

GRADUATE ADMINISTRATORS' COUNCIL MEETING

Thursday, November 11, 2022

8:30am – 10:30am

Via Zoom Meeting ID: <https://odu.zoom.us/j/92937685226?from=addon>

Attendees: Robert Wojtowicz, Bryan Porter, Missy Barber, Regina Karp, Piotr Kraj, Jackie Stein, Karen Vaughn, Lamar Reams, Humberto Portellez, Dale Miller, Miltos Kotinis, Rafael Diaz, John Baaki, Jane Dané, Wie Yusuf, Anthony Dean, Denise Claiborne, Paul Currants, Megan Corbett, Lesley Greene

Welcome

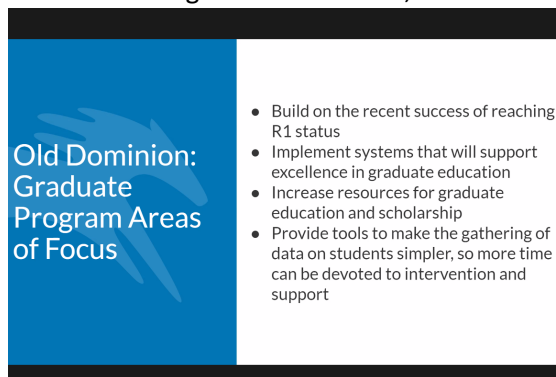
Robert welcomed attendees.

Approval of Minutes

The minutes for October 13, 2022, were approved. Move to approve – Debbie Bauman, first. Miltos Kotinis, second.

New Business

- Cayuse – Graduate Education Manager – Presentation, Jason Porter & Matthew Kingore.



The proposed system will allow faculty and administrators to spend more time on students and their progression through their program. Matthew Kingore sent the PPT to the attendees for their review. There was general interest and excitement regarding the presentation.

- Forms & Policies Committee – Policy on Graduate Financial Awards (GA Policy), Bryan Porter
Bryan reminded everyone that this policy was brought before the council at the last meeting where it received positive feedback. He briefly pointed out the sections of the policy that underwent simple grammatical clean-up and general language improvement.

- Section C, #3: The change was limited to clearer language regarding scoring for the SPEAK test.
- Section D, Application: Certain language regarding applying for assistantships was stripped out and replaced with the direction for students to go back to their program's administrative unit.
- Section E, #1: Eligibility for assistantships is available only to full-time students, enrolled in a minimum of nine credits and six credits for summer. Also, only for degree program admission or provisionally admitted students.

Bryan asked how provisional admission is different since if you click provisional admission they are in the system and receive an admission letter. Bill Heffelfinger said that regular or provisional admission is only

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an admission status and not the student's status and suggested removing the words "in regular or provisional status" from the sentence.

- Section E, #4: Students may not hold full-time employment and be appointed to an assistantship. (New addition to the policy.)

Bryan mentioned that cases have come up with full-time employees holding assistantships on campus. And stated that in one recent case a student had his GA status revoked, he was converted to hourly and he has his tuition waiver pulled as well. Once legal counsel weighed in, it all had to be reinstated because the policy did not specifically state that it was not allowed. The language will now be included as of Fall 2023. When Lamar asked how ODU will know if they hold full-time employment, Bryan said it was impossible to police to that extent but that the language should be added to both contracts and offer letters. Missy and Bryan will add that language to an offer letter template they are creating.

- Section F, #1: Online students may be GAs with the express permission of GPD, dean, and graduate dean or designee.

Missy asked if there had been any discussion regarding potential GAs that are international students. She said it could prove difficult for payments outside of the U.S. Wie asked if a student is the spouse of a deployed military member and are not international but located internationally. Bryan said he would find out and it could be added later as an addendum.

- Section F, last paragraph: "International students must comply with any regulations or conditions associated with their visa status, in addition to the requirements of this enrollment policy." Sentence was moved up for clarity.

Exceptions to enrollment requirements had grammatical clean-up.

