

## **GRADUATE ADMINISTRATORS' COUNCIL (GAC) Minutes**

**February 7, 2019**

**Education Bldg., Room 3306**

**8:30 a.m. – 10:30 a.m.**

---

Attendees: Bryan Porter, Chair; Richardean Benjamin, Karen Eck, Dale Miller, David Chapman, Chunsheng Xin, Gail Dickinson, Tisha Paredes, Wie Yusuf, David Cook, Holly Gaff, Craig Bayse, Khan Iftekharuddin, Jane Dane, Robert Bruno, Regina Karp, Humberto Portellez, Bill Heffelfinger, Caroline Neal, Courtney Nishnick, Claire Dorsey, Genny Conwell, and Missy Barber

### **Approval of Minutes from January 17, 2019**

Minutes approved as submitted.

### **Announcements/Updates**

**3MT Competition** Dr. Porter announced that attendance was better this year and video footage of the 3MT competition will be available soon. We're in the process of planning for next year's 3MT competition. Harmony Martell (our first-place winner) will be traveling to the CSGS Conference in Knoxville with Dr. Porter, Dr. Wojtowicz, and Missy Barber next week (2/14 - 2/17). She will be representing ODU in the 3MT Regional competition against 41 other competitors. Three to four 3MT competitors will be participating in the Science Pub Event on March 21<sup>st</sup> at O'Connor Brewing Company. The reception is at 6:00 pm and the event will start at 6:30 pm.

**CourseLeaf:** Missy Barber reminded everyone about the upcoming CourseLeaf deadline. Catalog content submissions should be submitted through workflow by Friday, February 15, 2019. She mentioned that the Associate Deans should have received pages to review/approve already. Dr. Porter asked the Council to make sure that the content in the graduate catalog matches the content that is promoted, i.e., degree requirements, titles, etc.

**Graduate Student Health Insurance:** – Missy Barber reminded the Council that Open Enrollment for Spring 2019 ends on Friday, February 15, 2019. Graduate health insurance is retroactive back to January 6<sup>th</sup>. Council was asked to review RFPs for 2019-2020 and it was mentioned that 3 companies have provided quotes, so we will have other options for health coverage.

**Design Thinking Workshop:** Missy Barber provided Council with a general overview of what Design Thinking is. We currently have 5-7 people who have signed up. She informed the Council that they could reach out to Karen Sanzo if they had additional questions. She asked the Council to be mindful that they must commit to both days. Light refreshments will be provided.

**Graduate Research Achievement Day:** The Council was provided with an overview of the event's purpose. It is to promote graduate education. We had 100 poster submissions last year, and we have 37 this year. The submission deadline will be extended until Friday, February 15<sup>th</sup>. There will be prizes for best poster this year. The first place winner will receive \$500.00, the second place winner will receive \$250.00, and the third place winner will receive \$100.00. Council was asked to contact

Xavier-Lewis Palmer to find out who has signed up at this point. It was suggested that the Graduate School contact the 3MT competitors to participate in Graduate Research Achievement Day.

**Advanced Degree Luncheon:** Missy Barber made a call to the Associate in Science (A.S.) degree program to discuss the luncheon. (s) (b) (5) (c) (4)

•