

**ARMSTRONG ATLANTIC
STATE UNIVERSITY
GRADUATE AFFAIRS COMMITTEE
Burnett Hall Board Room
Minutes December 7, 2010**

PRESENT: Carol Andrews, Joey Crosby (Vice Chair), Becky da Cruz, Elizabeth Desnoyers-Colas, Christopher Hendricks (Chair), John Hobe, David Lake, Brenda Logan, Anita Nivens, Regina Rahimi, Bryan Riemann, Joan Schwartz, Sandy Streater, Don Stumpf, Shelley Conroy (ex officio), Stephen Jodis (ex officio)

ABSENT: Maya Clark, José da Cruz, Ray Hashemi

GUESTS: Jill Bell, Mark Finlay, Shallon Williamson Mims, Melanie Mirande

I. Call to Order. The meeting was called to order at 2:31 p.m. by Dr. Christopher Hendricks.

The minutes of the meeting of November 9, 2010 were approved with the following amendments: 1) Joan Schwartz was marked absent in error. 2) The name “Jeb Meschke” had been omitted from the Graduate Student Graduation list for the Master of Science in Sports Medicine.

II. Subcommittee Reports

A. Graduate Curriculum Committee: No report

B. Graduate Faculty Status Committee: The revisions to the Graduate Faculty Criteria are complete and were distributed with the agenda (see Attachment A). It was moved and seconded to accept the revisions. The motion passed.

A motion was made and seconded to adjust the term of faculty currently holding associate graduate faculty status from three years to five years, to be in line with the new criteria. The motion passed.

Dr. Don Stumpf reported that in going through the minutes of 2009-10, there was no record of the decision to move faculty holding assistant graduate faculty status to associate graduate faculty status. It was moved and seconded to read this decision into the minutes. The motion passed.

The list of faculty approved for graduate faculty status was distributed with the agenda (see Attachment B). It was moved and seconded to accept this list. The motion passed.

Dr. Stumpf reported that there are two applications currently under review.

C. Graduate Student Appeals Committee: No report

III. Ad hoc Committee on Compensation. The report was distributed with the agenda (see Attachment C). Dr. Hendricks thanked everyone who served on the ad hoc committee. The floor was opened to discussion.

Questions:

Q: How were the schools in the report selected? A: They are institutions in Georgia that are in our cohort.

Q: If the committee adopts the report, what happens next? A: It goes to the Senate.

Q: Are any recommendations actually being made? A: The recommendations are in the bullet points.

Q: Are the recommendations strong enough/worded strongly enough? A: Each college has such different needs, it is hard to make more specific recommendations.

There was extended discussion on whether the recommendations needed to be more specific, at what level things should be implemented, and whether the bullet points constitute recommendations or information.

It was moved and seconded to adopt the report and forward it to the Senate. The motion passed.

IV. Graduate Student Coordinating Council. Mr. Giles Gonnson is sick, so Ms. Shallon Williamson Mims, graduate assistant for the GSCC, came in his place.

Dr. Hendricks reported there had been discussion of changing the order of graduation so graduate students would process first. However, the programs have already been printed, so for this semester the procession will be as in the past. The new procession order will be implemented in the spring.

V. John Kraft. Dr. Kraft was unable to attend the meeting due to bad weather returning from a conference, so Ms. Melanie Mirande came to deliver part of his report.

Ms. Mirande said she is the point person for spring graduate expo recruiting event. It will probably be in early March, most likely on a weeknight from 5 p.m. – 7 p.m. The expo will draw heavily on the College of Education's very successful recruiting event. The expo has a budget. There is a possibility of a drawing for an iPad for those who register early. Information will be distributed soon. Please send ideas on direct mail or posters to Ms. Mirande, as well as program requests. Each program will have its own table.

Ms. Mirande distributed two forms associated with graduate assistantships (see Attachment D). Graduate assistants will be evaluating their experiences so we can make sure we are providing the best possible experience for them. There will also be a form for supervisors to evaluate the performance of the graduate assistants.

