

**Graduate Administrators Council (GAC)**  
Koch Hall Administration Building Board Room  
October 16, 2008  
9:30 – 11:00 a.m.

Attending: Philip Langlais, chair, Brenda Neumon Lewis, Mike Overstreet, Martha Walker, Brenda Stevenson Marshall, Robert Wojtowicz, Sharon Judge, Isao Ishibashi, Mona Danner, Ali Ardalan, Osman Akan, Ted Remley

Guests: Dr. Jeffrey Richards, Bill Heffelfinger, Diane Keleher, Mike Little

**Approval of October 2, 2008 Minutes**

Minutes were approved without changes.

**Announcements/Updates**

Dr. Brenda Neumon Lewis announced that she would be sending a request to department chairs for VCGS for their nominations of students to present their research in Richmond. Five or six students will be selected for the trip.

Dr. Langlais reported that as a result of state budget cuts, the five percent budget plan will be implemented immediately for the 2008-09 fiscal year. He advised council members to begin preparing for an additional budget cut of seven and a half to ten percent to be implemented in the 2009-10 fiscal year.

Dr. Langlais reported that the Graduate Strategic Enrollment Management (GSEM) committee has moved on to a broader set of questions regarding enrollment, quality and setting targets. Dr. Langlais stated that there will be cuts to stipends and tuition waivers. The relative distribution of these cuts across the campus will be determined by the deans, the Provost and the President.

Dr. Mona Danner suggested adding a category for organization of program files to Section A. Dr. Brenda Stevenson-Marshall agreed with Dr. Danner stating that file maintenance is extremely important. Dr. Ali Ardalan agreed but was concerned that all GPDs do not have the resources for proper file management. Dr. Mike Overstreet agreed stating that maintaining

Mr. Heffelfinger went on to explain the admissions process with the new system stating that GPDs can make decisions before all pieces of the application have been received. They would have to email Graduate Admissions for approval, as a safeguard, a response would then be sent to the GPDs email account from Graduate Admissions.

Dr. Overstreet stated that the GP67.7lhavph theJETBT1 0 0 1 211.377.01.18 Tm(Dr)5TJETBT1 0 0 1 339.280E