

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, October 24, 2013**  
**118 Education Bldg., Dean's Conference Room**  
**9:00 am to 10:30 am**

Attending: Brenda Neumon Lewis, Chair, Brian Payne, Ali Ardalan, David Selover, Richardean Benjamin, Carolyn Rutlege, Gail Dickinson Lynn Ridinger, Shirshak Dhali, Isao Ishibashi, Robert Wojtowicz, Kevin DePew, Ravi Mukkamala, Craig Bayse, Bill Heffelfinger, Mary Swartz, Missy Barber

Guest: Dr. Vinod Agarwal

**Discussion on Policy to Admit 3-year Baccalaureate Degree Holders – V. Agarwal**

- Dr. Lewis introduced Dr. Agarwal to the Graduate Administrators Council. Dr. Lewis advised Council that Dr. Agarwal asked to meet to discuss a proposed policy change which would allow the University to admit 3-year baccalaureate degree holders from institutions outside of the United States.
- Dr. Agarwal stated that under the current admissions policy students with 3-year degrees are not admissible because they do not have the equivalent of a 4-year degree. This means students either must get a 4-year US degree or complete 1 year toward a Master's degree in their home country. He said students normally pursue the second option.
- Dr. Agarwal proposed that 3-year baccalaureate students be admissible if they meet certain requirements. For example, completion of a certain number of credit hours, as specified by ODU, have a certain minimum GPA in courses as determined by the GPD or CDA, and satisfy all other regular graduate admission requirements, such as GRE, TESOL, or GMAT scores. The GPD would be responsible for deciding on the additional courses necessary for the students to be successful in the program.



conference the first week of November in Michigan. The GSO did a presentation to the SGA and received the funding to attend.

### **Discussion on Graduate Admission Procedures/Changes - Bill Heffelfinger**

- Bill Heffelfinger gave an overview on the graduate admissions process.
- There was concern expressed regarding the admission's process being too cumbersome for students. Heffelfinger explained that it is cumbersome because of the data gathered on the application, which is required by University policy. However, he said that he was open to suggestions to improve the process. It was suggested that the initial application should just ask if a student is on-campus or distance learning, then more specific information about the student be gathered after admission. Heffelfinger expressed concern about supplemental applications, as there is no way to track them and the Admissions Office has limited staff and resources. Mary Swartz said that it might be time to examine the process, especially since distance learning is abandoning their satellite program. It may be more important to know the technology required for the student to get access to courses. There are many different ways to format classes.
- It was also asked if there was an enrollment committee. Council expressed the importance of making the process easier for students to apply. Barriers to enrollment need to be eliminated.
- Bill Heffelfinger said that he would bring it up with Jane Dane.
- Council was advised that there are new academic program codes for programs that are solely online programs. This is a deviation from policy because normally a program has a program code and "online" is a delivery mode.
- Heffelfinger indicated that Graduate Admissions has participated in 20 events already this fall. They currently have a job posted for a Graduate Admissions Counselor and hope to have someone hired in January.
- Heffelfinger advised that provisional admission can be tracked; however, the specific provisions cannot be tracked. It is the GPD's responsibility to notify the Registrar's Office using the change of program form from provisional to regular. Also, there is no flag or notification when a student reaches 18 hours for the GPD to do a follow-up. Heffelfinger said what they can do is prepare a list of provisional students to send to GPDs every semester.
- Heffelfinger also reported that Insight reports are currently being revised. He asked if there are suggestions on admissions reporting to let him know and he will see what can be done. Heffelfinger said they will determine which reports are the most useful and add them to the dashboard. Steve Risch will be conducting Insight training for the GPDs. Heffelfinger also said that he would check with the vendor to see if they have an instruction booklet. Insight can be used for continuous enrollment.
- Heffelfinger said there is a proposal to only require an unofficial transcript with the admission application. If the student is later admitted, an official transcript would be

Changing the requirement would save students money. Heffelfinger said he would do a draf