

**Graduate Administrators' Council (GAC)**  
**Minutes for Thursday, October 22, 2015**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

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**Attendees:**

Robert Wojtowicz, Chair

Missy Barber	Bill Heffelfinger	Humberto Portellez
Richardean Benjamin	Kiran Karande	Bryan Porter
Jane Dane	Katrina Miller-Stevens	Andres Sousa-Poza
Kevin DePew	Ravi Mukkamala	Mary Swartz
Shirshak Dhali	Steve Myran	Bonnie Van Lunen
Gail Dickinson	Chris Osgood	Eric White
David Earnest	Brian Payne	Corey van Vlymen

Members highlighted in italics were not present at the meeting.

**Approval of Minutes for Thursday, October 8, 2015**

- Minutes were approved as submitted

**Announcements**

- Graduate Administrators' Workshop – There was a good turnout for the Graduate Administrators' Workshop. The event was shorter this year. More brown bag events are planned to continue communication throughout the year.
- GSO Kickoff Meeting– The OGS will be having a kickoff meeting for the Graduate Student Organization today. Stephen Young has agreed to be the graduate student representative for the SGA.
- Linked Programs Meeting – October 29, 2015. This will be an information session for undergraduate students to learn more about linked programs.
- VCGS – Graduate Education Day at VCU, October 30, 2015. OGS will be attending and will bring three graduate students and two undergraduate students to the event.
- Brown Bag Series Event Electronic Theses and Dissertations, November 12, 2015, President's Dining Room, Webb Center. OGS will have the new ETD guide available for the meeting.
- Advanced Degree Luncheon Speakers should be identified by the next Graduate Administrators' Council meeting.

**Program Reviews Update**

- The program review schedule has been reset to a seven year schedule with a fall to spring cycle instead of every semester.
- Informational meetings have been held. A new ~~study~~ template was distributed.
- OGS has met with IE&A about the I: drive to modify the structure so that the process will be smoother this year.

