

## GRADUATE ADMINISTRATOR'S COUNCIL (GAC) Minutes

January 17, 2019  
Education Bldg., Room 3306  
8:30 a.m. – 10:30 a.m.

---

Attendees: Robert Wojtowicz, Chair; Bryan Porter, Richardean Benjamin, Karen Eck, Dale Miller, David Swain, David Chapman, Paul Currant, Chunsheng Xin, Gail Dickinson, Tisha Paredes, Wie Yusuf, David Cook, Holly Gaff, Craig Bays, Khan Iftexharuddin, Jane Dane, Robert Bruno, Regina Karp, Humberto Portellez, Courtney Nishnick, Genny Conwell, and Missy Barber

### Approval of Minutes from December 13, 2018

Minutes approved as submitted.

### Announcements/Updates

Welcome and Happy New Year: Dr. Wojtowicz

New Graduate Staff: Dr. Wojtowicz introduced Genieve (Genny) Conwell, the new Graduate School staff member

3MT Competition: Dr. Porter reminded everyone of the 3MT Competition tomorrow, Friday, January 18, 2019, in the University Theatre starting at 5:00 PM. Please RSVP using the calendar item on the Graduate School website.

CourseLeaf: Missy Barber reminded everyone about CourseLeaf that the deadline for catalog content submissions through workflow is Friday, February 15, 2019. She also mentioned the benefits of attending the Catalog Training.

- o Catalog Training

- f Thursday, January 24, 2019 – 12:30 pm to 1:30 pm

- f Friday, February 1, 2019 2:00 pm to 2:45 pm and 3:00 pm to 3:45 pm

- f All training sessions will be in BAL 1013C.

- f Please RSVP via [www.odu.edu/acadaffairs/courseleaf](http://www.odu.edu/acadaffairs/courseleaf)

Graduate Student Health Insurance – Open Enrollment for Spring 2019 ends on Friday, February 15, 2019.

New Graduate and International Student Orientation & GTAI Institute: Dr. Wojtowicz mentioned that there was a smaller group of graduate students this year. There was a discussion to switch the current face to face orientation format to an online format. There was also a suggestion to switch the actual on campus orientation to a welcome session fair.

assistantship is new and that the probation policy may be perceived as a safety net. It was also mentioned that these issues may be sporadic and may be only isolated to this year.

Assistantships: There was discussion that there is less competition with stipends and less opportunities

Assistant Awards. Council recommended changes to dates in the submission timelines. A motion was made to approve the Calls for Nominations and Council approved them.

M4: Notification of Exception for Master's Student in Final Semester: This form can only be used one time. It was suggested to make a notation on the form about time usage requirements.

D4: Doctoral Candidate 1 Hour Full-Time Notification: This form is no longer sent to the Registrar's office every semester but it must be sent to the Financial Aid Office for students receiving financial aid.

D9: Advancement to Candidacy: A motion to approve the form was made and approved.

G8: Notice of Student Separation or Dismissal from Program: A motion to approve this form was made and approved.

Dr. Wojtowicz requested that everyone review the eligibility forms and provide suggestions. He informed everyone that Missy Barber will make changes to the Call for Nominations for Awards and electronically circulate them.

Meeting adjourned.