

# Armstrong

**GRADUATE AFFAIRS COMMITTEE**  
Burnett Hall Board Room  
Minutes, September 13, 2011

**PRESENT:** Joey Crosby (Chair), Becky da Cruz (Vice Chair), Chris Hendricks, John Hobe, Daniel Liang, Robert Loyd, Regina Rahimi, Daniel Skidmore-Hess, Sandy Streater, Patrick Thomas, Anne Thompson (ex officio), John Kraft (ex officio), Laura Barrett (ex officio), Robert Gregerson (ex officio), Patricia Wachholz (ex officio), Trey Lawrence (ex officio)

**GUESTS:** Jill Bell, Donna Brooks, Pam Mahan

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- I. **Call to Order.** The meeting was called to order at 2:33 p.m. by Dr. Joey Crosby.
- II. **Approval of Minutes.** The minutes of August 12, 2011 were approved as presented.
- III. **Committee Reports**
  - A. **Graduate Curriculum – no report**
  - B. **Graduate Faculty Status** (See Attachment 1)

Dr. Daniel Skidmore-Hess reported that there were 2 faculty members being recommended for appointment to full graduate faculty status, 9 recommended for appointment to associate status, and 12 recommended for appointment to temporary status.

It was moved and seconded that the committee's recommendations be approved. The motion carried.

Dr. Skidmore-Hess reminded that documentation of scholarship needs to be provided, rather than just listed. If an item has not yet been published, a letter from a journal/publisher indicating that an article has been accepted for publication is sufficient. Dr. Skidmore-Hess also reminded that deans and department heads need to make a statement of recommendation for the faculty member. Signing off on the form is not sufficient.
  - C. **Graduate Student Appeals – no report**
- IV. **GA Task Force Update** (See Attachment 2)

Dr. Crosby reported on behalf of Dr. Bryan Riemann that the task force has met once and will meet again tomorrow (September 14). Preliminary minutes were distributed. Official minutes were provided after the meeting and have been attached to these minutes (see Attachment 2).

The task force is recommending that awarding of graduate assistantships be moved to the end of fall, which will mean that the paperwork will have to be turned in earlier. They are also looking at possible modifications of the application itself. Other items are under discussion, as noted in the task force minutes. Feedback to task force members is encouraged. The members are Dr. Bryan Riemann, Dr. Becky da Cruz, Dr. Anita Nivens, Dr. Regina Rahimi, and Ms. Melanie Mirande.

Discussion followed regarding the use of graduate assistantships as recruiting tools, and the distribution of graduate assistantships. It was expressed that academic graduate programs should be the priority over non-graduate entities in the distribution of graduate assistantships. Many graduate assistants are working in departments that have nothing to do with their graduate education, their major, or any academic major. This ties in to item C.V. in the task force minutes.

It was asked whether data could be provided on where graduate assistants were assigned for this year and which graduate programs do not have graduate assistants. Concern was also expressed over the limited number of tuition waivers available for academic programs, and the number of tuition waivers being provided to non-academic entities that could possibly fund tuition waivers out of their own budgets.

It was suggested that many of the people who sat on the committee that awarded graduate assistantships did not have knowledge of specific programs, and that it would be desirable to provide that committee with information about the graduate programs prior to their evaluation of applications.

## **V. Coordinator Compensation Update**

This is an item that needs to continue being discussed. The Graduate Affairs Committee did issue a report last year that showed that because of differences in programs, there is not a one-fit solution for graduate coordinator compensation. At the most base level, compensation should be provided according the duties that are being performed. Different methods of compensation currently being used are course release and overload compensation. In some cases these methods are adequate and in some they are not. Complicating matters is the fact that some graduate coordinators are also in charge of undergraduate programs. Dr. John Kraft said that he is open to continued discussion and suggestions.

It was mentioned that at least one of the graduate programs may have to shut down during the summer, meaning that the coordinator would not have any

teaching assignments but would still need to be available to advise students, work on self-studies, and attend to coordinator-related duties.

## **VI. Minutes Processing**

Dr. Crosby asked Ms. Phyllis Panhorst to present information on the processing of Graduate Affairs Committee (GAC) minutes and the approval timeline for graduate curriculum items and other action items coming out of the committee.

