
Welcome and Introduction of New Members

Dr. Wojtowicz opened the meeting by welcoming everyone and introducing new members.

Approval of Minutes from Thursday, May 4, 2017

- Minutes were approved as submitted.

Announcements

- Reminder - Submit T1 forms. T1 forms allow graduate students teach as the instructor of record.
- Continuance Comparison Report – Provided Council with a historical report showing the percentage of students that are on probation or have been suspended. The past two years, the numbers have been consistent.
- Health Insurance Open Enrollment - Open Enrollment through the end of September. The Graduate School has been working as hard as possible to get the message out that there is no reason to delay paperwork until August. Paperwork for fall can be submitted as soon as you know the student will be continuing. Students count on continuous enrollment in health insurance. If we can get paperwork in by May, coverage could be continuous. While this is not always possible with every student, it would certainly help. However, it has become force of habit to delay submission of paperwork.
- New Graduate & International Student Orientation - 229 attendees. Still waiting on evaluations. We should be able to provide feedback at the next meeting. We will be debriefing with International Programs in a week or so. There is some concern about focus on international students, however, we will keep studying it.
- GTAI Institute – We received good feedback. There were 127 attendees. Please remind GPDs to register to students early. Students can be registered even if they have not passed the SPEAK test, just as long as they have passed it or the retest before they attend GTAI Institute.
- Post Doc Luncheon scheduled for Friday, October 13, 2017. Dr. Porter conducted a Post doc census last year. About 50 post docs were identified across campus. Last year, the Graduate School had a reception to listen to their concerns. One comment was that they wanted an orientation. Dr. Porter is in the process of putting together an agenda. He would love feedback or suggestions from Council.
- Dr. Eck has research orientation. If given names of the post docs, she will reach out to them.
- Some of the post docs’ concerns include access to services like the student rec center, parking, and student health. They also do not have access to the graduate student health insurance. It was suggested that we see how other schools handle their post docs. It was pointed out that most post doc programs and support services are located in graduate schools. Dr. Porter is coordinating efforts for the post docs now, but as we look at staffing requirements that will be part of the mix. The plan is to make it a much more welcoming environment.
• Post docs also feel that their pay is low. It averages $45,000 to $50,000. However, they may be able to purchase insurance themselves. We could negotiate with UnitedHealthCare StudentResources next year.

• 3MT Competition – Dr. Porter explained that the 3MT involves students speaking to general public on their research for three minutes and one slide. Competition originated in Queensland Australia. ODU will have its 1st competition this October. Three students have committed to compete so far. We would like 12 to 15 students. When it matures, there will be rounds of competitions. The President and Provost will be there and the competition will be live streamed. After VIPs, there will be about 80 seats. Top prize $1,000. ODU winner goes to University of Arkansas to compete at CGS. Robert went to Regionals in February. Students were amazingly intelligent and their presentations were very entertaining. They worked very hard to deliver their presentations. It gives students the opportunity to break down knowledge into accessible format. ProQuest is ready to jump in and create a template for students to use to have it in their data base. Some schools require the three minute presentation as part of the thesis/dissertation. In some cases, they use it to help market programs. Queensland rules only allow PhD students to participate. The US wants to acknowledge master’s students as well.

Electronic Signature/Workflow for forms – Update – Humberto Portellez

• A couple of months ago we talked about electronic forms and workflows. In July, we had a demonstration from a company called NextGen. However, ITS was also looking for a University wide solution. They went with a company called DocuSign. DocuSign can integrate with Banner. Right now, the University has signed on with a limited license. ITS is exploring its functionality. We have to purchase a license for the Elucian workflow. Licensing fees are higher for DocuSign. Humberto asked ITS to be kept in the loop.

• It was pointed out that we want to simplify workflow, even down to assistantship offers.

Early Alert Notification for potential students to be dismissed from program

• Dr. Wojtowicz advised Council that Ted Farmer proposed generating a report to catch students heading into academic difficulty. Dr. Wojtowicz we should explore this further, given that there are different requirements for different programs, or should we leave it the way that it is. Council agreed that it wouldn’t hurt to have a report. The report would be sent to the Associate Deans to distribute to the GPDs.

Strategic Plan Discussion – Wie Yusuf and Chris Osgood

• A draft of the strategic plan was circulated. Dr. Yusuf said that the goal is to get feedback from the Graduate Administrators’ Council so that the document can be finalized. Dr. Wojtowicz asked if it would make sense to discuss the Strategic Plan at the next meeting. It was decided to table the discussion until next time. Dr. Yusuf said that if Council wanted to offer feedback before the next meeting, they could send her an email.

• There is a challenge with defining Continuing Education’s role. It was suggested that we invite someone from Continuing Education to sit on the committee.

Student Course Evaluation System – Regina Karp

• Should the student evaluations for undergraduate and graduate be the same? Dr. Karp suggested that the current evaluation tool does not represent graduate students or faculty expectations and the goals and expectations of graduate education.

• ITS has recently solicited questions from Academic Affairs and colleges. This needs to be a faculty driven thing. The Faculty Senate was not aware. It was suggested that there should be a discussion with the Provost and that there should be an issue log filed with Faculty Senate.
Then it was suggested that there be an adhoc committee with David Kozoyed as a member to address the issue.

**ORCiD – Karen Eck**

- Flyer included in packet. ORCiD is a unique identifier, like a UIN that is used to identify scientific contributions. It has been available since 2012. Many journals and founders are starting to use it. There are two reasons why faculty should care, 1. It provides a unique ID, 2. Vivo-to be renamed Scholars at odu.edu interfaces with the Faculty Activity System. If you have an ORCiD, all publications can be populated into FAS and will eventually show up in the Faculty Expertise Guide. It is an ideal way to keep everyone’s research sorted out. Another benefit is that your ORCiD goes with you.
- Dr. Eck was asked if there was going to be any presentations to let everyone know about the ORCID. Dr. Eck said that she was presenting at the Provost’s retreat. Then there will be a roll-out on campus after that. Academic Affairs has hired six students to help colleges update profiles with good data. The Expertise Guide will only be as good as the underlying data.

**Other Topics**

- There is concern about graduate student access in Leo Online. When given Faculty/Advisor access, they can search on any student. Is there a way that access can be restricted? Dr. Wojtowicz was going to bring it up at the Dean’s Council.
- Dr. Yusuf pointed out the announcement of upcoming PFF and PFP events. She will also be sending out via email. Hopefully, it will allow us to target graduates interested in professional careers.