

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, September 13, 2012**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Chris Osgood, Robert Wojtowicz, Richardean Benjamin, Sharon Judge, Bill Heffelfinger, Carolyn Rutledge, Lynn Ridinger, Isao Ishibashi, Osman Akan, Ali Ardalan, David Selover

**Approval of May 31, 2012 Minutes**

- Minutes were approved as submitted.

**Welcome and Introductions**

- Dr. Lewis welcomed everyone to the first Graduate Administrators Council meeting of the 2012-2013 academic year. Since there are several new members on the Council, everyone introduced themselves to the group. Also, Dr. Lewis asked if the meeting day and time was convenient for all members. Council agreed to the meeting schedule.

**Announcements/Updates**

- Courseleaf Training - Dr. Lewis advised Council of upcoming Courseleaf training for the Course Information Management System (CIM). A training schedule was provided. Dr. Lewis asked Council to encourage the appropriate faculty and staff members to attend the training.
- Catalog Printing - The Office of Graduate Studies will not be printing catalogs this year. However, departments can print their own PDF of the catalog and Colley Avenue Copies can duplicate and bind the catalogs for less than \$20 a copy. If you are interested in doing this, contact Missy Barber and she can provide you with the cover copy.
- Graduate Administration Workshop – Wednesday, October 10, 2012 in Webb Center, Chesapeake/Portsmouth Room, from 1:30 to 4:00 pm. Dr. Lewis asked Council to help to ensure faculty and staff are aware of this training, especially new Graduate Program Directors. Also, when RSVPing for training, participants should send in their issues, questions, or concerns that they would like to see addressed during the training.
- Graduate Student Organization – CV Writing Workshop, Friday, October 19, 2012 in Webb Center. Dr. Lewis reported the GSO is working hard this year to be an active organization on campus. The training is designed to help graduate students understand the difference between a resume and a CV. The session will last approximately 1 ½ hours. Part of the training will be conducted by Shelly Rodrigo in a general group format, then there will be six smaller groups led by a faculty member from each college. Please encourage students to attend.
- GTAI/GSO Evaluations – Dr. Lewis provided evaluation summaries to Council. The evaluations were very good. OGS had an overwhelming response to the invitation to attend Graduate Student Orientation this fall with over 120 students attending. Students had to be turned away because it was standing room only. Dr. Lewis was asked about providing Graduate Student Orientation to Distance Learning students. Dr. Lewis advised that OGS had tried to broadcast the session live to distance learners at quite a considerable expense and only two students participated. She indicated that the presentation materials were always posted on the OGS website. Dr. Ardalan suggested using a classroom that had the capability of using Course Capture. Course Capture is a software that records everything the instructor says along with the PowerPoint presentation. Dr. Lewis indicated that would be investigated for the spring.
- SEES – A conference travel budget is available for graduate students. Dr. Lewis advised that it shouldn't be a student's first option, but rather a back-up, for funding to attend conferences. Dr. Wojtowicz and Dr. Lewis are the two academic reviewers. Dr. Lewis asked if another member of Council was interested in being a reviewer to let her know.

The students apply online. Dr. Lewis will send the link to Council. The student's faculty mentor needs to provide a written recommendation. Students can receive a maximum of \$500 and can apply only once in their academic career. The Graduate Student Organization has proposed that students be allowed to apply for at least two conferences. Students should apply 30 days before

## **ABT Policy Recommendation**

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