Ms. Panhorst reported that all reports of Standing Committees of the Senate must be sent to the Senate Secretary at least a week prior to the Senate meeting so that they can be posted online as part of the agenda. While graduate curriculum items are not subject to Senate approval, they still must go to the Senate as part of the GAC report, and from there be sent to President Bleicken for her approval.

Currently, the Senate meets the third Monday of the month, and the GAC meets the second Tuesday of the month, barring holidays. Under current GAC procedure, minutes are not sent to the Senate until they are approved at the next meeting. Since there is less than a week between the GAC meeting and the Senate meeting, that means that the minutes will not go to the Senate until the month after that. After the Senate meeting, it can take several weeks for Presidential approval. This means that any curriculum items or other action items that come through the GAC will not be subject to final approval for two to three months after the initial meeting in which the items appear.

Ms. Panhorst made two suggestions that could help reduce the amount of time involved for approval, and opened the floor for additional suggestions. One was to follow the University Curriculum Committee practice of sending the minutes forward directly after the meeting. The other was to approve the minutes by email so they could be sent forward. Either suggestion would cut a month off the final approval process.

It was moved and seconded to do approval of the minutes by email within seven days after the meeting. The motion carried.

A point was raised that February seemed like a very early cut-off for curriculum items. Ms. Panhorst explained that this was necessary so that items could receive final approval before registration for the next terms began. Changing course descriptions and prerequisites during registration causes a multitude of problems for the registrar. There are also catalog publication deadlines. Curriculum must be approved by the President before it can be entered into Banner or put in the catalog.

**VII. GSCC—Trey Lawrence**

Mr. Lawrence reported that the Graduate Student Coordinating Council has had two meetings so far. They are already funding students. There will be a fundraising even on September 29 in conjunction with Light the Night.

Mr. Lawrence asked for graduate student representatives to the GSCC from the College of Education. Currently, only one of four programs is represented. The point was raised that the noon meeting time presents a difficulty, as a majority of the graduate students in the College of Education are working teachers. It was suggested that there could be discussion on changing the meeting time, possibly to 6 p.m.

**VIII. John Kraft**

Dr. Kraft brought an item for consideration for the next catalog. The handling of graduate transcripts from other institutions is not addressed by many programs in their requirements for application for admission. This can cause difficulties when the transcripts have unfavorable grades. Many admission standards are written for traditional students who have never been to graduate school, but that is not true of many applicants. Some programs specify minimum criteria to be eligible for admission, with the proviso that each applicant is considered individually and other listed criteria may be considered. It was suggested that it might be wise for all programs to use similar wording.

After some discussion, Dr. Kraft said he would research how other institutions address this issue.

**IX. Anne Thompson**

Dr. Thompson reported that as of yesterday, September 12, Ms. Marcia Nance has joined us as Interim Assistant Vice President for Enrollment Services.

Dr. Thompson thanked all for their work on the new flex term and for looking at it in ways to benefit students who may not be able to take classes for a whole semester. How this will ladder into spring will be examined. It was noted that currently we are about 50 students behind where we were at this time last year.

A report was distributed from the Committee on Academic Affairs, a new group at the Board of Regents (see Attachment 3). The group is looking at programs and program review, particularly new programs and programs with small enrollments. It is anticipated that the Board of Regents examining how our programs meet student needs.

**X. Jill Bell**

Ms. Bell brought up the application and document deadlines that are posted on the internet. These dates have not been examined for some time. She requests that everyone look at these dates and make sure they still meet the needs of the programs.

Currently Ms. Bell's office is working on a plan for purging records of students who have applied by not attended class for some time, to make more room for active student records. At the undergraduate level, such records are purged if the student has been inactive for one year. Ms. Bell suggested that three years of inactivity might be a reasonable number for graduate student records, with the exception of the College of Education. The College of Education records would need to be kept longer because of certification/recertification.

Ms. Bell has forwarded email to Dr. Kraft regarding recruitment events to Dr. Kraft. Currently we are considering events at Georgia College, Kennesaw, and either UGA or Southern. The budget needs to be examined.

- XI. **Adjournment.** Dr. Crosby announced that the next meeting will be on October 4. This is earlier than usual due to Fall Break. The meeting was adjourned at 3:23 p.m.

