

**GRADUATE ADMINISTRATORS' COUNCIL MEETING**

**Thursday, May 14, 2020**

**via Zoom <https://odu.zoom.us/j/98305497319>**

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**Attendees:** Robert Wojtowicz, Bryan Porter, Missy Barber, Craig Bayse, Genny Conwell, Dale Miller, David Chapman, David Cook, Dorothy Lockaby, Gail Dickinson, Holly Gaff, Humberto Portellez, Karen Eck, Khan, Iftekharuddin, Paul Carrant, Regina Karp, Renee Felts, Richardean Benjamin, Robert Bruno, Tisha Paredes, Wie Yusuf, Bill Heffelfinger, and Yuzhong Shen.

**Welcome**

Robert Wojtowicz greeted council members.

**Approval of minutes**

Minutes from the Thursday, April 14, 2020 meeting were approved.

**Approvals/Updates** students (can be removed) **APR-1** **€** **TO** **ea** **TO.r**  
e already receiving funding **Dr. Wojtowicz**

**asked Council to let him**

**know** of any more students in need by today so that he could revise this list. Processing of tuition waivers and hiring paperwork for these students will need to be completed by the Graduate School as soon as possible.

**New Business**

**Recruiting Sessions & Enrollment.** Bill Heffelfinger

International Office will start hosting start weekly sessions. Questions regarding these sessions can be emailed to Bill Heffelfinger.

**Policy Update Reminder - Resolution for Disputes between Department Chairs and Graduate Program Directors.** Language that states who can override a Graduate Program Director's decision was not included in this policy. Dr. Wojtowicz provided Council with information from the Deans' Council meeting minutes regarding this policy.

**Emergency Policy Update – Promotion & Tenure Extension to 1 year.** Dr. Porter announced that Faculty up for promotion and tenure will have an extra year added to their probationary period. Council was informed that the Faculty Senate was clear about their recommendations concerning faculty to remain productive during this time and that maternity and parental leave extensions are a separate extension. Information regarding this will be more formalized and Council was asked to look out for updates.

**Emergency Funding for International Students.** Council was informed that Degi Betcher in the Visa & Advising Office provides information about International students in need. Paul Currant reported that there are about 80 students in need and that some students have to decide between paying their rent or buying food. A second announcement was sent to International students about the Food Pantry and where food can be picked up. The Rise to the Challenge Fund was also mentioned as an option for assistance. Denisse Thillet can assist students with specific needs such as rent, or utilities and this assistance is not a grant. There is emergency money available in SEES for students to apply for grants through the Dean of Students Office.

### **Forms & Policies Committee**

**Upcoming Policy Review.** There is a meeting this afternoon to discuss beginning of MOU language. Restrictive Graduate policies were reviewed during the last Associate Deans' meeting. The COVID – 19 pandemic placed how we are handling graduate interactions in the spotlight and President Broderick asked that we think beyond COVID-19. We will be looking at general policies to see if any language needs to be added and the Forms & Policies Committee will discuss this today at 3:00 pm. The suggestion was made to collect best practices and disseminate them across colleges for consistency and to smooth out occurrences that may occur.

### **Other Topics for Discussion**

**Enrollment.** Summer Graduate and undergraduate students' enrollment are far better than expected. Headcounts and FTEs are up by 7% and is better than a normal year. Gail Dickinson asked why real time data is not provided. Dr. Wojtowicz responded that the dashboard should be up to date, but he usually waits for Jane's report. Bill

Dr. Wojtowicz and Dr. Paredes will be finished with reviewing certificates in a few weeks. Dr. Wojtowicz would like to start a conversation about the oversight of Graduate certificates, role responsibilities, assessments, and more structures for programs. Dr. Paredes informed Council that a handful of certificates have been identified that could be cut, six certificates were submitted to SCHEV for graduate & undergraduate programs, and four are in the waiting process. Dr. Wojtowicz suggested that information regarding what colleges are doing in terms of certificates be sent out on the list serve.

### **Budget**

Council was made aware that the Graduate School budget likely will be cut, but the decision has not been made to cut graduate assistantships and waivers.

Meeting adjourned.