

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, March 29, 2012**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Chris Osgood, Isao Ishibashi, Sharon Judge, Mona Danner, David Selover, Richardean Benjamin, Robert Wojtowicz, Ali Ardalan, Austin Jersild, Bob Case, Deanne Shuman, Osman Akan

Guest: Marty Sharpe, Institutional Research and Assessment

**Approval of March 15, 2012 Minutes**

- Minutes were approved with changes.

**Announcements/Updates**

- Outstanding GTA – The selection process is complete. The winner of the Outstanding GTA –

- Do we have adequate resources?
- Dr. Sharpe stated that this is our opportunity to put our best foot forward and emphasize how we support students.

### **QEP**

- Faculty workshops are going on now. Another session will be held May 7 – 11, 2012. Faculty members that participate receive \$2,000 in compensation.
- Workshops are being conducted by Joyce Neff, Shelly Rodrigo, Amy Adcock, and Karen Karlowicz.
- The workshops are designed to help faculty learn new techniques for teaching that are not burdensome. Assessments are done at the end of the workshops; reviews have been good.
- Dr. Ardalan is currently participating and he highly recommends the program.

### **Doctoral Mentoring Award Policy**

- Dr. Ardalan expressed concern about the Doctoral Mentoring Award process and thought that it would be a good idea to take a look at the possibility of separating the college and the University awards so that the same person would not be able to receive the college award multiple times. After a discussion, it was decided to reconvene a committee to review the policy and make recommendations to Council. Members of the committee are Osman Akan, Ali Ardalan, Richardean Benjamin, and Robert Wojtowicz. They will also evaluate whether or not Master's faculty should be considered for this award, they will review the calendar, and revise the scoring matrix to coincide with the new policy.

### **Banner Bearers for Graduation**

- There will be three graduation ceremonies in May. The first one will be on Friday night for the College of Arts and Letters. Dr. Wojtowicz provided the name of Elif Guler as the banner bearer. The second ceremony will be on Saturday at 9:00 am for the Colleges of Engineering, Health Sciences, and Sciences. Dr. Akan will send Dr. Lewis the name of the banner bearer. The third ceremony will be at 2:00 pm on Saturday for the Colleges of Business and Public Administration and Education. Dr. Ardalan has already provided the name of the banner bearer to Dr. Lewis.

### **Additional Topics**

- Courseleaf – When reviewing items submitted in workflow, it is important to verify that the changes being made are approved changes. Hopefully, Courseleaf will be able to accommodate program changes by next year. Missy will check with Elizabeth Batu regarding course in catalog that is not in Banner for College of Engineering.

**Meeting Adjourned at 10:00 am.**