

**Graduate Administrators' Council (GAC)**  
**Minutes for Thursday, March 26, 2015**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

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Attendees: Robert Wojtowicz, Chair, Andres Souza-Posa, Brian Payne, Bryan Porter, Richardean Benjamin, David Selover, Jane Dan , Mary Swartz, Bill Heffelfinger, Ravi Mukkamala, David Earnest, Kevin DePew, Raleta Summers, and Missy Barber

**Announcements**

- Dr. Wojtowicz reported that both Lunch & Learn events were well attended. The February Lunch & Learn topic was “Exploring a Graduate College.” Good data was gathered for the exploratory committee. The March Lunch and Learn topic was “Forms & Policies.” This meeting was beneficial and reinforced the need for greater communication about what is going on in Graduate Studies. Dr. Wojtowicz said that the Office of Graduate Studies is planning to launch a graduate newsletter for Graduate Program Directors and Department Chairs
- Doctoral Mentoring Award – Dr. Wojtowicz advised Council that the Doctoral Mentoring Award winner had been chosen and would be recognized at the Faculty Awards Dinner.
- Outstanding Graduate Teaching Assistant Awards – Dr. Wojtowicz reported that the winners of the Outstanding Graduate Teaching Assistant Awards had been chosen. They also will be recognized at the Faculty Awards Dinner. He commented that the participation rate this year was very low. He advised that acknowledging and rewarding outstanding graduate teaching was a useful tool and he hopes there will be an increase in participation next year. He said that he would be working on identifying activities that a graduate office or school should be doing and what we currently do. Several programs and organizations were reviewed. Out of more than 20 peer schools, only 5 don't have a graduate teaching assistant award.
  - Advanced Degree Luncheon – May 6, 2015 – Dr. Wojtowicz asked Council if a master's and a doctoral student that would be willing to speak at the Advanced Degree Luncheon. Dr. DePew asked about the possibility of a distance student. Dr. Selover said he thought it would be ok, we would just need to work out the technical details with the Alumni Office.
  - Graduate Research Achievement Day – Dr. Wojtowicz reported that the number of participants is down from last year. He said that he would extend the deadline to Monday, March 30, 2015 and he asked Council to encourage students to participate.
  - Graduate Research Achievement Day – Request for Facilitators – Dr. Wojtowicz requested volunteers for facilitators for Graduate Research Achievement Day. Dr. Ardalan, Dr. Selover, and Dr. Payne volunteered. Three more volunteers were needed. Dr. Wojtowicz asked Council to see who might be available in their colleges and departments willing to serve.

## **Enrollment Task Force Update – Brian Payne**

- Jane Dan provided data on programs on enrollment increases and decreases at ODU. Each member of the committee has been tasked with talking to GPDs and Chairs about what is working well and what isn't and to get recommendations on how to increase enrollment.
- Dr. Wojtowicz suggested that the report of data collected from GPDs from last semester that Bill Heffelfinger coordinated would be helpful to start the conversation.
- Jane Dan will bring a copy of the spreadsheet to the next meeting.
- There was a general discussion about enrollment trends over the long term, available resources, and incentives to grow programs.

## **Thesis and Dissertation Preparation – Use of Graphics**

- The use of graphics is permissible, but when the document is scanned, it is scanned in black and white. When Marlene Coles comes, we will raise the question with her.
- Dr. Souza-Posa said there needs to be some official guidelines for graduate program directors.

## **Thesis and Dissertation Subcommittee**

- The subcommittee will meet tomorrow. The paperwork has been completed and submitted to ProQuest for electronic distribution of documents. Laura Vann has been identified as the point person in the Registrar's Office, however, the plan is to shift responsibility to the Office of Graduate Studies. Centralizing the process in the Office of

