

**Armstrong Atlantic State University**  
**Minutes of the Graduate Affairs Committee**

April 14, 2009

Board Room, Burnett Hall at 2:30 pm

The Graduate Affairs Committee met at 2:35 pm in Burnett Hall, Room 125. The following members were present: Drs. Donna Brooks, Patricia Coberly, Elizabeth Crawford, Joey Crosby, Becky daCruz, Robert LeFavi, Mark Finlay, Christopher Hendricks, Stephen Jodis, Michael Mink, Anita Nivens, Patrick Thomas, Anne Thompson, and Pat Wachholtz.

Guests: Drs. Russell Watjen, Associate Vice President for Academic Affairs and Enrollment Services, Lorrie Spencer, Special Education, Christine Bild, GSCC, and Ms. Jill Bell, Director of Graduate Studies.

I. The minutes of the March, 10, 2009 meeting were approved as presented.

II. Subcommittee Reports

- Dr. Patricia Coberly, Chair, Graduate Faculty Sub-Committee. The names below were presented for approval by the GAC.

Name	Department	Status
Mr. Frank Katz	IT	Reappointment to Temporary
Dr. Michael Mahan	MGED	Reappointment Initial Associate
Dr. Reginia Rahimi	MGED	Reappointment Initial Associate

Motion was made and the names were approved to accept the recommendation of the committee for Graduate Faculty Status membership.

The Graduate Faculty Status Sub-committee proposes to change the terms and category levels of graduate faculty membership. After a brief discussion, it was recommended the item be tabled until the next GAC meeting. Members were asked to read the hand out provided (Principals, Categories, Criteria and Opportunities for Graduate Faculty Membership prepared by the Graduate Faculty Services Sub-committee, April 2009) and be prepared to discuss the draft. (A copy of the draft is attached)

- Dr. Kalenda Eaton, Chair, Graduate Curriculum Sub-Committee – No Items to submit for GAC approval. Curriculum items are pending. A GAC meeting in May is necessary.

III. Joey Crosby – Provided a hand out for the new Bursar's policy on payment of tuition and fees. Visa will not be accepted for payment of tuition. Visa will only be accepted for payment of fees and fines.

IV. Christine Bild –GSCC Representative – GSCC spring event cookout will be held Thursday, April 30, from 3 to 6 pm in Shearhouse Plaza next to the bookstore. The GSCC webpage is currently under construction. Funding request and forms for 2009 - 2010 will change. Students receiving funds will be asked to write about their experience. Their record of experiences will be to be kept on file and on the GSCC website. Grant Workshops are being planned. GSCC elections will be held in May for the coming year.

V. Jill Bell – Director of Graduate Enrollment Services – List of degree candidates (119) were distributed and after discussion and corrections noted, motion was made, seconded and approved to except the list of candidates pending completion of the requirements for their degrees. Ms. Bell discussed BOR economic waivers. Applications for waivers are awarded every year at the beginning of fall semester.

VI. Other Business

– Sub-Committee Membership:

Members were asked to think about options on how to choose At-Large members and sub-committee members for next term and a system within those committees for member rotation. Drs. Coberly, Eaton, Kraft are asked to prepare a list of members who have served on committees for the last five years for the May meeting. After discussion, Motion was made, seconded, and approved to elect sub-committee chairs and committee members from those who serve on the Graduate Affairs Committee.

– Dr. Hendricks announced that the By-Laws were accepted by the faculty senate.

A special called meeting will be held Tuesday, May 5, 2009.

