

Armstrong Atlantic State University  
**Minutes of the Graduate Affairs Committee** (amended)  
October 5, 2010, 2:30 PM  
Board Room, Burnett Hall

The Graduate Affairs Committee met at 2:30 p.m. in the Board Room, Burnett Hall.

Present: Carol Andrews, Laura Barrett, Jill Bell, Donna Brooks, Andy Clark, Maya Clark, Patricia Coberly-Holt, Joey Crosby, Judy Ginter, Giles Gonnsen, Chris Hendricks (Chair), John Hobe, Stephen Jodis, John Kraft, David Lake, Pam Mahan, Regina Rahimi, Bryan Riemann, Joan Schwartz, Sandy Streater, Don Stumpf, Anne Thompson

- I. The minutes from the September 14, 2010 meeting were approved.
- II. Subcommittee Reports
  - A. The Graduate Curriculum Subcommittee met on September 24<sup>th</sup> (see Attachment A). All items approved by the Graduate Curriculum Subcommittee were approved by the GAC. Judy Ginter distributed a template and time line for renumbering courses (see Attachment B). The GAC made recommendations for 5000 U/G course definitions (see Attachment C).
  - B. Graduate Faculty Status Subcommittee met on October 4<sup>th</sup> (see Attachment D) The Subcommittee recommendations were approved by the GAC. New forms for application for graduate Faculty Status will be sent and available through the Deans via Dr. Hendricks, with posting on the Graduate Studies website.
  - C. Graduate Student Appeals – no appeals are pending.
- III. Bylaws

The current subcommittee terminology has been discussed by Dr. Hendricks, Dr. Kraft, and Dr. LeFavi. As graduate committees have membership in the graduate faculty, the recommendation was made to use the term “committee” rather than “subcommittee.” The GAC Bylaws will use the term “committee.” Decisions made by the GAC will be sent to the Senate as informational items. The committee voted to approve the changes.
- IV. Two C Policy Review

Dr. Kraft distributed current catalog entries (see Attachment E) and discussed issue with policy when student appeals course grade (they would be allowed to continue in courses while appeal goes through). The GAC approved a motion to allow the Two C policy to begin with fall term 2010, so that previous grades do not penalize students. The committee voted to approve this policy.
- V. Coordinator Compensation

Senate President charged the GAC to investigate the issue of compensation for graduate coordinators. Dr. Hendricks appointed an ad hoc committee and charged coordinators to

query compensation at similar Georgia programs, including information concerning the number of students and duties, by November 1; this information will be brought back to the GAC.

Members of the ad hoc committee are Maya Clark, Ray Hashemi, Becky da Cruz, Regina Rahimi, Joan Schwartz, Chris Hendricks, Bryan Riemann, and Stephen Jodis.

VI. GSCC—Giles Gonnsen

Giles Gonnsen was introduced as the new president of the Graduate Student Coordinating Council. He brought questions from the GSCC concerning course hour limits in each semester (spring, fall and summer). The GAC members pointed out that summer was too condensed to be successful with a 12-hour course load. Mr. Gonnsen also had questions about WebCT training and was given information about availability of training at the WebCT site. Mechanisms of disseminating this information to other students were discussed.

VII. Report from Dr. John Kraft, Interim AVP, Academic Affairs

Dr. Kraft expressed appreciation for the work to be done by the compensation ad hoc group. He has also met with the graduate coordinators in the COHP and is planning to meet with all colleges. He affirmed that he is available to assist the coordinators as needed.

Dr. Thompson reported that the Strategic Planning and Resource Council has included the importance of graduate studies in the vision statement and strategic directions. Also, a SACS Substantive Change team will be on campus on October 25-26 to review the Doctor of Physical Therapy program.

VIII. Jill Bell

Graduate Admissions information is up to date in all areas and has been relayed to the coordinators. She also reports that a Banner upgrade will take place on November 18 that will take a few weeks to fully implement, with service interruptions during that time.

IX. Other

Judy Ginter: Kathy Platt will now be coordinator for program status, registrar's office. The attendance policy was also discussed, with possibilities of streamlining the process for faculty.

With no further business, the meeting was adjourned at 4:00.

