

**Graduate Administrators' Council (GAC)**  
**Minutes for Thursday, May 5, 2016**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

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**Attendees:**

Robert Wojtowicz, Chair

Missy Barber  
Richardean Benjamin  
David Chapman  
Jane Dane  
Kevin DePew  
*Shirshak Dhali*  
*Gail Dickinson*

David Earnest  
Bill Heffelfinger  
Kiran Karande  
Ravi Mukkamala  
Steve Myran  
Chris Osgood  
*Brian Payne*

Humberto Portellez  
Bryan Porter  
*Andres Sousa-Poza*  
Mary Swartz  
Bonnie Van Lunen  
Corey van Vlymen

*Members highlighted in italics were not present at the meeting.*

**Welcoming Remarks – David Earnest**

- Dr. Earnest advised Council that Dr. Wojtowicz would be late. He extended congratulations to everyone for the end of the semester.

**Approval of Minutes for Thursday, April 21, 2016**

- Minutes were approved as submitted.

**Announcements**

- Graduate Research Achievement Day – Attendance at GRAD day was lower than in previous years. Poster presentations were well attended and the oral presentations were superb.

It was suggested to have a keynote speaker that would appeal to students and others. The speaker should be involved in research.

It was mentioned that some colleges have their own programs and it might be helpful to try to consolidate. It was suggested that awards be given to help incentivize students to participate.

- Meredith and Alumni Scholarships – Deadline reminder – Nominations due Monday, May 23, 2016
- Advanced Degree Luncheon – TODAY, Thursday, May 5, 2016, 11:30 am to 1:00 pm, Hampton/Newport News Rooms, Webb Center
- Electronic Theses & Dissertations – Dr. Wojtowicz mentioned the difficulties students are having that use Laytek to create their theses and dissertations. Greater flexibility is needed. It was suggested that we talk with Cathleen Rhodes about a University approved Laytek format/template.

There was also some discussion regarding submitting three articles instead of a thesis or dissertation and possible implications of doing that.

There is no consistency among the colleges on how they process theses and dissertations. There has been some discussion of bringing thesis and dissertation review to the Office of Graduate Studies.