

Armstrong Atlantic State University  
Graduate Affairs Committee  
Minutes of September 8, 2009  
Burnett Hall, Room 125

Members present: Drs. Chris Hendricks, Chair, Donna Brooks, Patricia Coberly, Elizabeth Crawford, Joey Crosby, Becky da Cruz, John Kraft, Robert LeFavi, Robert Loyd, Andi Beth Mincer, Michael Mink, Anita Nivens, Ed Strauser, Guests: Dr. Ellen Whitford, Dr. Russell Watjen, Deans Shelley Conroy, Patricia Wachholz, Assistant Dean Mark Finlay, Ms. Jill Bell, and Ms. Phyllis Panhorst.

I. Call to Order. The meeting was called to order at 2:30 PM by Dr. Hendricks, Chair. Introduction of new members Drs. Maya Clark, Communication Sciences and Robert Loyd, Special Education.

II. The minutes of August 14, 2009 meeting were approved as presented.

III. Dr. Becky daCruz was nominated and elected to serve as Vice Chair of the Graduate Affairs Committee for the 2009-2010 academic year.

IV. Committee Reports:

Graduate Curriculum Committee: Dr. Nivens confirmed the members on the subcommittee and announced that the subcommittee will meet the last Friday of each month. Motion was made, seconded, and approved for Kalenda Eaton to represent the College of Liberal Arts on the GCC committee. In accordance with the By-Laws, Motion was made, seconded, and after discussion, a substitution motion was made, seconded, and approved for the GCC committee to have proportional representation of 2 members from HP, 1 member from Liberal Arts, 2 members from COE, 1 member from The College of Science and Technology, and 1 At-Large member for a total of 7 members.

Graduate Appeals Committee: Dr. John Kraft reported that the appeal subcommittee will be scheduled within the next two weeks. Dr. Kraft will confirm with Dr. Whitford and the GAC on how summer appeals will be conducted in the absence of subcommittee members during summer session.

Graduate Faculty Membership: Dr. Coberly presented a list of names for Graduate Faculty Membership. 28 applications were received, 19 Applications were approved, 8 applications were remanded, and 1 application was denied. Dr. Coberly confirmed six committee members serving on the GFM subcommittee. (List of approved names for graduate faculty status is attached to these minutes)

Dr. Hendricks asked committee members to review all procedure documents for correct language in an effort to reflect the current organizational structure.

V. Old Business:

- The faculty senate requested a revision of the By-laws. After discussion, it was agreed that the current language used does not reflect the GAC's mission. A change in the language used in the Mission Statement was made for clarity:
- The Mission statement will read: The Graduate Affairs Committee, serving as the official representative of the Graduate Faculty, and acting under the oversight of the President, will exercise jurisdiction over all matters related to graduate-level programming at Armstrong Atlantic State University.
- Meeting section will read: Regularly scheduled meeting will convene during fall and springs semesters at least once per month from August through April. Special meetings may be called by the Vice President for Academic Affairs or the Chair of the committee in consultation with the membership.
- Membership section will read: The committee will be composed of one graduate faculty member with associate or full graduate faculty status from each of the following graduate programs; early childhood education, middle grades and secondary education, adult education, special education, communication sciences and disorders, health services administration, public health, sports medicine, nursing, physical therapy, criminal justice, history, liberal and professional studies, and computer science. In addition, two additional at-large members will be included from disciplines not otherwise represented on this committee. The Vice President for Academic Affairs, Academic Deans (or their designees), and the Advisor to the Graduate Student Coordinating Counsel serve as ex-officio, non-voting members of the committee.
- Recommendations for editorial changes were also made.

Motion was made, seconded, and approved to accept the recommendations of the Graduate Faculty Status Subcommittee and to send the By-Law revisions to the GAC By-Law Committee for final approval.

VI. New Business:

- Update on Graduate Assistantships Guidelines will be presented at the next meeting
- Update on On-Line Plan for Out of State Wavier Recruiting will be presented at the next meeting.

VII. Graduate Student Coordinating Council – No Report

VIII. Report from Director of Graduate Enrollment Services: Jill Bell reported fall numbers are up by 13%, Web-Site is under review, and the graduate application is being revised.

IX. Remarks from Vice President for Academic Affairs and Dean of Faculty:

- Dr. Whitford answered questions from committee members and assured the members that the Graduate School will meet SAC requirements under the new structure.
- Board of Regents will not meet in September, The Mission Change for the Physical Therapy Program did very well in the reviews and once approval is received from the Board in October the Physical Therapy Program will be able to award two additional degrees.

X. Announcements.

- The GAC meetings are held on the 2<sup>nd</sup> Tuesday fall and spring semesters. Please check with your Chairs to make sure you are not scheduled to teach on Tuesdays @ 2:30 PM
- Due to Fall Break the Graduate Affairs Committee will meet Tuesday October 20, at 2:30 PM, in Burnett Hall, Room 125

XI. Adjournment: The meeting was adjourned at 3:21 PM

Respectfully submitted,

Linda C. Hansen  
Coordinator of Faculty Services