

**ARMSTRONG ATLANTIC
STATE UNIVERSITY
GRADUATE AFFAIRS COMMITTEE
Burnett Hall Board Room
Minutes November 9, 2010 (amended)**

PRESENT: Carol Andrews, Maya Clark, Joey Crosby (Vice Chair), Becky da Cruz, Christopher Hendricks (Chair), John Hobe, David Lake, Brenda Logan, Anita Nivens, Bryan Riemann, Sandy Streater, Don Stumpf, John Kraft (ex officio), Joan Schwartz, Shelley Conroy (ex officio), Stephen Jodis (ex officio), Patricia Wachholz (ex officio), Giles Gonnsen (ex officio)

ABSENT: José da Cruz, Elizabeth Desnoyers-Colas, Ray Hashemi, Regina Rahimi

GUESTS: Jill Bell, Andy Clark, Mark Finlay

I. Call to Order. The meeting was called to order at 2:30 p.m. by Dr. Christopher Hendricks.

The minutes of October 5, 2010 were approved with amendments.

It was announced that Dr. Brenda Logan from Adult and Adolescent Education would be replacing Dr. Patricia Coberly-Holt on the committee.

II. Subcommittee Reports

A. Graduate Curriculum Committee. The committee did not meet in October.

B. Graduate Faculty Status Committee

Dr. Don Stumpf distributed the report of the committee (see Attachment A). The revision of criteria and applications is complete. Dr. Hendricks will distribute these materials for consideration and vote at the next meeting of the Graduate Affairs Committee. The final changes were to accommodate different categories of faculty employment.

C. Graduate Student Appeals Committee. No report.

III. Graduate Student Coordinating Council

Mr. Giles Gonnsen reported that the Graduate Student Coordinating Council (GSCC) is attempting to establish a university-wide orientation for graduate students, with help from Dr. John Kraft. This will be the council's primary focus until spring. The GSCC would like to have a large orientation in the fall and then have orientation packets available that can be distributed to any new graduate students who do not start in the fall. They would like to have someone from the GSCC personally welcome any graduate student starting in spring or summer and give them a tour. This will probably not be in place for this coming spring semester.

IV. Report from Dr. John Kraft

Dr. Kraft has been discussing graduate assistantships with program coordinators and department heads. He and Ms. Melanie Mirande are working on making the application process start sooner and have a multi-year appointment so it can be used as a recruiting tool. This year the application deadline has been moved to December 15, with responses getting back to the students by February 1. For the next year it may be possible to move the deadline to October 15 and get back to the students by November 15, in order to help with recruitment.

There are two caveats that must be kept in mind for two-year assistantships: 1) The second year is contingent on the excellence of work. It cannot be taken for granted that the second year will automatically be granted; and 2) Assistantships are contingent on budgetary approval. Be cautious about how much you offer.

It was asked whether ongoing assistantships would require reapplying each year for the same positions, and whether the same documentation and requests should be sent. Dr. Kraft said yes, that is how it would be done.

The College of Education hosted a remarkable fall event where they drew in more than sixty possible students. The event was called Fall Harvest. There were made brochures, and a lot of work was done to target potential students and get the information to them. It would be nice to have a university-wide event along these lines.

Currently there is a small amount of money available to help graduate programs with recruiting. If individual programs have recruitment events they want to hold or go to, please let Dr. Kraft know as soon as possible.

It was asked whether there could be multi-year out-of-state tuition waivers. Dr. Russ Watjen was supposed to be working on that. Dr. Kraft said he would check to see how far the process got.

There was discussion of resources that are being used for undergraduate recruitment and agreement that graduate recruitment should receive a similar endorsement.

Mr. Gonnson mentioned that the Savannah College of Art and Design has graduate students participating in recruitment by talking to undergrad students. Armstrong could use that technique as well.

Dr. Don Stumpf mentioned the need for an enrollment management strategy. There is an infrastructure in Banner to track trends, but it is not used. There needs to be a tracking system. People fall through the cracks.

Dr. David Lake said that his graduate students are the best ambassadors when it comes to recruiting. He also said that he thinks there is an undergraduate tracking system from first contact through matriculation, and wondered whether it could also be used for graduate students.

Dr. Kraft said he will follow up on these ideas.

V. Report from Ms. Jill Bell

Ms. Bell said her office has been working on quite a few projects. There is now more functionality in getting forms on the web page. At this point, all forms should be up to date. On the graduate server there is a quantity of old data, and they are trying to get that data backed up to make more room. Applications are down a bit for spring. Online applications over last few weeks have been slow. Paperwork is currently caught up. She is working on some projects with Mr. Andy Clark and Dr. Kraft.

VI. Other Business

The list of December graduates was distributed (see Attachment B). It was moved and seconded to approve these students for graduation, contingent upon completion of all requirements. The motion was approved. It was pointed out that some of the college names need to be updated.

It was asked whether there is any information yet regarding the process for graduate coordinators. Dr. Hendricks reported that he had just received some data and is distributing it to the committee. They will meet and give a report at the December meeting.

VII. Adjournment. The meeting was adjourned at 3:04 p.m.

Respectfully submitted,

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