

Armstrong Atlantic State University
Graduate Affairs Committee
Minutes of November 10, 2009
Burnett Hall, Room 125

Members present: Drs. Christopher Hendricks, chair, Elizabeth Crawford, Joey Crosby, Becky da Cruz, John Kraft, Robert LeFavi, Robert Loyd, Michael Mink, Anita Nivens, Regina Rahimi, Anne Thompson, Ellen Whitford, Russell Watjen, Deans Laura Barrett, Shelley Conroy, Patricia Wachholz, Assistant Dean Stephen Jodis, and Ms. Jill Bell.

Guests: Ms. Sandra Holseth, Ms. Melanie Mirande, Ms. Phyllis Panhorst, Pam Magluilo, and Mr. Andy Clark

I. Call to Order. The meeting was called to order at 2:35 PM by Dr. Hendricks, Chair.

II. The minutes of October 20, 2009 meeting were approved as presented.

III. Committee Reports:

Graduate Curriculum: Dr. Nivens distributed the minutes of the committee's meeting of October 30. Block of Items were presented and approved by adding *Expression* to the title on Item # 4 and adding the friendly amendment "*Field Experience Required*" for item #'s 5, 9, and 10. Revised GCC Items will be forwarded to Faculty Senate as a report for final approval by the president. (Items are attached to these minutes)

Graduate Faculty Membership: Dr. Robert Loyd presented three applications for Graduate Faculty Status approved by the committee. (List is attached to these minutes)
Dr. James Brawner has agreed to serve on the subcommittee.

Graduate Appeals: No Report

- There were no actions required of the committee.

VI. Old Business:

(a) Faculty Senate by-laws committee approved the Graduate Affairs Committee changes to the by-laws. The committee has requested that the term "*subcommittee*" be changed for clarity. Several terms were suggested such as division. Drs. Kevin Hampton, Greg Knofczynski, Christopher Hendricks, and Ellen Whitford will meet to discuss the terminology. Final approval is on hold before going to the Senate.

(b) Out-of-State Waiver Report – Dr. Russell Watjen provided a handout on how International and Superior Out-of-State waivers are distributed. There are 15 graduate waivers (5PH, 2 CS, 3 HS, 2 MAT, and 3 SPMED for a total of 15). Currently, students who hold a waiver, reapply, continue to meet the criteria, and maintain an institution undergraduate 2.5 and graduate 3.0 GPA will continue to receive the waiver. Proportional distribution of waivers is determined by enrollment. Actual distribution of waivers is determined by the president. (The handout is attached to these minutes)

Questions and discussion followed: How should waivers be awarded? How can waivers be used for recruitment? How can waivers be determined and how many waivers are available each year? Currently, the waiver policy is good for 4 years and for one degree. How can waivers be made available since they are continuous and only a few become available as students graduate.

As a recruitment tool, recruiters could make students aware that waivers are available. A proposal for graduate waiver programs was requested.

(c)Graduate Assistants: Ms. Melanie Mirande distributed a handout providing information on how graduate assistants are broken down by colleges and departments. It was requested that colleges and departments be notified of students within their respective major who receive an assistantship since some colleges and departments do not allow students to hold assistantships at certain levels. Currently there are 51 graduate assistants. Suggestion was made for home departments be notified of students obtaining an assistantship, as well as graduate assistants get recommendations from their home department before placement. A proposal for selection is forthcoming. The dollar amount for graduate assistantships may need to be increased for recruiting purposes.

V. New Business:

Saundra Holseth, representing the GSCC reported that the new brochure is complete and the GSCC is putting together packets to let students know about the GSCC and the campus. Letters have been sent out the department heads for graduation requirements to let students know the specifics of departments as they come on campus. GSCC funds reimburse students for travel, research, and thesis work.

VI. Report from Director of Graduate Enrollment Services: Jill Bell thanked everyone for their condolences. Applications are up-to-date on processing. Packets should be going out shortly. Web-site continues to evolve and departments will be contacted individually. Graduation is now handled by the registrar's office. Pam Magluilo was introduced as point of contact for the process. Deadline for approval of graduation list is due the end of the week. Motion was made to approve the graduation list presented with one addition, provided that degree candidates meet all requirements. Motion was made, seconded, and the list was approved. (List is attached to these minutes)

VII. Remarks: Dr. Ellen Whitford asked for clarity of motion made at the Faculty Senate with regards to Graduate Faculty Membership being approved at the department level. Committee members confirmed that the point of discussion had not been presented to the Graduate Affairs Committee or the Graduate Faculty Subcommittee.

In the regards to graduate processes – Dr. Whitford asked if there were an orientation for graduate students. SACS does require an orientation for students. It was noted that due to poor attendance previous orientations were not well attended and the orientations were dropped. It was suggested that on-line orientations and departments hold their own program specific orientation, as well as hold orientations in the fall at the Armstrong Center.

Dr. Whitford announced that AASU is going from level three (3) to level five (5) classification, and will be able to offer three additional advanced degrees in the future. The SACS site visit will be focus on integrity of programs, quality, and the viability of graduate programs to determine authorization to offer next level. A report needs to be put into place to include admissions, program structure, and the processes to fix any problems and identify gaps before the SACS visit. Andy Clark distributed a Commission on Colleges handout. (The handout is attached to these minutes) The visit must be completed within 18 months. The main focus of the SACS review will be on the graduate programs and their ability to offer the next two levels of instruction. Leadership teams will provide additional information to the Graduate Affairs Committee as it becomes available.

VIII. Announcements.

- All graduate forms need to be revised to reflect the changes in graduate studies. Dr. Whitford requested a notebook of forms.
- For the December degree candidates, thesis will be sent to the dean of their respective college. In-Progress grades and assessments are to be sent to Pam Magluilo in the registrar's office.
- Students who pay their graduation fee on-line or without their application are to inform the bursar's office what they are paying the fee for or it will be returned to them and their name may not be in the commencement brochure.
- The registrar is looking into an announcement regarding absolute deadlines.
- The Graduate Affairs Committee will meet Tuesday December 8, at 2:30 PM, in Burnett Hall, Room 125.

IX. Adjournment: The meeting was adjourned at 3:45 PM

Respectfully submitted,

Linda C. Hansen
Coordinator of Graduate Faculty Services