Respectfully submitted,

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

# Armstrong

## Graduate Faculty Status Committee Report: September 13, 2011

**Members:** Tim McMillan, Andi Beth Mincer, Pam Mahan, Linda Ann McCall, Daniel Skidmore-Hess (Chair), Annette Wilson

The committee recommends approval of the following applications for graduate faculty status:

### Full:

Vann Scott.	Psychology	Initial application at this level (formerly associate)
Jane Wong	Psychology	Initial application

### Associate

Jaime Berry	Childhood & Exceptional Student Ed.	Initial application
Jane Blackwell	Nursing	Initial application
Debra Hagerty	Nursing	Initial application
Joshua Lambert	Mathematics	Initial application
Marilyn O'Mallon	Nursing	Initial application
Sara Plaspohl	Health Sciences	Initial application
Deborah H. Reese	Languages, Literature and Philosophy	Initial application at this level (formerly assistant, lapsed)
Linda J. Tuck	Nursing	Initial application at this level (formerly assistant, lapsed)
Christina Yang	Childhood & Exceptional Student Ed.	Initial application

### Temporary

June Coates	Childhood & Exceptional Student Ed.	Initial application
Cynthia Cupp	Childhood & Exceptional Student Ed.	Initial application
David Davies	Chemistry and Physics	Initial application
Oatanisha Dawson	Childhood & Exceptional Student Ed.	Initial application
Cristina Dover	Adolescent and Adult Education	Initial application
Katherine Durso	Health Sciences	Reappointment
Jayne Eitner	Health Sciences	Initial application
William Harris	Adolescent and Adult Education	Initial application
Cynthia Lady	Physical Therapy	Initial application
Robert Lee	Economics	Initial application
Kristi Lynn Raymond	Childhood & Exceptional Student Ed.	Initial application
Kenneth Zapp	Economics	Initial application

There are two applications received too late to be reviewed. They will be reviewed before the next meeting.

Respectfully submitted,

Daniel Skidmore-Hess, Chair

**Graduate Assistant Task Force- Minutes from 8/31/11 meeting**

Attendance: Anita Nivens, Becky da Cruz, Regina Rahimi, Melanie Mirande, Bryan Riemann

We met on 8/31 at 1:30 PM. The outcome of the meeting was as follows:

- a. Recommend moving up the dates for being awarded GAs to the end of the fall semester to assist with recruiting. We are aiming for October 15 application deadline for this coming year.
- b. Members thought several changes were needed to the application to better capture the data needed for application evaluation. If anyone on the GAC has any suggestions, please send them to either their college representative or to Bryan.
- c. We had discussion regarding what the overall philosophy of the GA program should be:
  - i. There are typically 17 GA positions available per year.
  - ii. Currently any faculty or staff member on campus may be awarded a GA. While this has some obvious advantages (persons who need assistance can be granted GAs), this has resulted in graduate programs being excluded from having a GA as well as this current practice completely negates leveraging many of the positions from being used for student recruitment.
  - iii. Despite “teaching assistance” not being one of the current choices on the application (current choices are research and administrative assistance), GAs have been used for teaching. This presents a challenge in application evaluation (see next bullet)
  - iv. In light of GAs being used in three categories (research, administrative assistance, teaching) it is difficult to have universal criteria that can be used to evaluate all applications. There was some discussion about allocating a certain number of GA positions to each category but after more discussion this was nixed.
  - v. Currently, student affairs has 15 GAs (10 in student affairs and 5 in the rec center) and athletics has 11 GAs. It appears that student affairs and athletics are given graduate tuition waivers once they come up with the GA stipends. This practice is contrary to what is available to all units on campus. For example, faculty must raise both stipend and tuition money (i.e., through external grants, contracts, etc) to create their own position. Again, it is important to note that the costs of the waivers for student affairs and athletics is greater by 9 tuition waivers that what is available to faculty.
- d. We have a second meeting scheduled for tomorrow, 9/14 at 1:30.

**INFORMATION ITEMS****1. Information Item: Academic Programs Report, Years 2010 and 2011**

Abstract: The report was developed in response to a request by the Committee on Academic Affairs to provide retrospective analyses, summaries, and overviews of approved degree programs. The report is provided to assist the Committee on Academic Affairs in their oversight of academic programming. A summary of new academic program activity for the past two years is provided below.

