

# Armstrong

## Graduate Affairs Committee

Burnett Hall Board Room

Minutes: January 10, 2012

**PRESENT:** Carol Andrews, Joey Crosby (Chair), Becky da Cruz (Vice Chair), Chris Hendricks, John Hobe, Patricia Holt, Daniel Liang, Brenda Logan, Robert Loyd, Jean Neils-Strunjas, Anita Nivens, Sandy Streater, John Kraft (ex officio), Mark Finlay (for Laura Barrett, ex officio), Donna Brooks (ex officio), Robert Gregerson (ex officio), Patricia Wachholz (ex officio), Al Harris (ex officio), Melissa Reams (ex officio)

**GUEST:** Jill Bell

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- I. **Call to Order.** The meeting was called to order at 2:31 p.m. by Dr. Joey Crosby.
- II. **Approval of Minutes.** The minutes of November 15, 2011 were approved as presented.
- III. **Committee Reports**
  - A. **Graduate Curriculum** – (See Attachment 1)

The committee accepted the report of the Graduate Curriculum Committee as presented. The report should proceed through the Senate as an action item for Presidential approval.

Ms. Panhorst reminded that items to be included in the fall catalog had to go through Graduate Curriculum Committee this month.
  - B. **Graduate Faculty Status**

Ms. Panhorst reported that there were three temporary applications with provisional approval waiting to be reviewed. She also said that is she assisting with faculty credentials in preparation for SACS and will be distributing a list of individuals who may be teaching graduate level courses with lapsed graduate faculty status.
  - C. **Graduate Student Appeals** – no report
- IV. **GSCC.**

Mr. Trey Lawrence has stepped down as chair of GSCC. Ms. Melissa Reams, Vice Chair, will be stepping up. She distributed the report for fall (see Attachment 2). The GSCC has new offices in the Student Union. They would like to have representatives from all programs, if possible. Currently representatives are needed in Middle Grades Education, Curriculum and Instruction, History, and Communication Sciences and Disorders. With program

approval, students can serve as representatives for more than one program as long as the programs are in the same college. Meetings are every other Tuesday at noon in the Skidaway Room. The next meeting is next week.

**V. John Kraft**

Dr. Kraft is working on catalog language for the new GRE scores and will present it at the next meeting. Program directors will be asked officially to change the old language to the new language in their programs

Graduate assistantship applications have been ranked and given back to Dr. Kraft. For this year, there were 9 programs represented in the applications. Programs with only one application were automatically funded. If there were two applications from the same program, the one with the highest ranking got it and the other application went into the at-large pool. Applications were ranked within the at-large pool. Only four applications did not get funded.

There was extended discussion on the desirability of using graduate assistantships as recruiting tools and the appropriateness of giving graduate assistantships to administrative programs rather than using work study students. It was asked why there are so many fewer graduate assistantships available than in the past. It was suggested that Ms. Melanie Mirande or Dr. Michael Price might have some information about numbers of graduate assistantships available over the last ten years.

**VI. Jill Bell**

Ms. Bell reported that testing of the online graduate application appears to be successful. There are meetings tomorrow and Friday to check things out in detail. The goal is to have the online application ready to go live by March 1 and deactivate CollegeNET at that time.

Regarding GRE scores, ITS is waiting until the next Banner upgrade to load them for students in the system because it will be easier to do at that time.

**VII. Adjournment.** The meeting was adjourned at 3:16 p.m.

Respectfully submitted,

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

# Armstrong

GRADUATE CURRICULUM COMMITTEE  
University Hall 282  
Minutes, November 30, 2011

**PRESENT:** Carol Andrews (Chair), Allison Belzer, John Hobe, Brenda Logan, Sara Plaspohl, Helen Taggart, Phyllis Panhorst (Catalog Editor)

**ABSENT:** Ashraf Saad

**GUESTS:** Judy Ginter, Rick McGrath

**CALL TO ORDER.** The meeting was called to order at 2:02 p.m by Dr. Carol Andrews.

**APPROVAL OF MINUTES.** The minutes of November 2, 2011 were approved as presented.

## ITEMS

### I. College of Education

#### A. Adolescent and Adult Education

*Items 1-5 from the Department of Adolescent and Adult Education were discussed and the graduate portions approved by the committee. The undergraduate portions were previously approved by the University Curriculum Committee.*