It has been requested that 2-year graduate assistantships be available, as they would make a better recruiting tool. This is still in discussion. More input is needed. It is being suggested that if 2-year graduate assistantships become available, the committee that evaluates the

proposals would decide which are strong enough for two years. It would also need to be decided how many would be funded for two years, because it would take away from the number of slots for the next year. Currently Academic Affairs has 17 slots, so if half are made two-year, that only leaves eight for the next year. Since we are looking at this as a recruiting tool, two-year funding might impact hiring current students. If a student were to leave for some reason or not work out, the supervisor could petition to keep funding for the second year to hire someone else. It is all dependent on funding. Students funded for two years would get priority if there were budget cuts.

Ms. Mirande asked which departments were interested in two-year funding. Health Sciences and Nursing indicated interest.

Dr. Kraft should have more information at the next meeting.

On the new application, the deadline is December 15 with decisions by February 1. For 2012-13, it is proposed to have an October 15 deadline with decisions by November 15.

There was discussion of separate hooding ceremonies for graduate students, such as what the College of Health Professions is doing. Timing of information made that difficult this semester, but it is hoped that in May things will proceed in a more logical and orderly way.

If anyone has a graduate student item for Dr. Kraft to address between semesters, they should email him.

It was asked whether the 2-C policy will replace the existing expulsion policy? The answer was yes.

Dr. Kraft wanted the University Curriculum Committee bylaws to be mentioned. Currently they lists the path of graduate curriculum items going from the department straight to the Graduate Curriculum Committee. Current practice in the colleges, however, is for items to go to the college curriculum committee first. The UCC tried to update the bylaws last year, with cooperation from the GAC. The Senate did not approve the change. The UCC would like to revisit this and wanted to make sure the GAC was informed and approved. It was moved and seconded to lend moral support to the UCC on this matter. The motion passed.

VI. Jill Bell. Ms. Bell reported that they are working on an online application. It will hinge on Banner 8, which may go live in February. The system would track when documents get reviewed, among other things. If all goes well, it may be implemented in Spring 2012.

The collection of documents in the College of Education has been moved to the dean's office because they have so many different programs. This will help turnaround time in admissions and applications. Right now thirty applications are outstanding for review and 67 new students have been accepted.

VII. Other

Dr. Hendricks sent out the list for spring meetings. The next is January 11.

Ms. Bell reported she has 13 waiver requests. The president will need to make a decision on this.

Ms. Melanie said she would move the deadline for graduate assistantship applications to January 7 since the information is so late in going out.

VII. Adjournment. The meeting was adjourned at 3:23 p.m.

Respectfully submitted,

Phyllis L. Panhorst
Coordinator of Faculty Information and
Graduate Catalog Editor



Principles, Categories, and Criteria:
Graduate Faculty Membership

Spring 2010

Note: The head of the academic unit is responsible for submitting the completed *Application for Graduate Faculty Membership* to the office of the Vice President for Academic Affairs for review by the Graduate Faculty Status Committee.

Armstrong Atlantic State University

Principles, Categories, Criteria and Opportunities: Graduate Faculty Membership

PRINCIPLES

Consistent with SACS requirements and faculty credential guidelines, full- and part-time faculty who teach post-baccalaureate or graduate courses must be fully qualified to carry out effective graduate-level instruction. Except in unusual cases, these faculty members should hold the earned doctorate/terminal degree in the teaching discipline or a related discipline. Exceptions require a detailed letter of justification written by the department head assigning the faculty member to teach a graduate course and must be approved by the college dean. The letter must specify a faculty member's special experience or other indicators of instructional competence at the graduate level and append appropriate documentation. The letter of justification and documentation will be kept on file in the office of the Vice President for Academic Affairs and a copy in the college dean's offices.

Department Heads must ensure that any full- or part-time faculty member assigned to teach a graduate course holds graduate faculty status prior to the first class meeting.

Department Heads, consistent with the mission of the department and needs of the graduate program(s) being supported, should assign graduate faculty holding full or associate graduate faculty status to teach graduate courses on a regular basis.

