

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, February 28, 2013**  
**Koch Hall Board Room**  
**9:00 am to 9:45 am**

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

**Approval of February 28, 2013 Minutes**

Minutes were approved as submitted.

**Announcements/Updates**

Brown Bag/ Lunch & Learn- March 26, 2013, 12:20-1:30 pm, Perry Library Learning Commons, Room 1310. Dr. Lewis encouraged Council to make GPD's and department chairs aware of this event. She stated that, based on evaluation, the previous brown bag meeting was successful, and it will be done regularly.

Doctoral Mentoring Award- Nominations due to OGS, March 1<sup>st</sup>

Dr. Benjamin confirmed the date was actually March 4<sup>th</sup>. Dr. Lewis agreed. A discussion about the submission format was opened, and it was determined that digital copies are ideal but paper copies are acceptable as well. Dr. Lewis asked if all Associate Deans will serve as reviewers for the GTAA and they all agreed.

Outstanding Graduate Teaching Assistant Award – Nominations due March 8<sup>th</sup>

She also made sure that the new process of submission is clear with everybody. She stated that a maximum of twelve portfolios from the six colleges will be accepted- one student for lab and one student for teaching will be selected for the award.

- Dr. Lewis explained that the proposal for changing the continuance

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policy for the Master's level students went to Provost Council this week on Tuesday and it was approved unanimously. Dr. Lewis said that it still needs to go through faculty senate and encouraged Council members to endorse it with their college faculty senate reps.

Conference of Southern Graduate School Regional Meeting- Dr. Lewis explained that ODU is a member of three professional associations- VCGS, SCGS, and CGS. She said that last week she went to the regional conference SCGS where the topic of the new global student population was raised, as well as what are some ways that graduate administrators can adapt to it. Dr. Lewis made a point that at all of the associations there are opportunities for ODU students and faculty to be awarded and recognized for their work. She said that she will distribute materials for an upcoming CGS awards.

**Discussion of Graduate Research Achievement Day, April 11, 2013**

Dr. Lewis discussed the call for nominations that went out earlier this week for the event and the new addition of the presentation session. She said that she has reserved two rooms (Virginia Webb Rice and Rabbi Reich) already and is waiting to see the student

