

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, January 17, 2013**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Osman Akan, Chris Osgood, Robert Wojtowicz, David Selover, Isao Ishibashi, Bill Heffelfinger, Joanne Scheibman, Ali Ardalán, Mary Swartz, and Richardean Benjamin

Guests: Christopher Fleming, Executive Director of Admissions  
Steve Risch, Director of International Admissions

**Approval of December 13, 2012 Minutes**

- Minutes were approved as submitted.

**Announcements/Updates**

- Courseleaf Training – January 24, 12:30 to 3:00, BAL 1013C – Dr. Lewis asked the Associate Deans to encourage people that are responsible for updating the catalog to attend.
- Graduate Studies Brown Bag – February 7, 2013, 12:30 to 1:30, President’s Dining Room, Webb Center - Dr. Lewis announced that she will be conducting a “Lunch and Learn” program for GPD’s and other administrators. The program will address graduate policies and procedures as well as any issues attendees may have.
- GSO Comedy Night – February 16, 7:00 pm, Webb Center - The Graduate Student Organization will be hosting a comedy night. The flyer will be distributed electronically.
- New Graduate Student Orientation – Dr. Lewis said that there were about 30 to 35 students who attended. Evaluations received were positive. Overall, she was well pleased with the outcome.
- Graduate Teaching Assistant Instructors Institute – Dr. Lewis said there were about 40 to 45 participants. She thanked the Associate Deans for coming and talking to the students about the process for the second day. Dr. Lewis recommended that the Associate Deans continue to come to future GTAI Institutes and to also join the students for lunch.
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- RCR Policy Recommendation – The changes to the RCR policy were approved by Faculty Senate on January 16, 2013. Dr. Lewis said the 2013- 2014 catalog will be updated to reflect the two changes. She reminded Council that the changes requested were to require completion of the RCR training by the completion of the first 12 credit

- Mr. Fleming said he is interested in providing support to departments and working with them on their enrollment needs. Prior to coming to ODU, he was at Texas A&M, Corpus Christi as the Director of Admissions.
- Bill Heffelfinger said that they had already met with the College of Education regarding recruitment and that they would like to meet with each of the colleges to address any outstanding issues and share what they can do. He asked that he be contacted directly to set up a meeting.

**Discussion on Conditional Admission for International Students – Steve Risch**

- Steve Risch posed the idea to Council about the possibility of conditional admission for international students without GRE/GMAT scores. He said that an email had already been sent from Dr. de Silva to the Associate Deans. The intent would be to allow the students to be admitted with the condition that they successfully complete the GRE or



### **Doctoral Mentoring Awards at University Level**

- Colleges should be in the process of determining the college level winners. There will be six college level nominees submitted to be reviewed by the committee of the six associate deans. The committee will determine who the University level winner will be.