Graduate faculty holding full or associate graduate faculty status should actively engage in an ongoing scholarly agenda as described by each category.

Graduate faculty holding full or associate graduate faculty status are strongly encouraged to participate in graduate faculty governance. Those full-time faculty holding provisional graduate faculty status may participate in limited graduate faculty governance at the department and college level.

In annual faculty evaluations, retention/tenure/promotion recommendations, salary raise recommendations, and in post-tenure review, department heads should accord proper weight to workload issues stemming from a graduate faculty member's graduate education efforts, which include, but are not limited to the following: graduate course instruction, graduate program coordination, graduate course or program-of-study creation, thesis committee work and comprehensive examination evaluation, graduate internship/practicum supervision, graduate advisement, graduate admissions and graduate student appeals duties, and participation in graduate faculty governance.

The following four categories are available for graduate faculty membership:

- (1) Full
- (2) Associate
- (3) Temporary
- (4) Provisional

FULL GRADUATE FACULTY STATUS

A faculty member with full graduate faculty status may:

- (1) Teach graduate courses;
- (2) Chair and/or serve on thesis (reading)/practicum committees;
- (3) Chair and/or serve on comprehensive assessment committees;
- (4) Qualify for election to graduate council or other positions representing graduate faculty;
- (5) Vote in all matters at meetings pertaining to graduate studies; and
- (6) Qualify for election as Chair of the Graduate Affairs Council.

Initial Appointment to full graduate faculty status requirements:

- (1) Hold appointment as a full-time faculty member (tenure track) at the rank of Associate Professor or above;
- (2) Possess an earned terminal degree or documented competence in lieu of the above;
- (3) Provide evidence of effective participation in graduate education from Category I;
- (4) Demonstrate achievement in scholarship. Document a minimum of three scholarly achievements from Category II. If, in the judgment of the applicant and/or the head of the academic unit and the college dean, a specific contribution should be given special consideration, this should be so indicated and well documented;
- (4a) Submit documentation of scholarship with the application (i.e.: journal articles, chapters in books, funded grant applications or acceptance letters). This documentation will be returned to the faculty member after the application is reviewed;
- (6) Provide evidence of professional service from Category III;
- (7) A curriculum vitae and legible copies of all graduate transcripts must be submitted with application; and
- (8) Be recommended by the faculty member's academic unit head and college dean.

Retention of full graduate faculty status:

Members with full status are not required to re-apply for graduate faculty status except under the following circumstances:

Deans will notify the Vice President for Academic Affairs upon a full graduate faculty member receiving a post-tenure review evaluation of *Improvement Needed* or *Unsatisfactory*. At the completion of the first year of probation, the faculty member must resubmit an application for assessment by the Graduate Faculty Status committee.

ASSOCIATE GRADUATE FACULTY STATUS

A faculty member with associate graduate faculty status may:

- (1) Teach graduate courses;
- (2) Chair and/or serve on thesis (reading)/practicum committees;
- (3) Chair and/or serve on comprehensive assessment committees;
- (4) Vote in all matters at meetings pertaining to graduate studies; and
- (5) Qualify for election to graduate council or other positions representing graduate faculty.

Initial Appointment to associate graduate faculty status requirements:

- (1) Hold appointment as a full-time faculty member (tenure track) at the rank of Assistant Professor or above;

- (2) Possess an earned doctoral degree or terminal degree or documented competency in lieu of the above;
- (3) Submit documentation of scholarship with the application (i.e.: journal articles, chapters in books, funded grant applications or acceptance letters). This documentation will be returned to the faculty member after the application is reviewed;
- (4) Possess potential for making contributions to graduate education and to the university;
- (5) A curriculum vitae and legible copies of all graduate transcripts must be submitted with application; and
- (6) Be recommended by the faculty member's academic unit head **and** college dean.

Term of appointment:

The term of appointment to associate graduate faculty status is five years.

