

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, October 10, 2013**  
**Dean's Conference Room, Constant Hall**  
**9:00 am to 10:30 am**

Attending: Brenda Neumon Lewis, Chair, Brian Payne, Bryan Porter, David Selover, Isao Ishibashi, Ali Ardalani, Bonnie Van Lunen, Lynn Ridinger, Gail Dickinson, Shirshak Dhali, Kevin DePew, Robert Wojtowicz, Ravi Mukkamala, Mary Swartz, Jane Dané, Missy Barber

Guest: Jeanie Kline

**Approval of September 12, 2013 Minutes**

- Minutes were approved as submitted.

**Announcements/Updates**

- Master's Student Full-Time Status Notification Form – Dr. Lewis advised Council that the Office of Graduate Studies was in the process of cleaning up and renumbering all of the graduate forms. The new forms will be posted on the website within the next couple of weeks. She reminded Council of the new Master's Student Full-Time Notification form that had previously been sent electronically and advised that a printed copy of the form was provided in the packet for their reference.
- Graduate Administration Workshop - The Graduate Administration Workshop will be held on Wednesday, October 16, 2013, in the Hampton/Newport News Room in Webb Center. The event will start at 11:45 am and end at 2:30 pm. Lunch will be included. Please note the start time change. Participants are encouraged to arrive on time. As part of the Graduate Administration Workshop, Dr. Lewis would like to have table leaders to facilitate group discussion. She indicated that she may be calling on the GAC members to assist. She would like a mix of GPDs and Associate Deans.
- GSO Mentoring Workshop - Dr. Lewis announced the upcoming GSO Mentoring Workshop is to be held on October 24, 2013 at 6:00 pm in the Education Building, room 131. students with the differences between a CV and a resume.
  
- New M6 Master's Leave of Absence Form - Dr. Lewis advised Council of the creation of a new Master's Leave of Absence form. This form is the equivalent of the Doctoral Leave of Absence form. Dr. Ishibashi asked if the leave of absence form corresponded to what was in the policy. Dr. Lewis advised that leaves of absence have always been allowed for both master's and doctoral level students. She asked the policy review sub-committee to review the current policy and update it, if necessary.

## **Graduate Certificate Update – Dr. Jeanie Kline**

- Dr. Lewis advised Council that the Graduate Certificate updating process started last spring with a goal to notify SCHEV of all of our graduate certificate programs. It has been an on-going project with a sub-committee looking at enhancing and improving processes relating to certificates. Progress has been made; however, it has been slower than expected because it has been such a complex process. At this point, all certificates have been coded into Banner. The Admissions online application now allows non-degree students to select and enroll in a graduate certificate. Clean-up is in progress for the website and the catalog. ~~Dr. Lewis advised Council that the Graduate Certificate updating process started last spring with a goal to notify SCHEV of all of our graduate certificate programs. It has been an on-going project with a sub-committee looking at enhancing and improving processes relating to certificates. Progress has been made; however, it has been slower than expected because it has been such a complex process. At this point, all certificates have been coded into Banner. The Admissions online application now allows non-degree students to select and enroll in a graduate certificate. Clean-up is in progress for the website and the catalog.~~



## **Introduction of Jane Dané, Associate Vice President for Enrollment Management**

- Dr. Lewis welcomed and introduced Jane Dané from SEES. She is a new addition to the Graduate Administrators Council.

## **Full-Time Designation for Graduate Assistants – Dr. Brian Payne**

- Dr. Payne discussed changing the policy for full-time designation for graduate assistants and he is proposing that the number of credit hours required for full-time be based on assignment type rather than funding type. This means that GRAs would have to register for 6 credit hours to be considered full-time and GAAs and GTAs would have to register for 9 credit hours to be considered full-time for the fall and spring semesters. Dr. Payne's recommendations have been reviewed by the auditors and by legal counsel. Both have said his recommendations are ok. Dr. Payne said that the summer could be flexible with 6 hours. Council suggested proposing 3 hours for full-time status in summer for both graduate assistant categories. Dr. Payne said that SCHEV is only looking at fall and spring, so he did not see an issue with making the change to 3 credit hours for summer.
- A motion was requested and approved. Dr. Payne will move forward with his request.

## **Continuous Enrollment Policy Proposal – Dr. Ali Ardalan**

- Dr. Ardalan gave a brief history of the reasoning behind the request to change the continuous enrollment policy for PhD students that are ABD. Doctoral students who are ABD are currently required to register for one credit hour in the summer and they may or may not actually be working with a faculty member on campus. The immediate issue to address is whether or not students should be required to register and pay for one credit hour when they are not receiving faculty support. Along with that, the issue of faculty compensation for summer needs to be addressed as well.
- The current policy says that when students have advanced to candidacy, they must be continuously enrolled through graduation. This also allows them to be considered as full-time. Very often faculty are not employed during the summer. Because of that, students may not be able to get the assistance they need. So, if the students are not able to receive the assistance they need, they should have the option not to enroll.
- According to Jim Duffy, the review he conducted showed the financial implications of implementing a change to the policy and making summer registration optional are not large.
- There is a problem with PhD students not registering for the required one credit hour for multiple semesters and then being required to register and pay for those credit hours in order to be able to graduate. This causes significant hardship for the students plus it sends a negative message to students at the end of their studies at ODU.
- Dr. Wojtowicz stated that a good argument would be that doctoral programs follow the semester model, so summer is not critical. He also said he didn't think students were working on their dissertations in the summer anyway.
- It was also suggested that for the little bit of money lost, the University is more accurately reflecting the students' actions.
- Council agreed that the proposal change for students should go forward. Dr. Lewis advised the sub-committee that the proposal needs to be more detailed for the Provost's review. There needs to be greater justification and more solid numbers representing how much tuition revenue might be lost.

- Jane Dané expressed concern about the ability to know whether or not students are in a program. If they aren't registered, they aren't "here." It was pointed out that we do not have a mechanism in place to track master's students that do not have to register now. That issue may need to be addressed in a different way.
- Mary Swartz stated that the Registrar's Office is not notified in a timely manner of students' advancement to candidacy. If they are not notified, then they can't provide information back to departments.
- A suggestion was made to eliminate summer registration completely unless the students intend to graduate.
- Dr. Lewis suggested to the sub-