**Academic Programs Report  
FY 2010 - FY 2011**

***New Programs***

Between July 2009 and July 2011, the Board approved a total of 122 new degree programs. Academic program approval activity increased the most at state universities. Approximately 43% of all academic program approvals were new programs at state universities. The majority of new programs approved at the research universities (75%) were graduate and professional programs. Twenty-one percent of new academic programs were new bachelor's degrees at state colleges. At the May and June 2011 Board meetings, six two-year colleges were approved to offer their first bachelor's degrees and increased the number of USG state colleges from eight to fourteen. The System now has only two institutions that only offer associate degrees: Bainbridge College and Waycross College.

***Program Terminations***

During the past two years only 16 programs were terminated by System institutions. The largest number of terminated programs was also completed by state universities (37%). There was no program deletion activity by two-year colleges. Programs were terminated based on need assessments, disciplinary changes, and strategic planning at the institutional level.

***Total New Program Activity per Institutional Sector, July 2009 to July 2011***

<u>Institutional Sector</u>	<u>Total New Programs</u>	<u>Percent New Programs</u>	<u>Total Terminated</u>	<u>Percent Terminated</u>
Research Universities	24	19.67%	2	12.5%
Regional Universities	12	9.84%	4	25%
State Universities	53	43.44%	6	37.5%
State Colleges	25	20.49%	4	25%
Two Year Colleges	8	6.56%	0	0%
<b><i>System Total</i></b>	<b><i>122</i></b>		<b><i>16</i></b>	

**1. Information Item: Academic Programs Report, Years 2010 and 2011 (Continued)**

*Type of Degree Approval Activity per Institutional Sector, July 2009 to July 2011*

<u>Institutional Sector</u>	<u>Undergraduate Programs</u>	<u>Graduate Programs</u>	<u>Executive/ Professional</u>	<u>Total</u>
Research Universities	6	17	1	24
Regional Universities	6	5	1	12
State Universities	23	26	4	53
State Colleges	25			25
Two Year Colleges	8			8
<b><i>System Total</i></b>	<b><i>68</i></b>	<b><i>48</i></b>	<b><i>6</i></b>	<b><i>122</i></b>
<b><i>Percent System Total</i></b>	<b><i>55.74%</i></b>	<b><i>39.34%</i></b>	<b><i>4.92%</i></b>	

***Disciplinary Trends***

The approval of new undergraduate programs reflected program growth of disciplinary areas involving teacher education, business, engineering, and arts and sciences programs. Liberal arts areas involved history, art history, and philosophy proposals submitted by state universities. Teacher education was expanded at seven institutions. Graduate degrees emerged in areas involving logistics, biomanufacturing, nursing, physical therapy, neuroscience, and education leadership. The following state universities were approved to offer new doctoral programs: Armstrong Atlantic State University, North Georgia College & State University, Columbus State University, Kennesaw State University, Georgia Southern University, Georgia College & State University, and the University of West Georgia.

**2. Information Item: Future Information Topics for the Committee on Academic Affairs**

Abstract: The information items listed below represent a compilation of areas involving major academic affairs initiatives, academic programming, partnerships with other state agencies, linkages to state needs and priorities, and college completion. The Committee will be asked to discuss and prioritize these topics and suggest others.

**Proposed Information Topics for the Committee on Academic Affairs  
2011 – 2012**

- Update on University System of Georgia/Technical College System of Georgia (USG/TCSG) Collaborations
- Evaluation of Program Review Processes
  - Summary of Other States' New Program Review Procedures
  - Analysis of Critical Needs Areas for Degree Program Development & Expansion
- Distance Learning
- USG Completion Plan
- Campus Completion Plans
  - Follow-up report on campus RPG plans
- Learning Support
- Completion Initiatives
  - Military Education
  - Adult Learning Consortium
  - GATracs (Georgia Transfer Articulation Cooperative Services)
- Regents' Test Policy
- Update on Health Profession Needs
- Update on Teacher Education Initiatives
- Update on Implementation of the Core Curriculum
- Student Learning Assessment
- Update on Science, Technology, Engineering, and Mathematics (STEM) Initiatives