Faculty members will initially apply for associate status and reapply for associate status every five years. Faculty members may apply for full graduate faculty status when they apply for the university rank of professor. **One semester prior to the end of a term of appointment, faculty members must apply for reappointment at this level or for appointment at a higher rank.**

Faculty members who wish to apply for reappointment must demonstrate continuing involvement in graduate education and scholarship or professional service since the last appointment. Documentation must be provided for Category I: Graduate Education and Category II: Scholarship or Category III: Professional Service. The reappointment application must also include the recommendation from the head of the academic unit and the college dean. Faculty members applying for reappointment are not required to provide copies of transcripts previously submitted.

TEMPORARY GRADUATE FACULTY STATUS

A faculty member with temporary graduate faculty status may:

- (1) Teach graduate courses.

Appointment to temporary graduate faculty status requirements:

Faculty members who wish to apply or reapply for temporary graduate faculty status must meet Category I: Graduate Education (or have a strong justification letter on file) and Category II: Scholarship or Category III: Professional Service. The application must include a written recommendation signed by both the head of the academic unit and the college dean detailing the basis for substantial support for the applicant.

Initial appointment to temporary graduate faculty status requirements:

- (1) Hold appointment as a faculty member;
- (2) Possess an earned doctoral degree or terminal degree or documented competency;
- (3) Submit documentation of recent experience in graduate education and scholarship or professional service. This documentation will be returned to the faculty member after the application is reviewed;
- (4) A curriculum vitae and legible copies of all graduate transcripts must be submitted with application; and
- (5) A written recommendation signed by both the head of the academic unit and the college dean detailing the basis for substantial support for the applicant.

Term of appointment

The term of appointment is three (3) years for temporary graduate faculty membership. **One semester prior to the end of a term of appointment, faculty members must apply for reappointment at this level.**

PROVISIONAL GRADUATE FACULTY STATUS

A faculty member with provisional graduate faculty status may:

- (1) Teach graduate courses.

Appointment to provisional graduate faculty status requirements:

The Vice President of Academic Affairs may grant provisional graduate faculty status for faculty hired to teach graduate level course(s) following the last scheduled meeting of the Graduate Faculty Status committee prior to the start of a semester.

Term of appointment:

The term of appointment for Provisional Graduate Faculty Status is one (1) semester and/or one (1) Summer term.

Prior to teaching the following session/semester, faculty members must apply for the appropriate graduate faculty status through the Graduate Faculty Status Committee.

EXAMPLES OF GRADUATE EDUCATION / SCHOLARSHIP / PROFESSIONAL SERVICE

Category I: Graduate Education

1. Advisement of graduate students
2. Chair of thesis (reading)/practicum or service on thesis (reading)/practicum committees.
3. Chair or supervision of graduate level internships, practicum experiences or projects
4. Service on comprehensive assessment or thesis (reading) committees.
5. Service on faculty committees pertaining to graduate programs.
6. Development of graduate courses or programs.
7. Administration of graduate programs.
8. Other graduate education activities as indicated by academic unit head and college dean.
9. Demonstrated success as a teacher of graduate courses.

Category II: Scholarship

1. Published articles (refereed)
2. Published articles (non-refereed but in your field)
3. Published books
4. Chapters in books
5. Monographs
6. Funded grants or projects
7. Presentations at state, regional or national meetings
8. Editorships/reviewer for refereed journals
9. Reviews of published books or manuscripts

10. Creative endeavor in the fine or performing arts (ie juried exhibits or performances, published musical scores, and films)
11. Software development

Category III: Professional Service

1. Leadership in state, regional or national professional organizations as evidenced by:
 - (a) offices held or committees chaired
 - (b) membership on major committees
 - (c) other (please list)
2. Community service activities including membership on advisory boards as well as participation in community agencies
3. Workshops and consultations (Professional service activities applying one's discipline to specific community needs).

Graduate Faculty Status Committee
GAC Report 12072010

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

The committee completed a review of six (6) graduate faculty application packets since the last GAC meeting. The six (6) were approved as noted in the table below. There are currently two (2) application packets under review.

