

Armstrong Atlantic State University
School of Graduate Studies
Minutes of the Graduate Council Meeting
February 13, 2007

The Graduate Council met at 2:30 p.m. in the Board Room, Burnett Hall.

I. The minutes from the December 12, 2006 meeting were approved.

II. Standing Committee Reports:

Curriculum Committee – No new Business

Graduate Faculty Status and Activities Committee – Approvals were granted for the following members:

<u>Name</u>	<u>Department</u>	<u>Status</u>
Mark Newell	History	Adjunct
Daniel Harden	Mathematics	Adjunct
Hans-Georg Erney	Languages, Literature, Philosophy	Assistant

III. Report from the Assistant VP:

- a) Discussed the Graduate School recruitment and marketing plan from October 2006. Other concerns from the floor included a recruitment and marketing budget, faculty involvement, and health insurance for Graduate Assistants. A meeting is scheduled with Dr. Whitford this week.
- b) Defined and discussed 6000 level courses with a motion and approval to strike 6000-6999 entry in Numbering System for Courses section of Catalog and make the 7000-8999 course entry read 6000-8999 ... and “Fifty percent of the graduate program of study must be completed at the 6000-8000 levels.”
- c) Discussed the move of IRB workshops to individual classrooms instead of biannual large group presentations. Coordinators please pass this on to departments. Workshops can be customized to meet the needs of the students/faculty.
- d) Discussed the upcoming external grant proposal writing workshops. These will work in the same manner as the IRB workshops and can be customized to meet the need of the requesting group including undergraduate sections.
- e) Discussed effort reporting requirements protocol.
- f) Announced financial aid availability to graduate students at 3 hours, summer semester, and 4 hours, fall/spring semester.

IV. Report from the director of Graduate Enrollment Services:

- a) Presented changes in brochures for departments.
- b) Announced the future availability of travel board for presentations at recruitment fairs and open houses.

V. Report from the Coordinator of Graduate Faculty Services:

- a) Sponsored Programs Web Site is now up.
- b) Control for changes is now with Faculty Services with setup for uploading scheduled for this week. Changes will be easier and faster to make resulting in a more up-to-date site. The look was able to be moved keeping the current appearance.
- c) Catalog changes are requested by February 28 to publish by the end of May. Trouble with large item changes should be directed to Faculty Services for assistance.

- d) Two versions of the catalog will now be available. The Official PDF version and an up-to-date MS Word version that is interactive with links to sites and sections. Please send requests for links to be added to Faculty Services.

VI. Report from the President of Graduate Student Coordinating Council:

- a) A motion to accept changes to The Constitution of the Graduate Student Coordinating Council was approved.

Respectfully submitted,

Anne Montgomery
Coordinator of Graduate Faculty Services