

Armstrong Atlantic State University
School of Graduate Studies
Minutes of the Graduate Council Meeting
Tuesday, November 11, 2003

The Graduate Council met at 2:30 p.m. in University Hall Room 282. Those in attendance: Sara Connor (chair), Katherine Bennett, Marilyn Buck, Patricia Coberly, Maryellen Cosgrove, Christopher Hendricks, Sandy Streater, Joey Crosby, Barry Eckert, Sabitra Brush, Sergio DeAgostino, Elwin Tilson, David Lake, Daniel Skidmore-Hess, Jo Ann Coleman, , Jacquie Fraser, Ed Wheeler, and Evelyn Dandy.

- I. The minutes from October 14, 2003 were approved.
- II. Standing Committee Reports:
 - A. Curriculum Committee – Minutes of the November electronic meeting were approved.
 - B. Faculty Status and Activities Committee – A motion was approved to change the criteria for full graduate faculty status as shown on the attached page. After the motion passed, the following faculty members were approved by the council and granted Graduate Faculty Status:
 - Ray Tyler-Hashemi – Full Graduate Faculty Status
 - Alice M. Adams – Assistant Graduate Faculty Status
 - John Barbary – Assistant Graduate Faculty Status
 - C. Academic Policy & Student Affairs Committee – 32 Who's Who applications were received. Students will be notified prior to the ceremony if they are to receive an award in an effort to increase student attendance. Questions regarding the Graduate Student Appeals Committee were asked, Have they ever met? Where should appeals go? The Academic Unit or Graduate Dean. It was agreed that the Graduate Dean should facilitate graduate student appeals however, the appeals are first decided by the Academic Unit.
- III. Graduate Student Coordinating Council – No representatives from the GSCC were present to report. The Graduate Council unanimously agreed to endorse the return of Graduate Student Development Funds to the Graduate Office.
- IV. Announcements – Graduate Faculty Meeting will be held on 12/2/2003, UH 158 at 12:15pm. Agenda for this meeting will include: Candidates for December Graduation, Bylaws Change, Proposed Masters Degrees in C & I, and LPS, and above changes in Criteria for Graduate Faculty Membership.

The next Graduate Council Meeting will be held Tuesday, January 13, 2003.

Criteria for Graduate Faculty Membership

The following three categories are available for graduate faculty membership:

- (1) *Full graduate faculty status*
- (2) *Associate graduate faculty status*

- (3) *Assistant graduate faculty status*

FULL GRADUATE FACULTY STATUS

A faculty member with full graduate faculty status may:

- (1) *Teach graduate courses;*
- (2) *Chair and/or serve on thesis (reading)/practicum committees;*
- (3) *Chair and/or serve on comprehensive assessment committees;*
- (4) *Qualify for election to graduate council or other positions representing graduate faculty; and*
- (5) *Vote in all matters at the graduate faculty meetings pertaining to the School of Graduate Studies.*

Initial Appointment to Full Graduate Faculty Status

For initial appointment to Full Graduate Faculty status a faculty member must:

- (1) *Hold appointment as a full-time faculty member (tenure track) at the rank of Assistant Professor or above.*
- (2) *Possess an earned doctoral degree or terminal degree or documented competence in lieu of the above.*
- (3) *Have served a minimum of one year as an Associate Graduate Faculty member at Armstrong Atlantic State University, **OR HAVE FULL GRADUATE FACULTY STATUS OR EQUIVALENT AT PREVIOUS INSTITUTION.***
- (4) *Provide evidence of effective participation in graduate education from Category I*
- (5) *Scholarship documentation must be submitted with the initial application for full graduate faculty membership (ie journal articles, chapters in books, funded grant applications). This documentation will be returned to the faculty member after the application is reviewed.*
- (6) *Demonstrate achievement in scholarship. A minimum of three scholarly achievements from Category II. If, in the judgment of the applicant and/or the head of the academic unit and the college dean, a specific contribution should be given special consideration, this should be so indicated and well documented.*
- (7) *Provide evidence of professional service from Category III.*
- (8) *Be recommended by the faculty member's academic unit head and college dean.*

Category I: Graduate Education

Examples Include:

1. *Advisement of graduate students*

2. *Chair of thesis (reading)/practicum or service on thesis (reading)/practicum committees.*
3. *Chair or supervision of graduate level internships, practicum experiences or projects*
4. *Service on comprehensive assessment or thesis (reading) committees.*
5. *Service on faculty committees pertaining to graduate programs.*
6. *Development of graduate courses or programs.*
7. *Administration of graduate programs.*
8. *Other graduate education activities as indicated by academic unit head and college dean.*
9. *Demonstrated success as a teacher of graduate courses.*

Category II: Scholarship (a minimum of three activities)

Examples Include:

1. *Published articles (refereed)*
2. *Published articles (non-refereed but in your field)*
3. *Published books*
4. *Chapters in books*
5. *Monographs*
6. *Funded grants or projects*
7. *Presentations at state, regional or national meetings*
8. *Editorships/reviewer for refereed journals*
9. *Reviews of published books or manuscripts*
10. *Creative endeavor in the fine or performing arts (ie juried exhibits or performances, published musical scores, and films)*
11. *Software development*

Category III: Professional Service

Examples Include:

1. *Leadership in state, regional or national professional organizations as evidenced by:*
 - (a) offices held or committees chaired*
 - (b) membership on major committees*
 - (c) other (please list)*
2. *Community service activities including membership on advisory boards as well as participation in community agencies:*
3. *Workshops and consultations (Professional service activities applying one's discipline to specific community needs).*

Respectfully submitted,

Chris Hansen
Admin. Specialist