Respectfully submitted,

Bryan Riemann

**ARMSTRONG ATLANTIC  
STATE UNIVERSITY**

Graduate Curriculum Subcommittee  
University Hall 282  
Minutes, September 24, 2010

**PRESENT:** Carol Andrews, Allison Belzer, John Hobe, Anita Nivens, Regina Rahimi(Chair), Elwin Tilson, Phyllis Panhorst (Catalog Editor)

**ABSENT:** Ashraf Saad

**GUESTS:** Jill Bell, Judy Ginter, John Kraft

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**CALL TO ORDER.** The meeting was called to order at 2:15 p.m. by Dr. Regina Rahimi

**APPROVAL OF MINUTES.** The minutes of April 30, 2010 were approved as presented.

**SECTION I. Items Approved**

The following items were discussed and approved by the committee and are being sent forward to the Graduate Affairs Committee.

I. College of Education (no items)

**II. College of Health Professions**

A. Communication Sciences and Disorders (no items)

**B. Health Sciences**

**1. For Information Only:** At the February 10, 2010 meeting of the UCC, the Department of Health Sciences created a new course, SMED 5020 U/G Movement and Posture Assessment and Exercise. They have since determined that this number has been used before. Administrative approval was granted to change the number to SMED 5065 U/G. This item is included in the agenda to document the change.

C. Nursing (no items)

D. Physical Therapy (no items)

**III. College of Liberal Arts**

A. Art, Music, & Theatre (no items)

B. Criminal Justice, Social, & Political Science (no items)

C. Economics (no items)

D. Gender and Women's Studies (no items)

**E. History****1. Create the following course:****HIST 5490U/G TOPICS IN EUROPEAN INTELLECTUAL AND CULTURAL HISTORY****3-0-3****Undergraduate Prerequisites: HIST 1111 or HIST 1112****Graduate Prerequisite: none****Description: Study of the evolution of ideas in European history such as liberty, nationalism, or equality, emphasizing primary sources and varied historical interpretations. May be repeated as topics vary.**

Rationale: The course expands coverage of Europe, and its particular focus is underrepresented in the history department. In addition to fulfilling undergraduate requirements, graduate students will have to demonstrate fluency with primary sources and a solid understanding of historiography via additional papers and class presentations. It will replace HIST 3560.

**Effective Term: Fall 2011****CURCAT:****Major Department: History****Can course be repeated for additional credit? Yes****Maximum number of Credit Hours: 6****Grading Mode: normal****Instruction type: lecture****Course equivalent of HIST 5490U: HIST 3560****2. Delete the following course:**~~**HIST 5470U/G FRENCH REVOLUTION AND NAPOLEON**~~~~**3-0-3**~~

Rationale: The attention to France in this course is superseded by the creation of the new HIST 3390, which allows students to study a longer period of French history.

**Effective Term: Fall 2011**

**3. Change the course description and undergraduate prerequisites for the following:**

HIST 5700U/G: American Material Culture

**Undergraduate Prerequisite:** one course in American history or permission of instructor ~~or department~~

Graduate Prerequisite: unchanged

**Description:** Introduction to the ~~study of North American and Caribbean culture, ordinarily focused on the eighteenth and nineteenth centuries. Architecture, cemeteries, landscape, dress, music, art, foodways, status, gender, and ethnic identifiers may provide examples~~ **methods of material culture analysis and key groups of American artifacts. Topics covered may include furnishings, fashion, cemeteries, industrial design, and consumerism.**

Rationale: Adding a course in American history to the undergraduate prerequisite ensures that students will have the fundamental knowledge required to succeed in the course. The new description more accurately reflects the current content of the course, clarifying the emphasis on research methods and delineating the specific areas of focus.

**Effective term: Fall 2011**

F. Languages, Literature, & Philosophy (no items)

G. Liberal and Professional Studies (no items)

IV. College of Science and Technology (no items)

## **SECTION II. Other Business**

### **A. Timeline for course renumbering (See Attachments 1 and 2).**

Ms. Judy Ginter distributed a draft timeline for course renumbering (see Attachment 1). The target date for full implementation is Fall 2012, but there are some intermediate dates that need to be determined, with the help of the subcommittee. The dates below that were not on Attachment 1 were developed during discussion.

