

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, December 08, 2011**  
**Koch Hall Board Room**  
**9:00 to 10:30 am**

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Chris Osgood, Deanne Shuman, Robert Wojtowicz, Cheryl Baker, Osman Akan, Ali Ardalani, Austin Jersild, Isao Ishibashi, Mona Danner, Bill Heffelfinger, Sharon Judge, David Selover

**Approval of November 10, 2011 Minutes**

Minutes were approved.

**Announcements/Updates**

Courseleaf Training – There will be two additional training sessions for those who were not able to attend the original training offered in October. The training sessions will be held from 10:30 am to noon on Friday, January 6, 2012 and Wednesday, January 11, 2012 in BAL 1013A. Theresa Matthews and Missy Barber will be conducting the training. Targeted invitations will be

to gather information on what is currently being done. Once the survey is complete, the Council will decide how it should be managed.

VCGS Research Forum – February 16, 2012 – Dr. Lewis asked Council members to let her know if they were aware of any faculty members that are working with under-represented minority students in STEM fields. She plans to contact those faculty members directly to see if we can possibly increase participation in the research forum. The planning grant that has been awarded is to be used to help increase minority representation in STEM fields. Dr. Lewis would like to ensure that minority representation is in the group that represents ODU.

### **Reinstatement Process**

have registered for 1 credit hour. Dr. Lewis will follow-up with Jim Duffy and work on developing a proposal.

Student Email Inactivation –