Recommendation

The committee has recommended that the term of appointment for faculty members with graduate faculty status approved in 2007/2008 at the associate level be extended two years to meet the established five year term of appointment approved in the 2009/2010 revisions.

Other items for consideration

The committee recommended that the GAC confirm the previous decision to eliminate the level of Assistant Graduate Faculty Status and convert to Associate Graduate Faculty Status those faculty members with Assistant Graduate Status in Spring 2010.

This is a housekeeping issue relative to the current files. A review of the minutes from this time period failed to determine when the transition was actually approved and as such I would like to have a record of the transition noted in the minutes (referencing the date of the original action). This will allow us to properly document the status decision in the files. The current database could then be updated, and affected faculty could be informed and documentation of the change in status filed in their academic folders.

Application Packets Reviewed/Approved

Last Name	First Name	Dept	Application	Type	Recommendation
Culverhouse	Erin	PT	Temporary	Initial	Approve
Garrity	April	CSDS	Associate	Reappointment	Approve
Kearney-Nunnery	Rose	NURS	Temporary	Initial	Approve
McMillan	Tim	MATH	Associate	Reappointment	Approve
Slachta	Patricia	NURS	Temporary	Initial	Approve
Tatlock	Jason	HIST	Associate	Initial	Approve

Respectfully submitted by,

Dr. Don Stumpf, chair

Ad Hoc Committee on Graduate Coordinator Compensation

Answering the charge of Senate President Robert Lefavi to investigate compensation for graduate coordinators, the members of the Graduate Affairs Committee wrote descriptions of their duties and contacted people at cohort institutions with programs similar to theirs and asked them to provide the following information:

- responsibilities as graduate coordinator
- number of students taught (undergraduate and graduate) during a typical semester
- kind of compensation received as graduate coordinator.

The data collected was sent to an ad hoc committee consisting of two graduate coordinators from each of the four colleges. The members included:

College of Education—Regina Rahimi, Joan Schwartz
 College of Health Professions—Maya Clark, Bryan Riemann
 College of Liberal Arts—Becky da Cruz, Christopher Hendricks
 College of Science and Technology—Ray Hashemi, Stephen Jodis.

The members met to discuss and analyze the data. (See Appendix)

After lengthy discussion and examination of the collected data, the members of the ad hoc committee drew several conclusions.

- While the study shows a wide range of compensation for graduate coordinators, the evidence is clear that with its standard four/four teaching load, Armstrong Atlantic has the highest base workload of all the schools surveyed. Even with lower base teaching requirements, graduate coordinators at other institutions still receive compensation for their administrative responsibilities. All coordinators, including those in undergraduate programs, should receive some form of compensation for work they do beyond the typical areas of teaching, scholarship, and service.
- Because of the inherent differences in programs and duties, no one type of compensation is applicable in every situation. Compensation should be determined at the college level.
- Ten-month employees whose programs involve student recruitment, acceptance, orientation, etc., and requires them to perform duties in the summer months, should receive additional compensation for the time involved. It may be appropriate to extend these positions to twelve-month contracts.
- Compensation for coordinator duties during the fall/spring terms may take different forms, including course releases and financial remuneration. For programs with limited numbers of faculty where course releases would mean classes are simply not taught, an appropriate stipend should be added to the coordinator's salary. In such situations, strong consideration should also be given to providing administrative support beyond work study students to aid the coordinator.
- Coordinators must have clearly delineated duties in writing which should be a consideration in the tenure and promotion process.

- With the end of the School of Graduate Studies, the new decentralized scheme has meant additional work for many coordinators. Academic Affairs should look into removing some of the burden, assigning duties to administrative offices where appropriate.

The lack of compensation for some graduate coordinators at the university is serious. In the last year, Armstrong Atlantic has lost two young, talented faculty members in the Colleges of Education and Health Professions, who left for other institutions in large part because of this very issue.



