

**Graduate Administrators' Council (GAC)**  
**Minutes for Thursday, September 8, 2016**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

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**Attendees:**

Robert Wojtowicz, Chair

Missy Barber

Richardean Benjamin

David Chapman

*Jane Dane*

Kevin DePew

Shirshak Dhali

Gail Dickinson

David Earnest

*Holly Gaff*

Bill Heffelfinger

Wayne Hynes

would be available to end users such as Word Press, it was decided it would be beneficial to invite Rusty Waterfield to an upcoming Council meeting.

- The conversation on low enrollment continued and it was mentioned that we are also losing students because of inadequate funding. Dr. Wojtowicz said there is no option on increasing waivers, however, there may be flexibility in increasing stipends. Corey van Vlymen advised Council to contact him before switching a graduate assistant to adjunct because of lack of funding.
- Health Care Information Session for Graduate Students – There will be a health care information session for graduate students this afternoon.
- Brown Bag Event on September 15, 2016 – Electronic Theses and Dissertations
- Linked Programs Information Session - Thursday October, 13, 2016
  - It was suggested that we do a session for faculty on creating and organizing linked programs
- Graduate Administrators' Workshop – Thursday, October 27, 2016.

### **Update on the Graduate School**

- The Graduate School was approved in spring 2016 and SCHEV approval was received in late June/early July for a July 1 effective date. An Associate Dean and two Provost's Fellows have been added to the staff of the Graduate School.
- The Transition Team has morphed into the Strategic Planning Committee.
- Things do not seem very different, however, there are some good long term discussions taking place and key initiatives are coming.

### **Strategic Planning Committee Update – Dr. Yusuf**

- The Transition Team morphed into the Strategic Planning Committee. The Strategic Planning Committee will be asking questions like “What is the purpose of the Graduate School?” and “How can we build legitimacy for the Graduate School? Also, we will be looking for ways to get faculty buy in for the Graduate School. It is important to get general support for the graduate school and decide on a realistic direction.
- Dr. Wojtowicz said that every school does graduate education differently. We need to create something that works best for ODU.
- The absence of a best practice is an opportunity. We just need to identify our priorities first.

### **PFF Update**

- There are two spectacular events coming up in PFF.
- One of the tasks assigned to Dr. Yusuf is to establish a professional development program for students who do not intend to go into academia after graduation. The goal is to have one professional development program in the spring.

### **Report of the Associate Dean – Dr. Porter**

- Dr. Porter reported that he is working on three long term issues.
  - Graduate Assistantships
    - f* Contracts
    - f* Statements of Work
    - f* Hours of Work (what equals 20 hours)
    - f* Assessment

- How are they assessed?
- How do they feel about their supervision?
- How are they supervised?
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