Meeting adjourned at 2:58 pm  
Respectfully submitted

Linda C. Hansen  
Attachments

**Principles, Categories, Criteria and Opportunities:  
Graduate Faculty Membership  
(April, 2009 DRAFT)**

# **Armstrong Atlantic State University**

## **Principles, Categories, Criteria and Opportunities: Graduate Faculty Membership (April, 2009 DRAFT)**

### **A. Principles**

1. Consistent with SACS requirements and faculty credential guidelines, full- and part-time faculty who teach post-baccalaureate or graduate courses must be fully qualified to carry out effective graduate-level instruction. Except in unusual cases, these faculty members should hold the earned doctorate/terminal degree in the teaching discipline or a related discipline. Exceptions require a detailed letter of justification written by the department head assigning the faculty member to teach a graduate course and must be approved by the college dean. The letter must specify a faculty member's special experience or other indicators of instructional competence at the graduate level and append appropriate documentation, including student teaching evaluations of the most recent AASU graduate course taught, if one has been taught. The letter of justification and documentation will be kept on file in the graduate office and a copy in the college dean's offices.
2. Department Heads must ensure that any full- or part-time faculty member assigned to teach a graduate course holds graduate faculty status.
3. Department Heads, consistent with the mission of the department and needs of the graduate program(s) being supported, should assign graduate faculty holding full or associate graduate faculty status to teach graduate courses on a regular basis.
4. Graduate faculty holding full or associate graduate faculty status should actively engage in an ongoing scholarly agenda as described by each category.
5. Graduate faculty holding full or associate graduate faculty status are strongly encouraged to participate in graduate faculty governance. Those full-time faculty holding provisional graduate faculty status may participate in limited graduate faculty governance at the department and college level.

6. In annual faculty evaluations, retention/tenure/promotion recommendations, salary raise recommendations, and in post-tenure review, department heads should accord proper weight to workload issues stemming from a graduate faculty member's graduate education efforts, which include, but are not limited to the following: graduate course instruction, graduate program coordination, graduate course or program-of-study creation, thesis committee work and comprehensive examination evaluation, graduate internship/practicum supervision, graduate advisement, graduate admissions and graduate student appeals duties, and participation in graduate faculty governance.

#### B. Categories and Terms of Membership on the Graduate Faculty

Graduate faculty status at Armstrong Atlantic State University may be held in one of three categories: Full, Associate, or Provisional. These categories entail, in order, functionally reduced sets of graduate education opportunities (defined below) and remain conceptually distinct from the professorial ranks that apply to all AASU faculty members (Professor, Associate Professor, Assistant Professor, *etc.*). Thus, for example, a full-time AASU faculty member may hold the rank of Professor, but at the same time hold associate graduate faculty status. *Full graduate faculty* members are appointed for an indefinite period, but will undergo careful status review upon receipt of an "Unsatisfactory" or "Improvement Needed" rating on Post-tenure Review. *Associate graduate faculty* members are appointed for five years and may be reappointed to that status an unlimited number of times, provided they continue to meet the criteria set out below for that status. *Provisional graduate faculty* members are appointed for one year, and may be reappointed to that status an unlimited number of times, provided they continue to meet the criteria set out below for that status. Provisional graduate faculty members who are full-time faculty, moreover, enjoy substantially broader graduate education opportunities than those part-time.

#### C. Criteria/Graduate Education Opportunities by Status Category

*Full graduate faculty status: Criteria for appointment*

To be considered for appointment or reappointment to Full graduate faculty status, a faculty member must:

1. Hold the doctoral degree in an appropriate discipline or, in disciplines/ areas which do not have such credentials, an appropriate terminal degree.
2. Hold a tenure-track position at the professorial rank of professor, associate professor, or assistant professor in a department which presently offers a graduate degree or graduate courses.
3. Demonstrate excellence in classroom teaching at the graduate level and/or senior undergraduate level. Such evidence is provided through the Department Head evaluations of teaching, peer/colleague evaluations, student evaluations, and/or letters of support from those having knowledge of the faculty member's teaching methods.
4. Publish scholarly papers and/or engage in creative endeavors, as appropriate to the discipline, during the previous five years. Normally, evidence of such activities includes publication of at least one article/major essay/selection of short stories or poems in appropriate journals/books or publication of one scholarly book. The quality of the journal/publisher and the nature of the publication must be considered. In addition, externally-funded research grants may be considered evidence of scholarly productivity. In the arts, the evidence may be demonstrated by one or more creative activities (solo performances, featured performances, or juried exhibits). The quality of the creative activity must be considered.
5. Present scholarly papers at professional meetings of appropriate organizations during the previous five years. Both the nature of the organization (whether, *e.g.*, state, regional, or national) and the type of presentation (whether, *e.g.*, research paper or poster/panel presentation) must be considered. In the creative arts, those activities that are not juried or reviewed by peers and are more local in scope might be considered evidence of professional presentation.
6. Provide evidence of professional involvement and/or service in an appropriate discipline during the previous five years. This involvement/ service is demonstrated through attendance at professional meetings and with greater weight by membership on professional committees, holding office in professional organizations, serving as an editor or reviewer for a professional journal or publisher, serving as a judge or on a jury for artistic work, and/or chairing sessions/panels at professional meetings. Professional

service may also be demonstrated through discipline-related consultantships in appropriate organizations or agencies.

