

Graduate Administrators Council (GAC)
Minutes for Thursday, February 14, 2013
Koch Hall Board Room
9:00 am to 10:30 am

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

Approval of January 31, 2013 Minutes

- Minutes were approved, with the change of spelling of Dr. Marcelo Siles name.

Announcements/Updates

- Additional Courseleaf Training Scheduled – Thursday, February 21, 12:30 to 1:30, BAL 1013C and Friday, February 22, 2:00 to 2:50 and 3:00 to 3:50 in BAL 1013C – Dr. Lewis asked the Associate Deans to encourage people that are responsible for updating the catalog to attend.
- GSO Comedy Night – February 16, 7:00 pm, Webb Center - The Graduate Student Organization will be hosting a comedy night.
- Graduate Studies Brown Bag – Dr. Lewis said that there were 26 people that attended. There was rich discussion on a variety of issues. She received feedback that it was something that GPDs would like to continue. Another meeting will be planned for the end of March. She asked that GPDs be encouraged to send topics of discussion to her and she will be sure to include them on the agenda.
- New Conditional Admission Policy for Graduate International Students – Steve Risch is continuing the discussions with the colleges and GPDs regarding a conditional admission policy for international students. Dr. Lewis said that the policy language recommendation should come from GAC.
- Outstanding Graduate Teaching Assistant Awards – Nominations are due March 8th. Dr. Lewis said that she is looking for two nominations per college. Nominations can be sent electronically. The Associate Deans will serve as the selection committee. There is no requirement for a letter from a Dean or Associate Dean for the nomination.
- PFF Faculty Coordinator Position – Dr. Lewis advised that Dr. Elaine Justice is stepping down from the position and she has sent out the posting advertising for a replacement. The position is responsible for the PFF program which includes scheduling professional development workshops and training and working with the PFF Advisory Committee.
- RCR Policy – Dr. Lewis advised that the Provost Council has approved the changes to the RCR Policy that were approved by Faculty Senate. In the new policy, effective for the next catalog, students will have 12 credit hours to complete the RCR training and it will be required for degree seeking and licensure seeking students.
- ABT Proposal - Provost Simpson is supportive of the proposal. Dr. Lewis advised that it is on the agenda for the next Provost's Council meeting.

English Preparation Proposal

- Dr. Lewis said that Steve Risch asked if GAC would support a GRE preparation program. The program would be for conditional admission students and other students enrolled in a full-time language intensive program (permanent residents). The purpose of the program

would be to help students to score better on the GRE Verbal section. There were no significant concerns regarding this proposal.

Graduate Certificate Process

- Dr. Lewis reminded Council that the deadline is approaching for the receipt of information on all graduate certificate programs. This information will be sent to SCHEV.
- Committee Update – Dr. Lewis advised Council that the committee met to discuss the internal process for awarding certificates. Jeanie Kline, Mary Swartz, and Bill Heffelfinger are also on the committee. They identified a number of steps that need to take place before a comprehensive process can be established.
 - Step 1 – Identify certificates and curricula
 - Step 2 – Identify if the certificates are stand alone or part of a degree program
 - Step 3 – Code certificates in Banner
 - Step 4 – Identify those students pursuing certificates

At present, there are different processes for how students get into certificate programs, so it is impossible to know who is in which certificate program.

Graduate Research Achievement Day, April 11, 2013, North Mall, Webb Center

- Dr. Lewis said that we are following the pattern that has been used in years past. The event will be held in Webb Center and we will not be giving awards. All students who submit an acceptable proposal will be allowed to participate.
- Dr. Lewis asked Council to consider if the process should change, either by making the application process more stringent or if we wanted to showcase more students that did not have posters to display. Dr. Wojtowicz said they just had the undergraduate research day and they have a pre-selection process. The faculty member submits a proposal to Ivan Ash and then he and a committee decides who participates. This format allows for a built-in mentoring process.
- Council expressed an interest in having students be able to present that did not have posters. Dr. Lewis suggested a directed invitation for students that may fall into that category. Because of room availability, the non-poster presentations will take place before the poster presentations. Missy will check to see if the Virginia Webb Rice room or the Rabbi Reich room is available in Webb Center. Dr. Lewis asked about structuring presentations for non-poster presenters. Dr. Wojtowicz suggested allowing each presenter a ten minute time block during the hour or so before the poster presentations begin.
- Dr. Lewis will send out the email for posters with the specifications required this week.
- A question was raised about money for creating the posters. Dr. Lewis emphasized that the Provost would expect the colleges to support this. There may be some funds available from Academic Affairs or the VCGS budget. The VCGS is not having a statewide research day until September or October, but this would only cover a few posters.

Discussion of Parking Recommendations from GSO

- There was a lengthy discussion about the recommendations provided by the Graduate Student Organization regarding parking. Council is sympathetic to the needs of graduate assistants, but they are unable to support the GSO's recommendations at this time.

Discussion on Continuous Enrollment

- Dr. Lewis advised that the discussion on continuous enrollment will continue at the next GAC Meeting. The committee is scheduled to meet next week. Dr. Wojtowicz has been added as a member to the committee.

Additional Topics

- There were no additional topics for discussion.

Meeting adjourned at 10:07 am.