

**Graduate Administrators' Council Minutes**  
**January 25, 2018**  
**Koch Hall Board Room**

Attendees: Robert Wojtowicz, Chair, Dale Miller, Michael Moore, Wie Yusuf, David Chapman, Bill Heffelfinger, Gail Dickinson, Jane Dane, Khan Iftekharuddin, Holly Gaff, Wayne Hynes, Pilar Pazos-Lago, Karen Eck, Steve Bell, Bryan Porter, Chris Osgood, David Cook, Debbie Major, Nate Apatov, and Missy Barber

**Approval of Minutes from November 30, 2018**

- Approval of the minutes delayed until next meeting.

**Announcements and Updates**

- Dr. Wojtowicz mentioned the possibility of going to a once a month Graduate Administrators' Council meeting schedule in the coming year. He mentioned that the Council was very active the year before in revising policies for the catalog, so it was important to meet frequently. However, we may want to look at what is needed and set the agenda accordingly.
  - If you are interested in attending with the RSVP link producing an
  - Addition to description of 2

**Capturing Tuition Waivers**

- Dr. Wojtowicz reinforced the need to attend the Brown Bag event on capturing tuition waivers. The EPAS process with Research Foundation has been modified to help with coding and reconciliation of tuition waivers. It is important to spend waiver money in grants on tuition

## **GTAI Institute Recap and Evaluations**

- Council was provided the evaluation summary for the GTAI Institute. Due to inclement weather, the presentation portion of the GTAI Institute was cancelled. Graduate Program Directors were encouraged to monitor/mentor students to be sure they were performing adequately and meeting expectations. We were able to have the SPEAK retest prior to the GTAI Institute. There were 22 students that participated in the retest. Only twelve passed. We encourage students to take the SPEAK test as soon as possible rather than right before the GTAI Institute. We offer extra opportunities to take the retest throughout the year, so make your students aware that additional opportunities are available.

## **Graduate Research Achievement Day**

- The RFP went out to all graduate students. Associate Deans and Graduate Program Directors were notified as well. We have received 25 proposals so far. We are only doing poster  
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## **Continuance Process for Graduate Assistants**

- Dr. Wojtowicz relayed to Council the importance of completing the G9 forms for Graduate Assistants. It took him more than a week to find out where a student was working. Our office did not have the G9 form.
- Dr. Wojtowicz realized that our current continuance process only captures graduate assistants who are paid by ODU. We are not catching students being paid through ODURF who have fallen into probationary status. Until this situation can be resolved, we ask that if you have a student that is on a grant and on probation, please work with that student to get him/her back into good academic standing quickly.

## **Awards**

- Dr. Wojtowicz mentioned that the call for nominations for the International Educator Award administered by International Programs went out in November.
- A description and time line for each of the three awards administered by the Graduate School are included in the packets. Dr. Wojtowicz encouraged participation from all colleges, especially for the Outstanding Graduate Teaching Assistant Awards. These awards not only look good on the student's CV, but they financially benefit as well. The descriptions and time lines for each award will be sent out electronically and will be posted on the Graduate School's website.
- A question was raised about the requirement of student evaluations for the Outstanding Graduate Teaching Assistant Award since student evaluations are no longer available. It was decided to strike the evaluation requirement. The document will be updated prior to distribution.

## **Graduate Recruitment Funding Requests**

- Dr. Porter reported that the Graduate School received 26 graduate recruiting program proposals. Proposals will be reviewed today. Departments will be notified of their allocations as soon as possible. In addition to the funds provided by the Graduate School, the Office of Graduate Admissions will also be making a contribution.

## **Graduate Summer Grant Awards**

- Dr. Porter reported that 44 applications for the graduate summer grant awards was received. Because the volume of applications is so high, he is trying to figure out a fair evaluation process. Each college will provide a person to sit on the review committee. Also, we are seeking to increase the number of awards we can give. The Graduate School has committed \$10,000 and Dr. Morris Foster in the Office of Research has agreed to provide another \$10,000. We are very excited at the response.
- Dr. Miller wanted to know more about the process and time commitment before recommending someone from Arts & Letters. Dr. Porter advised that the recruitment proposal deadline and the summer grant deadline were at the same time. He said he is sensitive to the workload demand.

## Graduate Enrollment Task Force

- Dr. Wojtowicz would like to bring the Graduate Enrollment Task Force back together. The Task Force did a lot of good work. He does not want us to become complacent.

## Graduate Enrollment Planning

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