7. Provide service to graduate programs during the previous five years. Service may be indicated by several types of activities: teaching graduate courses, advising graduate students, administering graduate programs, creating/grading comprehensive examinations, chairing or serving on thesis or graduate student admissions/appeals committees, creating graduate courses or programs of study, chairing or serving on college-wide or university-wide committees devoted to graduate education issues, obtaining externally-funded grants which involve or support graduate programs, and advising graduate internship/practicum experiences.

*Full graduate faculty status: Graduate education opportunities*

Full graduate faculty members may:

1. Teach graduate courses
2. Chair or serve on thesis committees
3. Chair or serve on comprehensive examination committees
4. Direct graduate internships/practica
5. Chair or serve on department/college graduate admissions and graduate student appeals committees
6. Chair or serve on the Graduate Affairs Committee and GAC subcommittees
7. Serve as a Graduate Program Coordinator

*Associate graduate faculty status: Criteria for appointment*

To be considered for appointment or reappointment to Associate graduate faculty status, a faculty member must meet Criteria 1 – 3 listed under criteria for full graduate faculty status, as well as two or more of Criteria 4 – 7.

*Associate graduate faculty status: Graduate education opportunities*

Associate graduate faculty members may:

1. Teach graduate courses
2. Chair or serve on thesis committees
3. Chair or serve on comprehensive examination committees
4. Direct graduate internships/practica
5. Chair or serve on department/college graduate admissions and graduate student appeals committees
6. Serve on the Graduate Affairs Committee and chair or serve on any GAC subcommittee
7. Serve as a Graduate Program Coordinator

*Provisional graduate faculty status: Criteria for appointment*

To be considered for appointment or reappointment to Provisional graduate faculty status, a faculty member must meet Criterion 1 listed under criteria for full graduate faculty status (or have a strong justification letter on file), as well as Criterion 3. Provisional graduate faculty additionally meeting Criterion 2 should consult with their department head to frame a professional development plan designed to assure appointment to associate or full graduate faculty status as soon as possible.

*Provisional graduate faculty status: Graduate education opportunities*

Provisional graduate faculty members who are *full-time* faculty may:

1. Teach graduate courses
2. Serve on thesis committees
3. Serve on comprehensive examination committees
4. Direct graduate internships/practica
5. Chair or serve on department graduate admissions, curriculum, and



student appeals committees.

6. Upon approval by the college dean, chair or serve on college graduate-related committees
7. Upon approval by the college dean and the Graduate Affairs Committee, chair or serve on GAC subcommittees

Provisional graduate faculty members who are *part-time* faculty may:

- Teach graduate courses

New tuition/fees payment process

Impact on graduate students

-----Original Message-----

From: Student accounts <Student.accounts@armstrong.edu>

To: students@mailman.armstrong.edu

Sent: Wed, 1 Apr 2009 5:39 pm

Subject: Important Notice from the Bursar's Office

Dear Students:

The Bursar's office has completed the training involved for making payments on the web towards your student account. These changes will take place on April 2, 2009 as soon as the conversion is made from the old system to the new one.

Change One.

Paying by Credit Card on the Web.

Credit card payments for tuition and related fees, housing, and meal plans will be accepted only online. The University will no longer accept credit card payments in person, via the fax, or over the telephone. By that, we mean we will not be able to swipe your card.

AASU has contracted with a third-party vendor to accept credit card payments ONLINE with a service fee of 2.75 percent (%) with a minimum \$3.00 fee. You will be able to go online and pay from home as you do now, or come in and pay online in the Bursar's Office in Burnett Hall.

This new system will now allow you to pay with MasterCard, DiscoverCard, and American Express. Visa is not a participant in this arrangement and will not be an option.

You will be able to pay for graduation fees, testing fees and tickets in person and use your Visa card for those services only in Burnett Hall, not on the web. You can also use American Express, DiscoverCard and MasterCard.

Change Two.

Paying by Check ONLINE

You will now be able to go ONLINE as before, but will also have the option to pay by check ONLINE. This new system is called WebCheck. If you choose to pay by check ONLINE, you will need your bank routing number, bank account number, and a check number. You will also need to know your student id#, before using this option.

If you need help with these new services, please call 912-344-3243 and ask for help so that we can assist you or come into the Bursar's office for help.

Sandy Randall  
Bursar