

**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 1<sup>st</sup> 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 1<sup>st</sup> 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