The first step is to deactivate in Banner and delete from the catalog (if not done already) any classes that are no longer being taught. Ms. Ginter is requesting a list of these courses from the various departments. Ms. Ginter is asking that they be sent to her by October 15. She will provide the subcommittee with the list so that it can be put on the agenda for the meeting on November 19.

Once these courses are officially inactivated, Ms. Ginter will send a list of only the active courses to the departments for consideration for renumbering, according to the guidelines on Attachment 2. This would be done by January 15, 2011. There was discussion of the best way to avoid using numbers that have already been used. It was agreed that it would be useful if Ms. Ginter would make suggestions for the renumbering, to at least provide a starting place. The

departments could change these if they feel other numbers or sequences would be more appropriate to their programs.

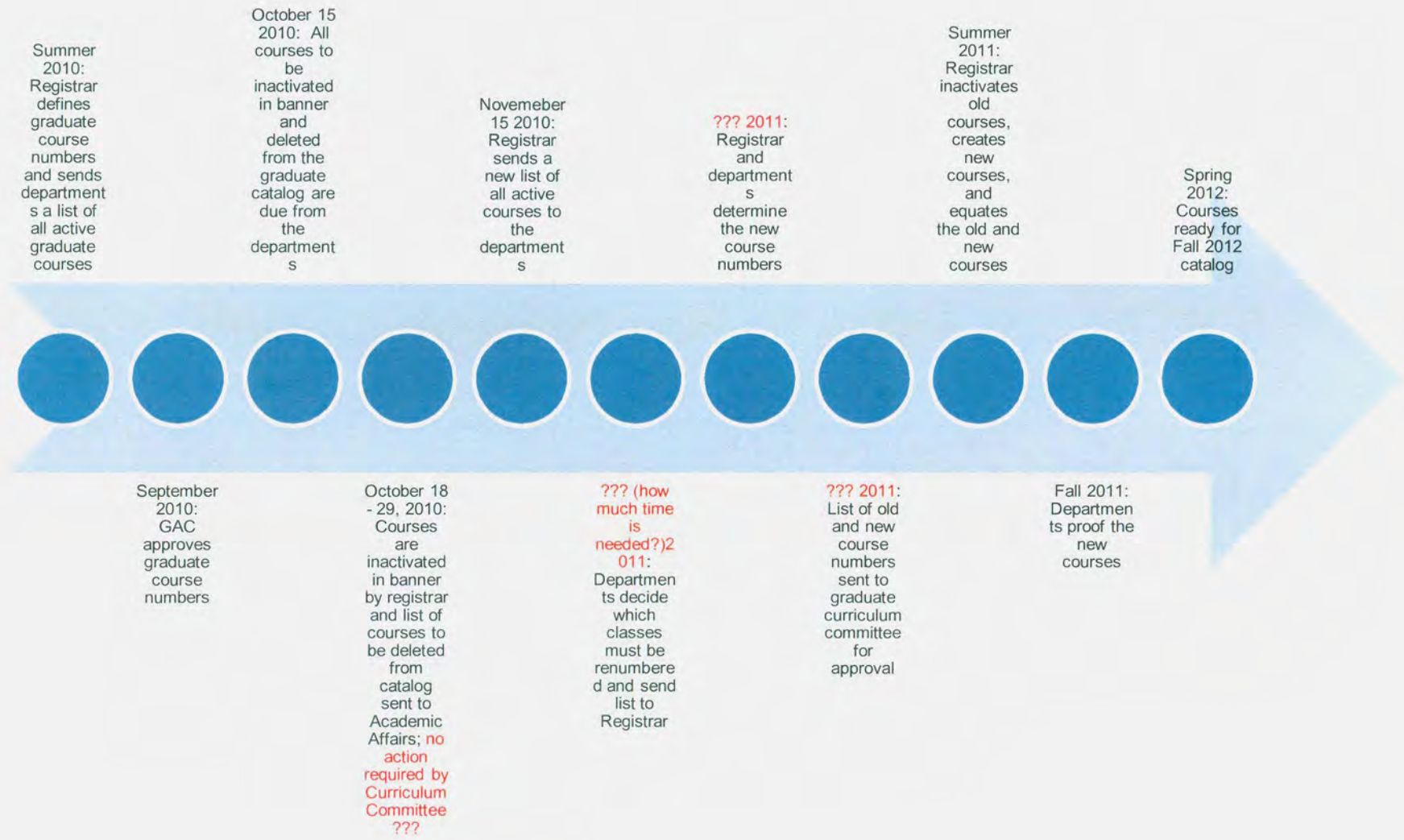
The departments would be asked to get their draft renumbered lists back to Ms. Ginter by March 15, 2011. The goal would be to finalize the renumbering by May 15, 2011. The renumbered courses would come to the Graduate Curriculum Subcommittee at their first meeting in Fall 2011. This should allow plenty of time for the renumbering to go on to the Graduate Affairs Committee and through the rest of the approval process in order to go into effect for Fall 2012.