**1. Change the prerequisite for the following course:**

MGSE 5300U/G Content Methods Language Arts 3-V-3  
Undergraduate Prerequisites: Admission ~~into~~ ~~C~~candidacy in the ~~Department of Adolescent and Adult~~ **College of Education and** EDUC 3200  
Graduate Prerequisites: Admission ~~into~~ ~~C~~candidacy in the ~~Department of Adolescent and Adult~~ **College of Education and** EDUC 6200

Rationale: Brings course into alignment with College of Education's catalog listings.

**Effective: Fall 2012**

**2. Change the prerequisite for the following course:**

MGSE 5400U/G Content Methods Social Studies 3-V-3  
Undergraduate Prerequisites: Admission ~~into~~ ~~C~~candidacy in the ~~Department of Adolescent and Adult~~ **College of Education and** EDUC 3200

Graduate Prerequisites: Admission ~~into~~ ~~C~~candidacy in the ~~Department of Adolescent and Adult~~ **College of Education and** EDUC 6200

Rationale: Brings course into alignment with College of Education's catalog listings.

**Effective: Fall 2012**

**3. Change the prerequisite for the following course:**

MGSE 5420U/G Geography for the Middle Grades Teacher 3-V-3

Undergraduate Prerequisites: Admission ~~into~~ ~~C~~candidacy in the ~~Department of Adolescent and Adult~~ **College of Education and** EDUC 3200

Graduate Prerequisites: Admission ~~into~~ ~~C~~candidacy in the ~~Department of Adolescent and Adult~~ **College of Education**

Rationale: Brings course into alignment with College of Education's catalog listings.

**Effective: Fall 2012**

**4. Change the prerequisite for the following course:**

MGSE 5500U/G Content Methods Science 3-V-3

Undergraduate Prerequisites: Admission ~~into~~ ~~C~~candidacy in the ~~Department of Adolescent and Adult~~ **College of Education and** EDUC 3200

Graduate Prerequisites: Admission ~~into~~ ~~C~~candidacy in the ~~Department of Adolescent and Adult~~ **College of Education and** EDUC 6200

Rationale: Brings course into alignment with College of Education's catalog listings.

**Effective: Fall 2012**

**5. Change the prerequisite for the following course:**

MGSE 5600U/G Content Methods Middle Grades Mathematics 3-V-3

Undergraduate Prerequisites: Admission ~~into~~ ~~C~~candidacy in the ~~College of Department of Adolescent and Adult~~ **Education, and** EDUC 3200

Graduate Prerequisites: Admission ~~into~~ Candidacy in the ~~College of Department of Adolescent and Adult~~ **Education, and** EDUC 6200.

Rationale: Brings course into alignment with College of Education's catalog listings

**Effective Term: Fall 2012**

B. Childhood and Exceptional Student Education (no items)

II. College of Health Professions (no items)

**III. College of Liberal Arts**

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

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

**C. Economics**

*Items 1-3 from the Department of Economics were discussed and the graduate portions approved by the committee. The undergraduate portions were previously approved by the University Curriculum Committee.*

**1. Delete the following courses:**

<del>ECON 5111U/G Economics of Entrepreneurship I</del>	<del>3-0-3</del>
<del>ECON 5112U/G Economics of Entrepreneurship II</del>	<del>3-0-3</del>
<del>ECON 5340U/G International Economics</del>	<del>3-0-3</del>

Rationale: The 5000-level course numbers were used to make the course accessible to students in the MALPS program. These courses have not been taken by any graduate students and are now being converted to 4000-level courses.

**Effective Term: Fall 2012**

**2. Delete the following courses:**

~~ECON 5010U/G Special Topics in Economics~~  
~~ECON 5020U/G Special Topics in Economics~~  
~~ECON 5200U/G International Trade~~  
~~ECON 5300U/G Money and Banking~~  
~~ECON 5310U/G International Finance~~  
~~ECON 5400U/G Economics of Labor~~

Rationale: A variety of upper level economics courses were changed to 5000 level to support graduate programs. The demand for these courses at the graduate level never materialized.

