

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, September 27, 2012**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Chris Osgood, Robert Wojtowicz, Richardean Benjamin, Sharon Judge, Joanne Scheibman, Carolyn Rutledge, Lynn Ridinger, Isao Ishibashi, Osman Akan, Mary Swartz, David Selover

**Approval of September 13, 2012 Minutes**

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Dr. Lewis also reported that UVA, Virginia Tech, and VCU all have health insurance contracts with wording that may allow for the possibility of “piggy-backing” on their policies. The committee is considering that as an option as well.

- Courseleaf Training was held on Thursday, September 20 and Friday, September 21. Dr. Lewis thanked Council for their support in promoting the training and their participation. She said that the training was well attended and comments were positive.
- Graduate Administration Workshop - Dr. Lewis announced this year’s Graduate Administration Workshop will be held on Wednesday, October 10, 2012 at 1:30 pm in Webb Center in the Chesapeake/Portsmouth rooms. Please encourage your GPDs and program support staff to attend.
- CV Writing Workshop – Dr. Lewis advised Council that the Graduate Student Organization (GSO) has been working and planning diligently to have the CV Writing Workshop. It will be

### **Graduate Student Organization Leadership**

- Dr. Lewis introduced Danielle Forest and Jana Eggleston, the President and Vice President of the Graduate Student Organization (GSO). This summer, they developed a Graduate Student Living Guide. The guide is a nice compilation of information for students that are new to the area or that live close by the campus. It is available online on the Graduate Student Organization's website. The easiest way to find the site is to go to the Office of Graduate Studies' site and click on the link. Dr. Lewis encouraged Council members to make students aware of the guide.
- Ms. Forest stated that the GSO currently has 62 members. The primary goal of the organization is professional development, but it does have a social component as well. Most recently, as previously mentioned, they have planned the CV Writing Workshop. This workshop is a free event open to all graduate students.**precigr1( a)-2( )112( )JTJ 0.00(e)-2pon**

- Dr. Osgood suggested that we invite someone like Debra May from Financial Aid to a GAC meeting. The purpose of the visit would be to talk about the processes and financial aid restrictions.

### **Discussion of Status of International English Instructor – Chris Osgood**

- This discussion is a follow-up to a discussion held in May regarding the possibility of establishing a University level position that would perform duties and responsibilities in support of international graduate students with their language and writing skills and to help prepare them for the Graduate Teaching Assistants Institute. The College of Sciences currently has a position, occupied by Kathy Moulton that provides assistance to international students. However, there is nothing available campus-wide to specifically provide training or writing assistance for international students. It was mentioned that even the Writing Center just assists with content, not grammar and punctuation, which is what many international students need.
- Council decided to pursue putting together a proposal. A committee was formed to put together the framework for the proposal. Chris Osgood agreed to be the committee chair. Other members include Joanne Scheibman and David Selover. It was agreed that Kathy Moulton could be used as a consultant to the committee because of her experience and knowledge in this area.
- Dr. Lewis asked the committee to put together some ideas in the next few weeks regarding the proposal. A couple of discussion points will be how to fund the position and in what unit the position should be located.

### **Screening of Graduate Applications for Travel Assistance**

Dr. Wojtowicz mentioned to Council that as he is reviewing the applications for travel assistance, he is noticing that some of the conferences may not be a legitimate academic gatherings. He recommended that there be some kind of codebook to be used to determine if a conference is a legitimate academic gathering.

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