

Graduate Administrators' Council (GAC)  
Minutes for Thursday, April 9, 2015  
Koch Hall Board Room  
8:30 am to 9:45 am

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Attendees Robert Wojtowicz, Chair, Mary Swartz, Richardean Benjamin, David Selover, Bryan Porter, David Earnest, Kevin DePew, Ali Ardalán, Gail Dickinson, Tim Grothaus, Janę Dané and Missy Barber

Guest Speaker Karen Vaughan, Library, Jeanie Kline, Academic Affairs, Alice Jones, Career Management Center

Electronic Thesis and Dissertation Processing – Karen Vaughan

- x Karen Vaughan provided a demonstration on the new process for submitting theses and dissertations electronically through ProQuest. Electronic theses and dissertations (ETDs) are maintained by ProQuest and stored in ODU's institutional repository, known as ODU Digital Commons.
- x The ProQuest Administrator for ODU is Laura Vann.
- x The timeline for implementation of this process is a pilot project for fall 2015 where participation will be optional, then mandatory for spring 2016.
- x The signature page submitted to ProQuest will have actual signatures on the page. The names of the approvers will be typed. This is done for security reasons. The page with the approvers' signatures will be sent to the University Registrar's Office.
- x Ms. Vaughan has set up a test account. The log in name is kvtest and the password is etdtest for those who would like to log in and view the process more closely.
- x

## Posting Graduate Assistantships through Career Management Center Alice Jones

- x Alice Jones gave a demonstration on how CareerLink can be used to recruit for graduate assistant positions. Council suggested that a category of “graduate administrative assistant” be added on the form where departments can post for openings and that a tab be added on the student’s search screen that would allow them to search specifically for graduate assistantships

## Forms and Policies Subcommittee

- x Graduate Assistantship Policy – Dr. Wojtowicz advised Council that changes were made