

## **GRADUATE ADMINISTRATORS' COUNCIL MEETING**

**Thursday, October 8, 2020**

**via Zoom Meeting ID: <https://odu.zoom.us/j/94646252712>**

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**Attendees:** Bryan Porter, Missy Barber, Genny Conwell, Bill Heffelfinger, Craig Bayse, Dale Miller, David Chapman, David Cook, Dorothy Lockaby, Jane Dane, Karen Eck, Khan Iftekharuddin, Lamar Reams, Tisha Paredes, Wie Yusuf, Raphael Landaeta, Christopher Bowman, La Wanza Lett-Brewington, Miltos Kotinis, and Linda Bol.

### **Welcome**

Bryan Porter greeted council members.

**Support for Graduate Students During COVID-19:** La Wanza Lett-Brewington informed Council that she is currently working with staff members and students to provide assistance to those that are working remotely and balancing parental obligations with academics. She said that these students are suffering in silence and asked for suggestions on how to promote the available assistance. Missy Barber suggested the Let's Talk Grad Life sessions as another option. There was open discussion about providing flexible and alternative meeting timeframes for students that have children currently at home due to the pandemic.

**US News & World Report's Graduate Engineering Survey:** Raphael Landaeta provided an update on the completed survey and a review of some of these questions from the survey was provided. There was open discussion about data and questions at the admission and exit levels and who tracks students after graduation. Bill Heffelfinger said that we can add this information to the admissions application and that we would just need to identify programs that are interested. Tisha Paredes informed Council that a graduate student exit survey already exists, and she provided the assessment link for graduating students.

and instructions for clarification before it is disseminated. Bryan Porter informed Council that will have a specific group to review this individually and provide feedback to Missy.

- **Catalog & CourseLeaf Updates:** CIM is open for editing and Council was reminded that the important deadlines for the 2021-2022 Catalog were provided in the agenda. Catalog training will be provided in January 2021.

**Clearing Students for Graduation in DegreeWorks.** Chris Bowman informed Council that a pending graduation report is available to download from Leo online. The Office of the Registrar reviews this report every semester to see who is pending for graduation and missing required graduation forms. Council was informed that degrees will not be conferred for graduate programs if a 100% complete is not met in DegreeWorks. It was reported that there have been instances where DegreeWorks was showing 100%, but some students had not completed their comprehensive exams. It was suggested to add a notes section for these situations.

Council was informed that the Graduate School will be updated in DegreeWorks by the end of the semester and that every program should be added to DegreeWorks in time for graduation. Helen Jacobson will be providing a DegreeWorks presentation during the New Administrators Orientation. Becky Martin was hired to replace Laura Vann's previous position.

Bryan Porter informed Council that graduate program directors (GPDs) can approve substitutions easily and that they must be added in DegreeWorks. Substitutions and audits should be emailed to [degreeworks@odu.edu](mailto:degreeworks@odu.edu). Missy Barber is working closely with Helen Jacobson to ensure that curricular changes are updated in DegreeWorks.

informed Council that