

**Graduate Administrators' Council (GAC)**  
**Minutes for Thursday, October 2, 2014**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

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Attendees: Robert Wojtowicz, Chair, Mary Swartz, David Selover, Bryan Porter, Richardean Benjamin, David Earnest, Andres Sousa-Posa, Ravi Mukkamala, Bill Heffelfinger, Bonnie Van Lunen, Kevin DePew, Missy Barber, Raleta Summers

**Approval of September 11, 2014 Minutes**

- Dr. Porter requested that minutes be distributed sooner than the day before the Graduate Administrators' Council meetings so that there was more time to review them. Dr. Wojtowicz said we would try to accommodate his request in the future.
- The minutes were approved as presented.

**Announcements**

- Dr. Wojtowicz informed Council that the 4+1 Information session was a tremendous success. There was a variety of students from all colleges with a wide distribution of majors and all levels from freshmen to seniors. He stated that it was important to inform all CDAs and GPDs about this program. Also, there were questions from students that did not have 4+1 as an option, especially in Education and in Sciences. He said that this option should be considered if it makes sense within the department to do so. To implement a 4+1 program, a curricular change form would need to be submitted. Dr. Wojtowicz mentioned that these students were excited to learn more about this option and it is important to hold on to and cultivate their enthusiasm.
- Approval of Program Actions – Dr. Wojtowicz referred to the handout that Dr. Payne provided and specifically referred to the Common Core Requirements for umbrella programs. Dr. Wojtowicz pointed out that we have several umbrella degrees and that we need to be in compliance with the common core requirements. He said that for the short term, departments should be looking at making sure the curriculums are in compliance. For the long term, we need to evaluate whether or not some programs should go out on their own.

Dr. Sousa-Posa expressed concern about the ramifications of submitting requests for

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evolve, we will need someone that is an expert, and we will get a better handle of what is going on.

Dr. Wojtowicz advised that the goal for this year is just to work on cleaning up recruitment materials and websites so they accurately reflect current degrees. SCHEV wants that fixed first. The other cleanup will take a few years to work out.

- Reminder regarding 600 and 700/800 level research course numbers – Dr. Wojtowicz asked for all colleges to make sure that they schedule 600 and 700/800 level research courses. It is important that Master’s students are registered for Master’s level research credits. Mary Swartz suggested that research credit courses could be set up so that only Master’s level students could register for Master’s level courses and the same for doctoral level students.
- Certificates for the GTAI Institute – Dr. Wojtowicz reminded Council that students that complete the GTAI Institute are to be awarded certificates of completion from the colleges. He was approached by a student that had not received one and she needed it to complete a requirement for the Preparing Future Faculty (PFF) program.

Dr. Wojtowicz proposed that the Office of Graduate Studies coordinate the day two activities for the GTAI Institute. After a short discussion, it was agreed that we would pilot bringing it back with the January 2015 GTAI Institute.

- Dr. Wojtowicz mentioned the CourseLeaf deadline and upcoming CIM training scheduled for Friday, October 3, 2014.

## Criteria for ABD Status

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