

Armstrong Atlantic State University
School of Graduate Studies
Minutes of the Graduate Council Meeting
Tuesday, September 10, 2002

The Graduate Council met at 2:30 p.m. in the Board Room of the Administration Building. Those in attendance: Sara E. Connor (chair) presiding, Marilyn Buck, Patricia Coberly, Maryellen Cosgrove, Jacquie Fraser, Marcella Hart, Christopher Hendricks, David Lake, Rod McAdams, Erica Nelson, Nikki Palamiotis, Joy Reed, Camille Stern, Sandy Streater, Elwin Tilson, Ed Wheeler, Ron Williams.

- I. The minutes from April 9, 2002 were approved.

- II. Election of Vice-Chair: The Graduate Council elected Dr. Jo Ann Coleman as Vice-Chair.

- III. Standing Committees:
 - A. Curriculum Committee – The Curriculum Committee did not meet during the summer 2002 semester.

 - B. Academic Policy and Student Affairs Committee – The Academic Policy and Student Affairs Committee will meet and elect a chair. Committee will advertise *Who's Who Among Graduate Students in American Colleges and Universities*.

 - C. Faculty Status and Activities Committee – Graduate Faculty Status will be reported at the October 8, 2002 meeting.

 - D. Student Appeals Committee – No Report.

- IV. Report from the Graduate Student Coordinating Council: Erica Nelson (Sports Medicine) reported.

Erica Nelson is in the process of creating a newsletter for graduate students, which will be available in the fall and spring semesters. Please send items for newsletter to Ms. Nelson at metamorphosis@arabic.com.

- V. Troubleshooting: As of September 10, the School of Graduate Studies will no longer register currently enrolled students. Students must register for classes through S.H.I.P. or through their major department. "Limited" students will have a hold placed in banner so that they cannot enroll for more than six (6) hours. Students will receive their pin numbers

for S.H.I.P. when they obtain their acceptance letters to the graduate program. This will help us to better accommodate late applicants and problems.

New Graduate Student Orientations will be offered three (3) times per semester. Nikki Palamiotis is currently working on a PowerPoint presentation to demonstrate the process of registering online.

Department heads and graduate coordinators are to set up a time to meet with Nikki Palamiotis to go over protocols for admitting late applicants to their degree programs.

The review process for IRB applications was discussed. The committee agreed that the review process should remain conservative, as some projects are more invasive than others.

VI. Announcements: All committees are to meet and elect a chair.

The next Graduate Council Meeting will be held October 8, 2002.

The meeting adjourned at 3:30 p.m.

Respectfully submitted,

Shannon Mastopoulos

srm/Grad Council Meeting/September10 2002 Minutes