It was moved, seconded to accept the proposed timeline. The motion was approved.

**ADJOURNMENT.** The meeting was adjourned at 2:39 p.m.

Respectfully submitted,

Phyllis L. Panhorst  
Catalog Editor



## Graduate Course Numbers and Definitions

### 5000 U/G

At the graduate level, the 5000 courses must have a much more rigorous and documented content than the cross-listed undergraduate course.

### 6000 – 6999

These courses are the core courses of the program of study (section A) for a master's degree. Students take these courses in their first semester and year of study, and they usually are prerequisites for upper level courses. Terms used to describe these courses are core, required, content and professional education.

### 7000 – 7499

These courses are advanced courses in the program of study (section B and sometimes C) for a master's degree. Students usually take these courses in their second year of study. Terms used to describe them are support, specialized content and advanced.

### 7500 – 7999

These courses are the culmination of the master's degree (section C or D). Students usually take these courses in their last semester. Terms used to describe them are methods, major or capstone.

### 8000 – 8499

These courses are the core courses of the program of study (section A) for doctoral degrees. Students take these courses in their first semester and year of study, and they usually are prerequisites for upper level courses.

### 8500 -- 8999

These courses fulfill the requirements for specialist programs. Specialist programs are designed for individuals who already hold a master's degree. The program objectives are to assist health professionals and practicing educators or counselors 1) to develop greater expertise and leadership skills in their current field and 2) to gain knowledge in the supervision.

### 9000

These courses are the upper level courses for doctoral degrees.

Currently, the number of active courses at the graduate level in banner is:

5000U/G -- 570 courses

6000 – 72 courses

7000 – 360 courses

8000 – 182 courses

9000 – 0 courses



## Graduate Course Numbers and Definitions

### 5000 U/G

At the graduate level, the 5000 courses will be lower division electives. They cannot be a pre-requisite for an upper level requirement. They cannot be a required course. They must have a much more rigorous and documented content than the cross-listed undergraduate course.

### 6000 – 6999

These courses are the core courses of the program of study (section A) for a master's degree. Students take these courses in their first semester and year of study, and they usually are pre-requisites for upper level courses. Terms used to describe these courses are core, required, content and professional education.

### 7000 – 7499

These courses are advanced courses in the program of study (section B and sometimes C) for a master's degree. Students usually take these courses in their second year of study. Terms used to describe them are support, specialized content and advanced.

### 7500 – 7999

These courses are the culmination of the master's degree (section C or D). Students usually take these courses in their last semester. Terms used to describe them are methods, major or capstone.

### 8000 – 8499

These courses are the core courses of the program of study (section A) for doctoral degrees. Students take these courses in their first semester and year of study, and they usually are pre-requisites for upper level courses.

### 8500 -- 8999

These courses fulfill the requirements for specialist programs. Specialist programs are designed for individuals who already hold a master's degree. The program objectives are to assist health professionals and practicing educators or counselors 1) to develop greater expertise and leadership skills in their current field and 2) to gain knowledge in the supervision.

### 9000

These courses are the upper level courses for doctoral degrees.

