

Armstrong Atlantic State University
Graduate Affairs Committee
Minutes of August 14, 2009
University Hall 105

Members present: Drs. Chris Hendricks, chair, Carol Andrews, Donna Brooks, Patricia Coberly, Elizabeth Crawford, Joey Crosby, Becky da Cruz, Steve Jodis, John Kraft, Michael Mink, Anita Nivens, Ed. Strauser, Sandy Streater, Anne Thompson, Pat Thomas. Guests: Dr. Ellen Whitford, Dr. Russell Watjen, Deans Laura Barrett, Shelley Conroy, Patricia Wachholz, Assistant Dean Stephen Jodis, Ms. Jill Bell, and Ms. Phyllis Panhorst.

- I. Call to Order. The meeting was called to order at 3:00 PM by Dr. Hendricks, Chair. Introduction of members and special guests followed.
- II. The minutes of May 5, 2009 meeting were approved as presented.
- III. New Business:
 - The committee members nominated, voted, and elected Dr. Christopher Hendricks chair of the Graduate Affairs Committee for the 2009 - 2010 academic year.
 - The Graduate Affairs Committee will meet the 2nd Tuesday at 2:30 PM, In Burnett Hall, Room 125.
 - The faculty senate has requested a revision of the by-laws. A copy of the by-laws will be sent to members prior to the September 8th meeting.
- IV. Dr. Ellen Whitford discussed at length the restructure of the Graduate School. The restructure, moving and streamlining of positions will provide continued support to the graduate faculty and graduate programs. Editing of the graduate catalog and the process of providing graduate faculty status to graduate faculty has been moved to the Academic Affairs Office. This process will allow a closer working relationship with the university curriculum committee, graduate curriculum committee, and the graduate faculty status committee. Graduate Assistantships will also undergo changes in the near future to facilitate and put additional processes into place to strengthen graduate programs, as well as facilitate the growth of graduate programs. Dr. Russell Watjen announced the admissions office has begun assuming some of the former duties of the graduate office. These changes will allow the processes to flow more smoothly. The cross-training of employees will allow current personnel resources to be used more efficiently for marketing and recruitment purposes. More focus will be put on admissions and the admissions process. The graduate office will be focusing more on recruiting.
- V. Report from Director of Graduate Enrollment Services: Jill Bell reported all applications were up-to-date on processing. Fall enrollment numbers are up.
- VI. Adjournment: There being no further announcements.
The meeting was adjourned at 3:48 PM

Respectfully submitted,

Linda C. Hansen
Coordinator of Faculty Services