- Section G, Appointment Process – Appointment should be submitted to the Dean's office 30 days prior to the semester. It was up to debate in Forms & Policy to keep it and the decision was made to keep it.
- Section G, #2: Assistantship in non-academic units is grammatically cleaner and clarified and the department chair and program director must be involved in providing programmatically appropriate levels of activity for the GA.
- Section H: Assistantship workload – The clear-cut division is 10/10 of the 20 hours per week, special divisions funded by different position numbers must be approved by the dean and graduate dean. Preferable is 10/10 but there are a lot of divisions. The new language is to clean up the detail and more attention to the splits. No approvals are necessary if funded under the same budget code. But when hired across different budget codes and position numbers – it must be approved.
- Section H: New sentence – Part-time assistantships can be hired but only in the summer with a waiver.

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Dale pointed out that in the waiver section, the language states that part-time assistantships are not eligible for waivers. Bryan said this will be clarified with a reference to see the waiver policy.

- Section I – a new addition

Students who are employed full-time at positions outside the University may not be appointed to a graduate assistantship. Moreover, the holding of part-time positions outside the University is discouraged and may be pursued only after consulting with the graduate program director and academic advisor. Such part-time outside employment should in no way adversely affect academic performance or assistantship duties and responsibilities. Students who are employed full- or part-time at the University, including adjunct teaching or hourly positions, also may not be appointed to a graduate assistantship. Exceptions may only be made under unusual circumstances and only with the approval of the GPD and academic advisor, the dean or designee of the appropriate college or equivalent administrator or designee upon the written recommendation of the graduate program director and the department/school chair.

Information on employment guidelines that are specific to international students may be obtained from the VISA Office.

This addition led to a lengthy discussion regarding additional funds that can be given to students in addition to their stipends. If a student is on a scholarship, they cannot be given a waiver but if the department has additional funds or wishes to pay for the student's tuition they can do so. Bryan also noted that this section reiterates that a student may not have full-time employment and that the GA position is a serious commitment of time and effort. Part-time employment will not be a cause to take action because some students can take on part-time work to supplement their income. Bryan also noted that international students' guidelines will be monitored by the VISA Office so that they are always compliant with the State Department.

- K Minimum Stipend Levels – all the stipends were discussed point by point and agreed upon overall. Only one comment from Lamar regarding doctoral students taking summer classes. The ED departments voiced concern over some students not being able to take on assistantships because of the stipend budget, which will delay their time to degree completion. Bryan noted that the mandatory summer funding package was pushed through and that there is no set number for a solid summer budget as of yet.

The final sections held only grammatical changes and there was no further discussion on any. Bryan did note that at the next GAC meeting, he would be the only one in attendance, as Robert and Missy would be traveling and hoped that the policy would be finalized before the holidays.

Announcements

- **3MT Competition** – Last Call for Competitors – Final Meeting on Wednesday, November 16, 2022, via Zoom at 7:00 pm.

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- **Brown Bag Series Event – Strategies to Promote Student Success**, Wednesday, November 16, 2022, from 12:00 noon to 1:30 pm. Please RSVP via <https://ets.zoom.us/meeting/register/tJlrcOqrpjsrE9aQ4lraODepnjeX4xe8iCJT>.
- **Volunteers Needed (email to be sent):**
 - SPEAK Retest – One faculty volunteer is needed from any college. Wednesday, January 4, 2023, from 12:30 pm to 3:30 pm, in person, in Constant Hall, room 1002.
 - Day 2 – GTAI Institute – Faculty Evaluators Needed (at least two per college) – Friday, January 6, 2023, from 8:30 am to noon. This event is in person in Constant Hall.
- **GTAI Institute Registration Deadline** – Friday, December 2, 2023.
- **CourseLeaf Deadlines:**
 - New Courses and Course Changes in CourseLeaf – Friday, December 9, 2022.
 - Curriculum Change forms – Friday, December 16, 2022.
 - Link to Curricular Change Form: odu.edu/acadaffairs/forms
- **Save the Dates:**
 - Advanced Degree Luncheon – Thursday, December 15, 2022, 11:30 am to 1:00 pm. Big Blue Room at the Ted Constant Convocation Center. Please be sure to RSVP. Invitations have been sent by the Office of Alumni Relations.
 - New Graduate and International Student Welcome Reception – Tuesday, January 3, 2023, 3:00 pm to 5:00 pm, Webb Center, North Cafeteria. Invitations are to be sent.
 - 3MT Competition – Friday, January 20, 2023, 6:00 pm, University Theatre. Invitations to be sent.
 - Graduate Administrators' Workshop – Tuesday, January 24, 2023, 1:30 pm to 4:00 pm, via Zoom. Invitation to be sent via email.