

GRADUATE ADMINISTRATORS' COUNCIL MEETING

Thursday, April 16, 2020

via Zoom <https://odu.zoom.us/j/246257922>

Attendees: Robert Wojtowicz, Bryan Porter, Missy Barber, Genny Conwell, Courtney Nishnick, Anita Clark, Christopher Glass, Dale Miller, Darylnet Lyttle, David Chapman, David Cook, Degi Betcher, Dorothy Lockaby, David Swain, Gail Dickinson, Holly Gaff, Humberto Portellez, Jane Dane, Karen Eck, Kasie Reyes, Khan Iftekharuddin, Paul Carrant, Regina Karp, Renee Felts, Richardean Benjamin, Robert Bruno, Tisha Paredes, Wie Yusuf, Bill Heffelfinger, and Yuzhong Shen.

Welcome

Robert Wojtowicz greeted council members.

Approval of minutes

from 12:20 pm – 1:20 pm. FAQs have been put together and will be posted on the Graduate School website. Links to the recordings will also be posted.

Graduate Faculty Forum. There was a faculty forum held on Thursday, April 9, 2020 from 12:20 pm – 1:20 pm. FAQs will also be posted to the website.

International Student Immunizations

The Immunization Coordinator from Student Health Services, Anita Clark, shared information regarding international students' immunization records. Students are required by the state to submit their medical histories to their patient portals. All students must be screened for tuberculosis. Those students from high risk countries must do the blood test screening rather than the skin test. Histories are reviewed when health forms are submitted. Graduate students are notified multiple times of these health requirements, so they may know of steps needed to be taken to complete the admission process, but do not act on it.

Darylnett Lyttle is the new Director of Student Health Services. It is understood students are currently facing many challenges, but students must meet health requirements. There are no orders preventing people from accessing pharmacies, health care, or hospitals. The goal is to protect the health of the students. It was suggested that to help students know of expectations required for admission, departments should use the same language. Student Health Services is working with students who encounter unavoidable holds.

Student Health Services employees are considered essential personnel and are in the office every day to help student navigate the health care system. There is also a nurse on present every day from 8:00 am – 5:00 pm. Student Health Services also has an FAQ on their website and can be contacted directly for additional questions.

VISA Office Presentation

Kasie Reyes and Degi Betcher from the VISA Office gave a presentation on students' VISA requirements. Both are still partially working out of the office and phones have been directed to their cell phones. The PowerPoint will be distributed via email to Council members.

Budget Watch

It was mentioned that there is no plan to cut graduate funding. However, it was also suggested that if students turn down offers, not immediately to fill the position. Fall assistantship offers should include language indicating the offer is contingent upon funding. Bryan Porter will craft some language for colleges to use in offer letters. Budgets are pending until the Commonwealth budget is solidified. The Congressional stimulus package for higher education is expected to give ODU \$15 million, with \$7 million for student financial aid. The last stimulus relief received allowed the University to return to regular operations, cushioning too many budget cuts. There are a lot of moving parts.

Covering Summer Tuition for Dayed Graduates

It was noted students were also questioned whether colleges would cover summer tuition for one credit courses for

those students facing delays in graduation due to the pandemic. It was decided that situations will be evaluated on a case by case basis. Students' names and UINs should be sent to the Graduate School for review.

P/F Course List

Academic Affairs compiled a list of students who requested the pass/fail option. Council members were asked to review this report.

Enrollments

Graduate full-time enrollments are still down for summer. However, they are better than they typically are at this time of year and exceeding some of the other Virginia colleges.

Summer Class List

Other Topics for Discussion

The next meeting is scheduled for Thursday, May 14, 2020 from 8:30 am –