Currently, the number of active courses at the graduate level in banner is:

5000U/G -- 570 courses

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Summer 2010

Registrar defines graduate course numbers and sends departments a list of all active graduate courses

September 2010

GAC approves graduate course numbers

November 15, 2010

All courses to be inactivated in banner and deleted from the graduate catalog are due from the departments

November 19, 2010 (or electronically in early December)

List of courses to be inactivate/deleted sent to Curriculum Committee

January 15, 2011

Registrar sends a new list of all active courses to the departments

March 15, 2011

Departments decide which classes must be renumbered and send list to Registrar

May 15, 2011

Registrar and departments determine the new course numbers

First GCC meeting, Fall 2011

List of old and new course numbers sent to graduate curriculum committee for approval

After GCC meeting, Fall 2011

Registrar inactivates old courses, creates new courses, and equates the old and new courses

Fall 2011

Departments proof the new courses

By February 2012

Courses ready for Fall 2012 catalog

5000 U/G

At the graduate level, the 5000 courses **will may** be lower division electives. They **cannot** be a pre-requisite for an upper level requirement. They **cannot** be a required course. They must have a much more rigorous and documented content than the cross-listed undergraduate course.

## GAC Report

The Graduate Faculty Status Subcommittee consists of Don Stumpf (Chair), Alice Adams, Annette Wilson, Elizabeth Desnoyers-Colas, James Brawner, Pamela Mahan, Ray Hashemi

The committee reviewed applications individually and coordinated recommendations via e-mail. Four of the seven members (Desnoyers-Colas, Wilson, Hashemi, and Brawner) reviewed 33 graduate faculty status application packets. Twenty-eight (28) applications were recommended for approval, five (5) were remanded to the appropriate department for additional information/documents, and none were denied.

Last Name	First Name	Dept	Application	Type	Recommendation
Adams	Lynn	CSDS	Temporary	Initial	Approve
Alt	Ron	Health Sciences	Temporary	Initial	Approve
Bartosh	John	AAED	Temporary		Approve
Beckett	Timothy	Health Sciences	Temporary	Initial	Approve
Bringman	David	Physical Therapy	Temporary	Initial	Approve
Brown	Tricia	MATH	Associate	Initial	Approve
Connors	Christina	CEED	Temporary	Initial	Approve
Ellert	Robin	AAED	Temporary	Initial	Approve
Fabrikant	Kathleen	AAED	Associate	Reappointment	Approve
Foster	Ardyth	CEED	Temporary	Initial	Approve
Froelicher	Franz	CHEM/PHYS	Temporary	Initial	Approve
Green	Rachel	AMT	Temporary	Initial	Approve
Helmly	Margaret	CEED/AAED	Temporary	Initial	Approve
Lagasse	Sheryl	CEED	Temporary	Initial	Approve
Little	Barbara	CEED	Temporary		Approve
Mastopoulous	Peter	MALPS	Temporary	Initial	Approve
Newsome	Judy	AAED	Temporary		Approve
Roessing	Lesley	COE	Temporary	Initial	Approve
Sapp	Shelia	CEED	Temporary	Initial	Approve
Schaeffer	Kathleen	Physical Therapy	Temporary	Initial	Approve
Spendiff	Garth	Health Sciences	Temporary	Initial	Approve
Stone-Harris	Sayra	AAED	Temporary	Initial	Approve
Stromberg	Shea	CSDS	Temporary	Initial	Approve
Tucker	Debbie	Physical Therapy	Temporary	Initial	Approve
Williams	Elizabeth	AAED	Temporary	Initial	Approve
Wilson	Zaphon	CJSPS	Associate	Reappointment	Approve
Wofford	Nancy	Physical Therapy	Temporary	Initial	Approve
York	Cindy	AAED	Associate	Initial	Approve

Graduate Faculty Status Subcommittee  
Meeting Minutes - October 4, 2010

Graduate Faculty Status Subcommittee: Alice Adams, Annette Wilson, Don Stumpf, Elizabeth Desnoyers-Colas, James Brawner, Pamela Mahan, Ray Hashemi

- I. The meeting was held in UH 201B at 4:15 pm on October 4, 2010. The meeting was called to order by Don Stumpf, Graduate Faculty Status Subcommittee chair.
- II. Introduction of members and guest – Elizabeth Desnoyers-Colas was out of town and excused from the meeting. She reviewed the documents distributed earlier and emailed her comments to the chair prior to the meeting. She had no concerns relative to the revisions under review.

