

**Graduate Administrators' Council Minutes**  
**Thursday, October 4, 2018**  
**Koch Hall Board Room**

Attendees: Robert Wojtowicz, Chair; Bryan Porter, Regina Karp, Richardean Benjamin, Karen Eck, Debbie Major, Dale Miller, David Swain, David Chapman, Leo Lo, Paul Currant, Chunsheng Xin, Gail Dickinson, Tisha Paredes, Anna Jeng, Courtney Nishnick, and Missy Barber

**Approval of Minutes from September 6, 2018**

- Minutes approved as submitted.

**Announcements/Updates**

- Dr. Porter announced The Graduate School has its moving dates, October 16-19.
- Dr. Porter updated the Council about 2<sup>nd</sup> Wednesdays, a mental health skills and development event for graduate students. The first one went well. Over 10 students attend and great feedback was received. The next two events could potentially be in the new Graduate School Commons.
  - Wednesday, October 10, 2018 – Handling Relationships with Family, Friends, and Faculty, Virginia Beach/Portsmouth Rooms in Webb Center, 12:00 pm to 1:00 pm.
  - Wednesday, November 14, 2018 – Resolving Conflicts, Virginia Beach/Portsmouth Rooms in Webb Center, 12:00 pm to 1:00 pm.
- Missy Barber announced that the Graduate Administrators' Workshop & Luncheon is for everyone, current and new administrators. All are invited. An RSVP link should be sent out his week.
  - Wednesday, November 7, 2018 – Graduate Administrators' Workshop & Luncheon, Virginia Beach/Portsmouth Rooms in Webb Center, 8:30 am to 1:00 pm.
- Dr. Wojtowicz announced that The Graduate School will be holding its first State of the announced that the 2

<sup>nd</sup> Annual Graduate Alumni Homecoming Reception will tentatively be the first official event in the new Graduate School space.

Thursday, October 25, 2018 – 2<sup>nd</sup> Annual Graduate Alumni Homecoming Reception, Graduate Commons in Monarch Hall, 6:00 pm to 8:00 pm.

- Dr. Eck announced that NSF released a new harassment policy effective October 21<sup>st</sup>. It requires that all awardees must comply with institutional law as a condition of funding. If anyone violates the institutional laws, NSF must be notified.

## **Tuition Grants & Tuition Waivers**

- Council confirmed that a vote was taken and there was an approved change to the Tuition Grants and Waivers policy in the Graduate Catalog. Research Foundation tuition support for externally-funded positions must go through an approval process. Council was made aware that students that fall into the Teachers in Residence category receive their stipends and tuition waivers from Research Foundation and both are always paid late. The question was raised about how we can improve billing so they are paid more timely. Students always get collection letters for payment. The push to make students in-state will be revised later. Missy Barber addressed that fellowships awarded to students may affect financial aid packages. Updates were approved.

## **Forms & Policies Subcommittee**

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### **Spouses Serving on Committees**

- Within the College of Sciences, students complained about spouses being on committees because it does not give students a fair chance. It is assumed that if one spouse votes a certain way, the other will follow. The College of Sciences put together a policy to eliminate the issue.
- Dr. Wojtowicz investigated the issue further to see if it should be implemented university wide. Questions arose with where to draw the line of independence and how to distinguish between professional and personal relationships. Additionally, other colleges did not see the policy necessary, as they had not received student complaints.
- It was determined the policy was not a university wide issue and did not need to be implemented among other colleges, but the College of Sciences was encouraged to continue using it.

Missy Barber announced to look for an email to RSVP for the Graduate Administrators' Workshop & Luncheon.

Motion to adjourn.