schiebman, Lynn Ridinger, Ali Ardalan, Sharon Judge, and Richardan Benjamin

Guest: Andres Sousa-Poza, Faculty Senate

Approval of November 29, 2012 Minutes
- Minutes were approved as submitted.

Proposed RCR Changes – Andres Sousa-Poza
- Dr. Lewis invited Dr. Sousa-Poza from Faculty Senate to discuss proposed changes to the RCR Policy.
- The proposed changes include the changing of the timing of the completion of the modules from 1 year to 1 semester and changing the students required to complete the training from all graduate students to degree-seeking and licensure only students.
- Dr. Sousa-Poza stated that he didn’t think there would be any issue with the request to modify the students required to take the RCR training. He did express concern with changing the time frame from one year to one semester, primarily because the University has programs that do not function on semesters any more.
- Dr. Lewis explained the justification for the request to change to one semester was because tracking the students would be easier and there were already systems in place to check for other requirements that are done on a semester basis.
- Dr. Sousa-Poza specifically discussed the asynchronous Engineering Management program where students do not necessarily have internet access to complete the RCR training within a semester.
- Possible alternatives were discussed and it was agreed that the language to the policy would change to “by the completion of 12 credit hours.” Dr. Lewis indicated she would make sure the Registrar could support the revision.

Announcements
- GTA Institute – Dr. Lewis reminded Associate Deans regarding the revision of the GTA Institute letter to students to include detailed information regarding the second day’s activities. Registration for the GTA Institute is still low. Names of attendees should be forwarded to Missy Barber as soon as possible.
- MA in Applied Sociology is now a stand-alone degree with ODU.
- MS in Athletic Training has been approved by the Board of Visitors and is being reviewed by Dr. Monica Osei from SCHEV.

Final Review on International Instruction Proposal – Chris Osgood
- Dr. Osgood shared the proposal drafted by the Committee.
- Council discussed the possibility of the position being an instructor position instead of an administrator. The question was raised as to whether or not an academic position could be tied to a non-academic department. ELC has lecturers assigned to them and they are a
non-academic department. Council approved the proposal. Dr. Lewis will share the proposal with Dr. Simpson.

Continuous Enrollment
- Dr. Lewis expressed concern that there are still many students that are not in compliance with the continuous enrollment requirement.
- A question was posed as to whether or not a student could be automatically enrolled every semester once they pass candidacy or if the student could be automatically billed. Mary Swartz would have to address that question.
- Another question was posed as to why we demand continuous enrollment. It was pointed out that continuous enrollment is required because the students are utilizing University services during the completion of their degrees. It is also motivation for them to finish their degrees sooner.
- There was also some discussion about removing the summer registration requirement because faculty are not available to assist students. This would be a policy change. Dr. Lewis will talk to Jim Duffy about coming to a future meeting to discuss impact of removing summer registration requirement.

Proposal for Masters’ students with assistantships in their final semester
- Minor revisions were suggested to the proposed policy and to the proposed form.
- Dr. Lewis indicated she would share this proposal with Provost Simpson.

Additional Topics

Certificate Project
- Dr. Lewis advised Council that a new form had been sent out for completion by Jeanie Kline. This form is the form that SCHEV requires. Council asked if Dr. Lewis could resend the new form and a deadline for completion.