In attendance - Alice Adams, Annette Wilson, Don Stumpf, James Brawner, Pamela Mahan, Ray Hashemi

Guest – John Kraft, Interim Assistant Vice President for Academic Affairs

III. Discussion of Actions to Date

- a. Remanded Application Packets Status – The committee reviewed the status of 33 graduate faculty application packets from the summer semester. The committee had previously remanded twelve application packets for reasons associated with documentation and forms. There are currently 5 application packets with pending documents or forms required to complete the approval process.
- b. Revision of Documents - The committee reviewed the revised Graduate Faculty Membership document as requested. There were recommendations for additional revisions from the committee members. These recommendations were discussed and approved pending a final review of the document to include revisions.

John Kraft presented recommendations for additional revisions to the Graduate Faculty Membership document. These recommendations were discussed and approved with one exception. Dr. Kraft concurred with the committee's decisions relative to these revisions.

The committee has tentatively accepted the recommended revisions to the Graduate Faculty Membership document pending a final review in anticipation of submitting this document to the GAC at the November meeting.

IV. Bylaws

The committee members reviewed the bylaws as posted at [http://www.armstrong.edu/Departments/faculty\\_senate/senate\\_graduate\\_affairs\\_committee\\_bylaws](http://www.armstrong.edu/Departments/faculty_senate/senate_graduate_affairs_committee_bylaws)

- V. Meeting Schedule – The committee established the protocol for scheduling the required monthly meetings in accordance with the bylaws.

- VI. Other Business – The committee discussed options for establishing a protocol for the procedures associated with the review and approval of new graduate faculty application packets. The committee opted to continue with the current procedures established for this process.
  
- VII. Adjournment – The meeting was adjourned at 5 pm.

Respectfully submitted by,

Dr. Don Stumpf, chair

## **New Graduate Catalog Entries**

### **Academic Dismissal Due to Low Grades**

Every student admitted to AASU with graduate student status must maintain a record of academic success in graduate coursework. A student may earn one C grade or below without being academically dismissed. If a student earns a second C or below the student will be dismissed regardless of overall GPA. After being academically dismissed, the student must wait one semester before reapplying for admission.

This policy shall take effect Fall 2010 semester. Retaking a course and earning a grade above the C level does not change the implementation of this policy. For the purposes of the graduate studies probation and dismissal policy, the following grades are included in the definition of C or below: C, D, F, WF, and U.

### **Academic Standing**

A student maintains good academic standing on their academic record when the student achieves a 3.0 or higher cumulative grade point average (GPA). If a student's GPA falls below 3.0, the academic standing shall be noted as on probation.

### **Graduation Requirements**

Students must apply for graduation by February 15th for May graduation, by June 15th for summer graduation and by September 15th for December graduation. A student must have degree-regular status and earn a 3.0 overall GPA on graduate course work to meet graduation requirements. All required work for the degree program (comps, portfolio, thesis) must be completed before degrees will be awarded. There is no honor designation at AASU for graduate students.

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### **Justification for Counting C or below grades beginning in Fall 2010 justification:**

Perceived fairness from students:

This is a big change for our students. Students made choices about their grades with a different policy. While the catalog allows us to change administrative policies, the consequences of the new policy are severe and potentially sudden. If we start counting the C or below grades now (Fall 2010), we give them a clean slate, so to speak, when beginning this new policy (excluding students in programs who already implemented a 2 C dismissal policy). It will only allow one more C grade or below in a student's graduate career.

Avoiding a juggernaut in the registrar's office and appeals processing:

There are 118 students in jeopardy of dismissal this semester if we count previous C or below grades as the first C. If they earn a second C or below grade in the Fall 2010 semester, they will be academically withdrawn from Spring 2011 classes and sent letters from the Registrar's Office that they have been academically dismissed. If they appeal, programs, departments and deans will have to process the appeals before the beginning of classes in order to allow for students to get back into Spring 2011 classes. The Graduate Student Appeals committee will then have to hear all the cases that programs, department, and deans deny in a timely manner.