**Effective Term: Fall 2012**

**3. Delete the following course:**

~~ECON 5630U/G Economic History of the United States~~

Rationale: When HIST 3630 was changed back from a 5000 level course, the economics course was not changed at the same time. This course is taught by the history department with crosslisting for economics. The economics course numbering and description should be consistent with the history course for proper crosslisting.

**Effective Term: Fall 2012**

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

E. History (no items)

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

G. Liberal and Professional Studies (no items)

IV. College of Science and Technology (no items)

**ADJOURNMENT.** The meeting was adjourned at 2:11 p.m.

Respectfully submitted,

Phyllis L. Panhorst  
Catalog Editor

# **GSCC REPORT**

**Fall 2011**



*Presented By:*

*Chair – Trey Lawrence*

*Vice Chair- Melissa Reams*

## *GSCC Representation*

Active Representatives	Program of Study	Email	Phone #
Trey Lawrence (Chair)	Health Service Administration	<a href="mailto:tl5337@stu.armstrong.edu">tl5337@stu.armstrong.edu</a>	229-407-0337
Melissa Reams (Vice Chair)	Public Health	<a href="mailto:mr7465@stu.armstrong.edu">mr7465@stu.armstrong.edu</a>	406-855-7960
Ashley Anderson	Physical Therapy	<a href="mailto:ashlen.ander@gmail.com">ashlen.ander@gmail.com</a>	201-317-8868
Jeff Hillis	Nursing	<a href="mailto:jh9837@stu.armstrong.edu">jh9837@stu.armstrong.edu</a>	912-423-0310
Laura Moore	Sports Medicine	<a href="mailto:lm7335@stu.armstrong.edu">lm7335@stu.armstrong.edu</a>	770-851-2271
Susan Moore	History	<a href="mailto:sstonemoore@comcast.net">sstonemoore@comcast.net</a>	912-604-8790
Deb Palmer	Adult Education	<a href="mailto:dp4498@students.armstrong.edu">dp4498@students.armstrong.edu</a>	912-659-0602
Holton Saxon	Criminal Justice	<a href="mailto:holtonsaxon@me.com">holtonsaxon@me.com</a>	478-737-9064
Jessica Strong	M.Ed Curriculum and Instruction	<a href="mailto:js5970@stu.armstrong.edu">js5970@stu.armstrong.edu</a>	714-337-2654
Meagan Stachurski	Adult Education	<a href="mailto:ms4747@stu.armstrong.edu">ms4747@stu.armstrong.edu</a>	631.942.9610

Non-Active Representatives	Program of Study	Email	Phone #
Nancy Page	Communication Sciences & Disorders	<a href="mailto:np4274@stu.armstrong.edu">np4274@stu.armstrong.edu</a>	912-764-7764
Sarah Spivey	Communication Sciences & Disorders	<a href="mailto:ss9579@stu.armstrong.edu">ss9579@stu.armstrong.edu</a>	

Volunteer	Program of Study	Email	Phone #
Rachael Mitchel	Public Health	<a href="mailto:rm2782@stu.armstrong.edu">rm2782@stu.armstrong.edu</a>	504-333-0665

- There are a total of 9 active representatives, 2 non-active representatives, and 1 active volunteer who assists with campus and community outreach events.
- Quorum is based off of the number of active representatives.
- Megan Stachurski is an Adult Education major from the College of Education but is representing the Early Education department. Per our constitution, students may represent a non-represented program of study provided s/he is studying within the same college.
- We currently lack representation from the Middle Education department.



## GSCC Budget

<b>Beginning Balance</b>	<b>\$38,000</b>
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<b>Expenses</b>	<b>Amount</b>
<b>GSCC Compensation (Beginning Balance)</b>	<b>\$9,000</b>
Grad Assistant Compensation	\$5,000
Chair and Vice Chair Compensation	\$2,000
<b>Total GSCC Compensation Expense</b>	<b>\$7,000</b>