Departmental Graduate Assistant Request Form

Armstrong Atlantic State University

Departmental supervisors requesting a Graduate Assistant (GA) for their department or program must do so on an annual basis, unless granted a two year award. All requests must be submitted to Dir. of Operations, Enrollment Services no later than the published deadlines. Justification should address as many of the criteria as possible and should be thorough, detailed, and compelling as possible. Please attach any supporting documents. All requests dependent on available funding.

Date: _____

Application Deadline: December 15, 2010

College/Office: _____

Department: _____

GA Supervisor: _____

Person Requesting GA: _____

Duration of Assistantship:

Funding for single year only Funding for 2 years (must be superior quality)
 Fall/Spring 2011-2012 Fall 2011 only Spring 2012 only Summer 2012

Type of Assistantship: Research Administrative Assistance

Assistantship location: On-campus Off-campus _____
Please specify, include name of off-campus supervisor

Description of the Graduate Assistantship, attach additional pages as necessary.
 Expected Duties of the Graduate Assistant:

List mentor/supervisor and a brief description of how supervision will occur. Include plans for evaluation:

Brief description of project(s), include expected product of activity:

Describe how the project will contribute to the educational development of the GA and to the department/college/university:

Identify proposed funding for both tuition and GA stipend:

Tuition

- Academic Affairs
- University fees
- Outside organization
- Grants specify grant _____

Stipend

- Academic Affairs
- University fees
- Outside organization
- Grants specify grant _____

Signature of the faculty/staff making request

Date

Signature of Department Head

Date

Signature of Dean or area Vice President

Date

Return the completed form to the Director of Operations, Enrollment Services, Victor Hall.

Official Use Only	date	initial
Received by Enrollment Services Office	_____	_____
Final VP Approval	_____	_____
Business and Finance verification of available funds	_____	_____
Faculty/Staff notified of decision	_____	_____

STUDENT EVALUATION OF THE GRADUATE ASSISTANTSHIP EXPERIENCE
Graduate Studies
Armstrong Atlantic State University

Your degree objective: _____ Number of semesters complete, including this semester: _____
 GA organization name: _____ Hours per week: _____
 Years of full time work experience *prior to* the program: _____

1. Please **rank order** the purposes your assistantship serves for you.

Rank

- Work experience
 Financial
 Tuition remission
 Professional experience

2. Indicate the extent to which the assistantship was a learning experience for you.

Not at all	Somewhat	Moderate	Significant	Highly Significant	Not Applicable
1	2	3	4	5	6

3. Indicate the Extent to which you learned/improved in (or did not) the following skills/competencies:

	Not at all	Somewhat	Moderate	Significant	NA
Organizational skills	1	2	3	4	5
Management skills	1	2	3	4	5
Communication skills:					
Oral communication	1	2	3	4	5
Written communication	1	2	3	4	5
Making presentations	1	2	3	4	5
Technical knowledge	1	2	3	4	5
Program implementation	1	2	3	4	5
Data management	1	2	3	4	5
Research skills	1	2	3	4	5
Teaching skills	1	2	3	4	5

Any other comment/issues: (Use the back of this sheet for extra writing space.)

4. ***Self-assessment of performance:*** In your estimation, to what extent did you meet your supervisor's expectations on the following performance dimensions (*Please check appropriate box.*)

	Low	Acceptable	High
Accomplishes assigned tasks in a timely fashion			
Ability to work independently to accomplish assigned tasks			
Accepts suggestions and constructive criticism			
Reliability in accomplishing assigned tasks in a timely manner			
Actively seeks to improve skills and knowledge and to incorporate them into work			
Punctuality/Attendance (by agreed schedule)			
Professional and ethical behavior (<i>including interpersonal skills, confidentiality and communication</i>)			
Quality of completed tasks and projects			
Technical/Research/Administrative skills (<i>appropriate to position</i>)			
Overall Assessment of Graduate Assistant's Performance			

All evaluations should be mailed or emailed to Melanie Mirande,
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 11935 Abercorn Street, Savannah, GA 31419
 912.344.3262
 Melanie.mirande@armstrong.edu