

**Graduate Administrators' Council Meeting**  
**Thursday, April 6, 2017**  
**Koch Hall Board Room**

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Members in attendance: Robert Wojtowicz, Chair, Wayne Hynes, David Chapman, Humberto Portellez, Bryan Porter, Bonnie Van Lunen, Chris Osgood, Steve Myran, David Earnest, Gail Dickinson, Kiran Karande, Isao Ishibashi, Shirshak Dhali, Corey van Vlymen, and Missy Barber

**Approval of Minutes from Thursday, February 23, 2017**

- Minutes were approved with changes noted.

**Announcements**

- EAB is coming back for a visit in May or June.
- The Advanced Degree Luncheon is scheduled for Thursday, May 4, 2017 from 11:30 am to 1:00 pm in Webb Center, Hampton/Newport News Rooms.
- Graduate Research Achievement Day was a big success. Dr. Wojtowicz said he was pleased with the number of participants and that the numbers were up this year. He asked how we could be more inclusive for part-time students for Graduate Research Achievement Day. There was some discussion about possibly having students do presentations via WebEx, however, we have to work out some of the technical difficulties that we experienced this year.
- DegreeWorks Brown Bag Series Event on Thursday, April 13, 2017 from 12:30 pm to 1:30 pm in the Newport News Room in Webb Center.

**Graduate Certification Process**

- The new graduate certification policy has been approved.
- The Office of Institutional Effectiveness and Assessment will be housing graduate certifications in WEAVE Verify as digital copies.
- During the last SACS process, it was agreed that forms would be maintained in the Dean's Office. Now there will be a shift to the Office of Institutional Effectiveness and Assessment where the documents will be maintained electronically.
- It was asked if once a semester reports would be generated to show the expiration of certifications. Dr. Paredes is consulting with the WEAVE vendor to see if reporting is an option.
- For Fall 2017, the goal is for everyone to look at the college's individual standards and align them with the new University standards, levels I – III. The Graduate School will generate the University form. The college form can still be used, but with the centralized standards.
- One of the challenges is tracking faculty turnover and keeping everything up to date.
- What is needed from Office of Institutional Effectiveness and Assessment is a report showing who will need to be recertified for the coming year.
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### **Graduate Completion Fund**

- The Graduate School is setting aside \$25,000 in a holding account for students in dire financial straits that have exhausted all of their financial resources. The fund should be used primarily for tuition, but can be considered for other expenses.

### **Graduate Enrollments**

- Dr. Wojtowicz went through a head count review of the programs, noti