<b>GSCC Compensation Revenue</b> * This will be spent towards Spring 2012 compensation	<b>\$2,000</b>
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<b>Total Ending Balance</b>	<b>\$31,000</b>
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<b>Supplies Expense (Beginning Balance)</b>	<b>\$2,000</b>
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Office Supplies	\$94.77
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Office Supplies * ordered back from June	\$112.89
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\* We have ordered promotional handouts estimated to be less than \$1,000

<b>Total Supply Expense</b>	<b>\$207.66</b>
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<b>GSCC Supply Revenue</b>	<b>\$1,792</b>
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<b>Total Ending Balance</b>	<b>\$30,792</b>
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<b>Programming Expense (Beginning Balance)</b>	<b>\$7,000</b>
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Food expense	\$1,347.88
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Light the Night Fliers	\$15.00
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<b>Total Programming Expense</b>	<b>\$1,362.88</b>
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<b>GSCC Programming Revenue</b>	<b>\$5,637.12</b>
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<b>Total Ending Balance</b> *total ending balance from supplies minus total programming expense	<b>\$29,429.46</b>
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<b>Funding Request Expenses</b>	<b>Amount</b>	<b># of Students Funded</b>	<b>Location</b>
Physical Therapy Conference * National Student Conclave	\$2,118.70	5	Minneapolis, MN
Nursing Conference * Academic of Medical Surgical Nursing Annual Conference	\$600	1	Boston, MA
Nursing Food Request	\$165	16	Savannah, GA
Public Health * International Society for Traumatic Stress Studies	\$833.80	1	Baltimore, MD
Communication Science & Disorders * American-Speech Language Hearing Association	\$627.50	1	San Diego, CA
Communication Sciences & Disorders * Georgia Speech-language-Hearing Association	\$398	1	Atlanta, GA
Public Health Conference * American Society of Tropical Medicine & Hygiene Meeting	\$1,115	2	Philadelphia, PA
Public Health * American Public Health Association Annual Meeting	\$985	2	Washington, D.C.
Physical Therapy * American Physical Therapy Association	\$6,536.93	27	Chicago, IL
<b>Total Funding Request Expense</b>	<b>\$13,379.93</b>	<b>56</b>	

<b>Total Revenue From Expenses</b>	<b>\$16,049.53</b>
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## ***GSCC Committee Representation***

### **SPARC II**

Trey Lawrence, chair, represents the GSCC on the Armstrong Strategic Planning and Resource Council. His active contribution has involved reviewing and providing feedback on various SPARC grants to the Vice President of Academic Affairs (VPAA). Additionally, GSCC representatives have met with the SPARC II Committee, under the direction of Dr. Ann Thompson, to determine how graduate students can help Armstrong achieve its five strategic goals.

### **Tobacco Free Campus Committee**

Jessica Strong, Adult Education representative, and Rachael Mitchel, volunteer, represent the GSCC on the Armstrong Tobacco Free Campus Committee. Both Jessica and Rachael were active in the collection of data to determine faculty, staff, and student opinions of the current Armstrong tobacco policy. Additionally, both members solicited letters of support for updating/changing the current tobacco policy and participated in cigarette butt cleanups and health information dispersal.

### **Meetings with VPAA Candidates**

Laura Moore, Sports Medicine representative, and Melissa Reams, vice-chair, were able to meet with 3 of the 4 VPAA candidates in order to assess their willingness to address issues pertaining to graduate student affairs.

### **Meeting with Armstrong's Administration**

The GSCC has met with the administration addressing an issue with a fellow graduate student who is encountering problems with her department. This problem is currently being resolved due to the direction and guidance of the GSCC.

## *Philanthropy Events*

### **Light The Night Cookout and Raffle**

GSCC representatives were able to provide financial support for the Leukemia and Lymphoma Society's Light the Night Event of 2011. Local businesses were solicited for gift card and food donations, which were then used in an on-campus cookout and raffle ticket sell. Additionally, Trey Lawrence, chair, and Melissa Reams, vice-chair, participated in the Light the Night walk. Total monies raised for Leukemia and Lymphoma Society was \$1,468.

### **Light the Night Dinner**

In appreciation for efforts taken by GSCC representatives, the Leukemia and Lymphoma Society has invited Trey Lawrence and Melissa Reams to attend a Holiday appreciation dinner on December 13, 2011. Both members will be in attendance barring any unforeseen circumstance.