

GRADUATE ADMINISTRATORS' COUNCIL MEETING

Thursday, February 10, 2022

8:30am – 10:30am

Via Zoom Meeting ID: <https://odu.zoom.us/j/92937685226?from=addon>

Attendees: Bryan Porter, Robert Wojtowicz, Jane Danè, Missy Barber, Sandeep Kumar, David Cook, Renee Felts, Karen Eck, Vickie Carnegie, Megan Corbett, Paul Currant, Dale Miller, Wie Yusuf, Humberto Portellez, Dorothy Lockaby, Linda Bol, Robert Bruno, Chunsheng Xin, Regina Karp, Miltos Kotinis, Bill Heffelfinger, Michael Schmidt, and Debbie Bauman.

Welcome

Robert Wojtowicz welcomed attendees.

Approval of Minutes

Minutes for January 13, 2022 were approved.

Off Agenda

Robert Wojtowicz tabled the R1 marketing campaign? This is the only section I am missing – I was trying to get the meeting to record and missed Robert's opening statements.

Bryan Porter announced that the Thesis, Dissertation and Prospectus policy will be brought back to GAC in March. Bryan also announced that policies expected to go into effect in the 22-23 catalog, must be approved today. Wie Yusuf confirmed that Senate Committee will be reviewing the policies and will clear the docket of pending approvals.

Old Business

Non-ODU members on dissertation or thesis committees (Bryan Porter)

There is no proposed edit to the policy. Bryan opened the discussion on the part of the policy that states that the committee chair appoints a committee of three and it has been efficient except for the following sentence: "No more than one-third of the committee's membership can be individuals external to the University." After open discussion regarding large committees, the difficulty of bringing them together and subsequent student placement, the Council agreed unanimously to the language "the majority must be ODU" and the policy will now go to Committee C.

Later in the meeting, Lamar Reams asked how an even numbered committee would resolve a 50/50 vote. Bryan Porter said it would be read as a pass.

New G11 Form – Missy Barber

This form takes the place of the D8 and M6. It features an option for students to have an exemption to time limits to complete their degree. The form was also edited to remove the revalidation of courses section since graduation requirements are different for each student. There were no remarks from the Council and the G11 was accepted.

Candidacy Exam and Master's Exam – Bryan Porter

A. Candidacy Examination –

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- a. The latest revision of the policy changed the word *examination/examinations* to *component/components* – allowing for the differentiation of the oral component and the written component.
- b. According to policy, the written component *must* be passed prior to the oral component being administered. The policy now reflects that the student must take and pass the written component before they can take the oral component.
- c. For purposes of clarity regarding passing the examination, the following language was added – *For the written examination, a majority negative vote from the examining committee will result in a failure. A failed written **component must be taken again within twelve months** if the student wishes to remain in the program. If the student fails the written component a second time, they shall be dismissed from the **doctoral program**.*

Regina Karp voiced concern regarding the dismissal language and asked if it would preclude the student from opting for the master's program. Robert Wojtowicz requested commentary from Matthew Schmidt, Lesley Greene, [Miltos Kotinis](#) ~~Miltos Kotsunis~~ and Sandeep Kumar. Lesley Greene stated that dismissal from the doctoral program does not negate the student from moving to a non-thesis master's or a thesis master's. All those called upon by Robert agreed with Lesley's point. The policy's amendment was approved with the addition of the word doctoral to be inserted before program.

Regina Karp also noted general student confusion when they take the candidacy exam as they confuse it with having achieved candidacy status. Robert agreed with her comment and noted there will be future discussion regarding the language.

- d. *Once a student passes the written component on the first or second attempt, they will proceed to take the oral component. A failed oral component by majority vote of the committee, must be taken again **within six months** if the student wishes to remain in the program. If the student fails the oral component a second time, they shall be dismissed from the **doctoral program**.*
- e. Neither the written nor the oral *component* can be passed conditionally. A pass cannot be made contingent upon doing extra courses, additional projects, etc.

Dale Miller commented that there needs to be revision to the policy that stipulates all programs include an oral component for the examination. This prompted open discussion regarding which programs have only a written component for examinations, how much flexibility programs have regarding language in their program handbooks, examination requirements and dismissal parameters once a student fails.

Bryan said new language for the policy will be brought up at a subsequent meeting.

Robert called motion to approve – Leslie Greene first, and Regina Karp was second. Approved.

B. Master's Examination.

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Second paragraph:

- *The student should secure the signatures of the committee members and submit the proper form to create the master's comprehensive examination committee to the graduate program director, who will verify that the student meets the prerequisites for the examination.*

Third paragraph:

- A student who has failed the examination may repeat it once ***within twelve months.*** (This time frame is keeps consistent with the language in the Candidacy Examination.)
- *Students who fail twice shall be dismissed from the program.*

Robert called motion to approve. Lesley Greene first, and Linda Boll was second. Approved.

Continuance (Bryan Porter)

For students seeking readmission after being out for 12 consecutive semesters.

Separation and Deactivation from a Graduate Program

If a student fails to register for three or more consecutive semesters without prior approval from the graduate program director, their graduate status will be deactivated. To reactivate their status, a student must submit a request in writing to the graduate program director and the Office of Graduate Admissions. *The graduate program director must approve the student's request for reactivation to be processed.*

Last revision to the Reactivation Form was in 2009 with no place for approval signatures aside from the student. This edit gives control to the GPD over who comes into the program.

Bill Heffelfinger noted that when ~~the~~ graduate admissions receives the GPD approval, it is attached to the student's record in BDM.

Robert Wojtowicz called for the motion to approve. All in favor.

Continuing Student Admission

The following language was added to the paragraph - *The graduate program director must approve reactivation/readmission requests.*

Bill Heffelfinger gave clarity to the terms "reactivation" and "readmission". Reactivation is for students in good academic standing and come back after a hiatus, while readmission is for the student who has been separated from their program. Bill suggested tabling the topic and noted he will edit and reword the passage and get back with Bryan. Bill added that reactivation form will become an online form. All changes will be emailed first to GAC and then to Committee C.

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Announcements

Robert Wojtowicz reminded attendees of his request for the Monday Meet Up volunteers and noted he expected them by Monday, 2/14.

- Missy Barber confirmed the CourseLeaf Catalog deadline for Wednesday, February 16. She said was progressing well and asked all associate deans to look at their workflow to ensure everything has been changed according to the curricular change forms.
- Missy Barber confirmed the Brown Bag Series Event will be held on March 22 and will focus on Educational Accessibility. Invitations will be sent out the week of February 14.
- Graduate Student Appreciation Week – Poster Information Session – April 4 - 8, 2022

Robert Wojtowicz asked Lesley Greene to consider holding the Grad Poster event in the lobby of the new Chemistry Building. Dorothy Lockaby also said she would inquire about using the Learning Commons.

- Faculty judges needed. If interested, email mbarber@odu.edu.
- Why Graduate School event on Tuesday, April 5, 2022, during activity hour – more details to be determined.
- Grad Posters will be available through Digital Commons on Thursday, April 7, 2022.
- The Graduate School will provide a training session on how to prepare a poster presentation – details to be provided by the Grad School GA, Xavier Lewis-Palmer.
- Science Pub presentations will be held on Thursday, April 7, 2022.
- Mentoring Week – April 11 – April 15, a social media campaign will be launched in March.