

Armstrong Atlantic State University
Minutes of the Graduate Affairs Committee

January 13, 2009

Board Room, Burnett Hall at 2:30 pm

The Graduate Affairs Committee met at 2:30 pm in Burnett Hall, Room 125. The following members were present: Drs. Patricia Coberly, Shelley Conroy, Pamela Harwood-Bedwell, Donna Brooks, Becky daCruz, Jose daCruz, Mark Finlay, Christopher Hendricks, Robert LeFavi, Michael Mink, Dennis Murphy, Anita Nivens, George Shields, Ed Strauser, Patrick Thomas, Anne Thompson, Patricia Wachholz, and Christine Bild. Guest: Jill Bell, Director of Graduate Studies.

Announcements:

John Kraft, Member-At-Large, is now the director of the MALPS Program.
Dr. Jose daCruz is the Member-At-Large representative for the GAC council.

Christine Bild is the representative for the Graduate Student Coordinating Council.

I. Minutes from November 11, 2008 meeting were approved after changing VI to VIII and clarification of what the deans were charged to do. VIII now reads: The Deans will be charged with developing strategies for routing college curriculum material through their respective colleges. Motion was made, seconded and the November 11 minutes were approved.

II. Subcommittee Reports

Dr. Patricia Coberly – The Graduate Affairs Sub-Committee will meet January 14 to clear up inconsistencies with website, forms and the process of submitting graduate faculty membership applications. A detailed report will be made at the GAC meeting in February.

Dr. Pamela Harwood-Bedwell – reported that CSCI 7835 has been approved by Graduate Curriculum Sub-committee. Course description will be provided at the GAC meeting in February.

IV. Revision of the Graduate Affairs Committee Bylaws – Joey Crosby

- Motion was made, seconded and the 1st reading of By-Law Revision Guideline was approved.

V. Graduate Review Committee Report – Chris Hendricks

- After discussion, it was motioned, seconded, and approved to request the original document prepared by Joseph Weaver for the Graduate Review Task Force be revisited.

VI. Graduate Student Coordinating Council – Christine Bild

- A representative from the nursing department is needed for the Graduate Student Coordinating Council.
- Jewell Anderson, Reference Librarian, is preparing a workshop for Graduate Students.
- The GSCC will be meeting the 1st week of February to discuss funding.
- Tutorial services will be put into place once a tutor is hired.

VII. Graduate Enrollment Services – Jill Bell

- Unofficial numbers of enrollment on first day of registration are 10 ½ % more than spring 2008.
- The Office of Graduate Studies has been able to keep up with the demand of processing applications possibly due to the extended application deadline.

VIII. Report from Associate Vice President of Academic Affairs – Dennis Murphy

- Asked the committee to continue to think about what it means to hold graduate faculty status.
- Asked for a volunteer to chair the Graduate Curriculum Committee or recommend someone for the position.

IX. Other Announcements

- Dr. Hendricks informed the GAC committee members that there is a problem with student's transcripts. Grades are being excluded rather than included for repeated courses in all disciplines. Jill Bell noted that the graduate office is manually processing transcripts with the problem. She is asked to notify Greg Anderson, Interim Registrar, of the problem.
- Dean Wachholz noted that fees are the same for graduate students taking one or more than one course.

Meeting adjourned at 3:40 pm

Respectfully submitted

Linda C. Hansen

Attachments

Graduate Affairs Committee

Charge: The Graduate Affairs Committee, serving as the official representative of the Graduate Faculty, will exercise jurisdiction over all matters related to graduate-level programming at Armstrong Atlantic State University.

Duties: The committee shall:

1. act on behalf of the Graduate Faculty except as specified elsewhere in the Bylaws;
2. develop, implement, review, and keep current all policies and procedures affecting graduate-level recruitment, admissions, progression through programs, retention, and graduation;
3. approve the list of graduate students for fall and spring commencements;
4. receive reports from the Graduate Student Coordinating Council;
5. establish and maintain the following subcommittees, and receive and act upon their recommendations:
 - o Graduate Faculty Status Subcommittee
 - o Graduate Student Appeals Subcommittee
 - o Graduate Curriculum Subcommittee
6. report to the Senate regarding all matters related to graduate school programming;

Meetings: Regularly scheduled meetings shall convene during fall and spring semesters during the academic year, at least once per month from August to April. Special meetings may be called by the Vice President for Academic Affairs, the Associate Vice President for Academic Affairs, or the Chair of the committee in consultation with the membership.

Reports: Upon approval of the minutes from each meeting, the committee will report its actions to the Senate, including all actions originating from its various subcommittees.

Membership: The committee will be composed of one graduate faculty member with associate or full graduate faculty status from each free-standing graduate degree program and two at-large members with from disciplines not otherwise represented. The chief officer of the School of Graduate Studies, Academic Deans (or their designees), and the Advisor to the Graduate Student Coordinating Council serve as ex officio, non-voting members of the committee.

Graduate Faculty Status Subcommittee

Charge: The Graduate Faculty Status Subcommittee will make recommendations to the Graduate Affairs Committee regarding the granting of graduate faculty status.

Duties: The subcommittee shall submit recommendations concerning, and after review of, proposals for categories of graduate faculty status, for appointment criteria in each category, for procedures whereby graduate faculty applications are reviewed by the subcommittee, and for graduate faculty applications submitted in accordance with adopted policies and procedures.

Meetings: Monthly (August – April) during the academic year, unless otherwise specified or required.

Reports: All subcommittee recommendations are reported to the Graduate Affairs Committee for approval.

Membership: The subcommittee will be composed of five members with associate or full graduate faculty status as approved by the Graduate Affairs Committee membership.

Graduate Student Appeals Subcommittee

Charge: The Graduate Student Appeals Subcommittee will make recommendations to the Graduate Affairs Committee involving graduate student academic appeals issues.

Duties: The subcommittee shall develop and submit recommendations to the Graduate Affairs Committee concerning policies and procedures for graduate student appeals, supervise the formal adjudication of any such appeals, and serve in an advisory capacity to the Academic Appeals Committee of the Faculty Senate.

Meetings: As needed or requested by the Chair of Graduate Affairs Committee

Reports: All subcommittee recommendations are reported to the Graduate Affairs Committee.

Membership: The subcommittee will be composed of five members with associate or full graduate faculty status as approved by the Graduate Affairs Committee.

Graduate Curriculum Subcommittee

Charge: The Graduate Curriculum Subcommittee will make recommendations to the Graduate Affairs Committee involving graduate curriculum issues

Duties: The subcommittee shall make recommendations concerning general curricular policies and procedures, consider all proposals for new graduate degrees, programs, majors, and courses, and review all actions of college and university curriculum committees pertinent to graduate education.

Meetings: Monthly (August – April) during the academic year, unless otherwise specified or required.

Reports: All subcommittee recommendations are reported to the Graduate Affairs Committee for approval.

Membership: The subcommittee will be composed of seven members with associate or full graduate faculty status as approved by the Graduate Affairs Committee, one of which will be appointed as chair from among the membership. Subcommittee membership is structured as follows: one member from the College of Health Professions, one member from the College of Liberal Arts, one member from the College of Science and Technology, two members from the College of Education, and two at-large members that must come from academic units that directly support graduate education.