

Graduate Administrators' Council Meeting  
Thursday, October 20 2016  
Education Building, Room 118

---

Members in attendance: Robert Wojtowicz, Chair, Bryan Porter, Chris Osgood, Ravi Mukkamala, Wie Yusuf, Gail Dickinson, Leo Lo, Shirshak Dhali, Robert Bruno, Wayne Hynes, Kiran Karande, Shantya Plater, Michael Moore, Steve Myran, Jane Dane, Isao Ishibashi, David Earnest, Corey van Vlymen, and Missy Barber

Guest Speakers and Attendees: Rusty Waterfield, Candice Goodin, and Tisha Paredes

New Website Presentation—Rusty Waterfield and Candice Goodin

- x Rusty Waterfield led the presentation about the new website. He said that it was a joint venture with Strategic Communications and Marketing.
- x Changes to note Idea Fusion has been removed from the logo and space on the page and drop down menus have disappeared causing some orphan pages.
- x Waterfield announced that they were hiring six new positions that would report to Candice Goodin to support the academic colleges. They are currently finalizing their hire. After the hiring process is complete, they will get familiar with the University and the system. Once they are ready to go, all web requests will go through them and their team. Candice will be the point of contact initially. Candice asked for feedback as the new process unfolds. It was suggested that each college have a dedicated TSP. Waterfield said that it cannot be done at this time, but it is something to work toward in the future. He hopes to be able to launch the new process in November.
- x Council asked about requests and how they would accept them. Ms. Goodin said that was a question she had for Council. It was discussed and determined that the decision should be made at the college level. It was also suggested that requests be funneled through the Web Content Managers. Ms. Goodin said that she would be meeting with all of the colleges to get key contact information. Ms. Goodin requested that everyone send her an email noting what their primary concerns are now about the website as well as what are the biggest challenges and priorities. Her email is cgoodin@odu.edu.

Approval of Minutes from Thursday, September 22, 2016

- x Minutes were approved as submitted with one change noted. Bryan Porter should be added to the list of attendees.

Announcements and Updates

- x Graduate Administrators Workshop—The Graduate Administrators' Workshop has been postponed. It will be rescheduled for a later date.
- x Banner Carrier Selection—Dr. Wojtowicz asked for the Darden College of Education and the Batten College of Engineering and Technology to identify one student from each college to present at the banner carrier selection event.
- x Advanced Degree Luncheon Speakers—Dr. Wojtowicz asked for the Strome College of Business to recommend a master's student and the College of Sciences to recommend a doctoral student to present at the Advanced Degree Luncheon. Ms. Barber will check with Alumni Relations to find out the date and time of the event.
- x Commonwealth Graduate Education Day—We have three graduate students who will be attending the Commonwealth Graduate Education day event from psychology, one from communications, and one from music. We are still in the process of identifying undergraduate students to attend.
- x International Student Readiness Brown Bag Series—Event scheduled for November 10, 2016 from 12:30 pm to 1:30 pm in the President's Dining Room in Webb Center.

