

Graduate Administrators Council (GAC)  
Minutes of Thursday, September 9, 2010  
Koch Hall Board Room  
9:00-10:30 a.m.

Attending: Brenda Neumon Lewis, Chair, Sarah Snowden, Robert Wojtowicz, Mona Danner, Bonnie Van Lunen, Sharon Judge, Christopher Osgood, Mike Overstreet, Ali Ardalan, David Selover, Osman Akan, Isao Ishibashi, Martha Walker, Richardean Benjamin, Dennis Gregory, Mary Swartz

Approval of June 17, 2010 Minutes

Minutes were approved.

Announcements/Updates- B. Lewis

2010-11 Catalog

Dr. Lewis announced that the 2010-11 Graduate Catalog is posted on the Office of Graduate Studies website. She indicated there will be 200 hardcopies printed so that all GPD's will receive one. They should be available in a few weeks.

Teaching Handbook

Dr. Lewis announced that Drs. Langlais and Ulmer completed the TA Handbook and it is posted on the Office of Graduate Studies website. Dr. Lewis encouraged Council members to view the handbook and to send comments for revisions to be made within a year, to the Office of Graduate Studies email address [officeofgradstudies@odu.edu](mailto:officeofgradstudies@odu.edu).

Thesis Dissertation Guide

Dr. Lewis thanked Dr. Wojtowicz and the Thesis and Dissertation Committee for completing the Thesis Dissertation Guide. She also announced that the Thesis and Dissertation Guide is posted on the Office of Graduate website. Dr. Lewis encouraged Council members to view the Thesis and Dissertation Guide and to send comments for revisions to the Office of Graduate Studies email address [officeofgradstudies@odu.edu](mailto:officeofgradstudies@odu.edu).

Graduate Admission Retention Committee

Dr. Lewis announced that A Graduate Admissions and Retention Committee has been established. Mr. Bill Heffelfinger in Admissions is the Chair. The question was raised about the purpose of the committee. Dr. Lewis shared the information from the committee charge she received. Drs. Wojtowicz and Osgood will also serve on the committee. Dr. Overstreet emphasized that efforts need to go toward increasing women in fields eg. computer science where there are few women.

Review of Continuance Data

Data on Continuance was included in the packets. There was a brief discussion on the number of nondegree graduate students placed on suspension and probation. Dr. Lewis indicated that the Graduate Appeals Committee is functioning as the committee that reviews all appeals. The proposal to change the committee's function is in Faculty Senate. Currently 5 students who have been suspended are seeking reinstatement.

### Discussion on the Graduate Orientation

Dr. Lewis thanked those Council members who attended the reception of the Graduate Student Orientation. Dr. Lewis stated that it was an informal program that included a reception and give-a-way door prizes. Dr. Lewis reviewed the survey evaluation responses and stated that a video of the Graduate Student Orientation will be posted on the Office of Graduate Studies website.

### Discussion of the GTAI Institute

Dr. Lewis reviewed the survey evaluation responses with the Council. There was a discussion on suggestions to improve the GTAI Institute suggestions included:

- Having it scheduled earlier in the week
- Not having the Institute as an all day program
- Having the information available for students on the website
- Colleges sharing suggestions for " Day 2"
- Not having domestic students present an oral presentation
- Having online tutorials/orientations
- Developing Testing Modules

The GAC Committee agreed the same format used in fall semester will be used in the spring semester. Also, it was suggested to have Robbin Fulmore to attend a GAC Committee meeting to discuss international testing.

Dr. Lewis asked that a committee be formed to give ideas for the second day of the Institute. Dr. Danner and Dr. Judge agreed to be on the committee.

### Issues of Decentralization

There was a discussion on several topics that are a result from the decentralization of graduate education. Most of the discussion focused on:

- Applications of tuition waivers and assistantships
- Allocations and Budget Issues

Council members asked to have Deb Swiecinski and Bill McMahon attend the next GAC meeting to discuss these issues.

### Additional Items

Dr. Lewis stated that there are some policies that are still within the Graduate Catalog that need to be reviewed. She indicated she would be bringing these to Council for review.

Dr. Akan expressed concern about the RCR Certification process. He indicated that no one was clear on what to communicate to students or how the results would be recorded in BANNER. Dr. Lewis indicated she would contact Dr. Rubenstein and to include Mary Swartz and Dr. Wojtowicz and to set-up a meeting to finalize the process.

Meeting Adjourned at 10:10