

## GRADUATE ADMINISTRATORS' COUNCIL MEETING

Thursday, June 11, 2020

via Zoom Meeting ID: 964 9398 6051

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Attendees Robert Wojtowicz, Bryan Porter, Missy Barber, Genny Conway, Courtney Nishnick, Craig Bayse, Dale Miller, David Chapman, David Cook, David Swain, Dorothy Brock, Elaine Ross, Gail Dickinson, Holly Gaff, Jane Dane, Karen Eck, Khan Iftakhdin, Muge Akpinar Elci, Paul Carrant, Regina Karp, Tisha Paredes, Wie Yusuf, and Yuzhong Shen.

Guests: Denisse Thillet, Steve Risch, and Kasie Reyes.

### Welcome

Robert Wojtowicz greeted council members and guests

### General SOS Updates & Graduate Student Issues Denisse Thillet

Denisse Thillet is the Director of Student Outreach & Support (SOS) and also chairs the ODU Cares Team. She presented on services and supports provided to students by SOS. SOS assists students with issues that cannot be resolved elsewhere, such as grade appeals, extended absences, administrative withdraws, medical emergencies, and more. They also provide students with emergency grants as necessary. The PowerPoint presentation will be distributed via email to attendees.

### International Students, Fall Assistantships, & Deferrals – Steve Risch & Kasie Reyes

Steve Risch is the Director of International Admissions. He reported that international enrollments are up, and interests are still there. However, some students are currently faced with issues regarding the issuance policies for VISAs because embassies and consulates remain closed. Travel restrictions are another obstacle international students are facing. Some students have asked to defer. Students have three options: 1) Arrive to start fall semester ~~face~~ if VISA and necessary paperwork is obtained and travel can be arranged accordingly, 2) ~~Started~~ online within home country at the international distance ~~and~~ transition to face-to-face instruction upon arrival to campus in the spring, or 3) ~~Defe~~ admission until spring, summer, or fall. Mentors are encouraged to stay in contact with students and include the Graduate School in conversations. It should be noted that international students are required to quarantine for 14 days after travel. Fifty spaces have been reserved at a local hotel for students arriving to campus this fall. Students must spend \$1,000 for room and board.

Kasie Reyes is the Deputy Director of International Programs in the Visa & Immigration Services Advising (VISA) Office. She reported that they are looking into ~~the~~ requirements for online and ~~person~~ courses. Students have the option to enroll in a reduced course load their first semester. They could do classes online and maybe transfer ~~person~~ in-instruction, but various options rely on faculty. Reyes noted that international students are resilient and more resources can be found online at <https://www.odu.edu/international/resource>

Jane Dané, the Associate Vice President for Enrollment Management, indicated that classes that are essential to be taught ~~person~~ will be offered face-to-face (e.g., labs, clinicals, studios, machine shops, etc.). Other ~~face~~ face courses may be offered with safety precautions taken. Robert Wojtowicz intends to draft communication with Risch and David Cook that can be

sent out to administrators, Graduate Program Directors (GPDs) and students that clarifies the three options. It w

the final review before they are uploaded. The Graduate School needs a list of contacts who will be final reviewers per college or department by Wednesday, June 17<sup>th</sup>

### Excessive Credits Report

Bryan Porter reported that students with more than 50 credits at the master's level and 90 credits at the doctoral level need to be flagged so we can gather information as to why students have not yet finished their degrees. There is additional concern in students receiving financial support, such as tuition waivers.

### Updating E1-SG & EPAFs for Fall 2020

Missy Barber reported that subject codes are being created to track Graduate Administrative Assistants and Graduate Teaching Assistants. Forms are being revised to reflect new codes. A training will be scheduled to go over new codes and descriptions. A survey will be sent out to gather information from budget directors on assistantships being offered within departments. The goal is to accurately identify graduate assistants going forward.

### GTAI Institute

The Graduate School needs brief welcome messages from Associate Deans to include in the Graduate Teaching Assistant Institute (GTAI) online course. Both the GTAI and the New Graduate Student Orientation will be offered online as organizations through Blackboard. Students must complete the day one modules for GTAI before they receive notification (i)-2 (i)-efhe (A)2