

# Armstrong

## **Graduate Affairs Committee**

Burnett Hall Board Room

Agenda: September 4, 2:30 p.m.

- I. Call to Order
- II. Approval of Minutes of August 15, 2012
- III. Committee Reports
  - A. Graduate Curriculum (no report)
  - B. Graduate Faculty Status
  - C. Graduate Student Appeals (no report)
- IV. Summer Enrollment (see Attachment 1)
- V. Academic dismissal due to low grades and the “two C policy”
- VI. GSCC
- VII. John Kraft
  - A. Draft – Graduate Assistant Funding Request Form (see Attachment 2)
- VIII. Carey Adams
- IX. Jill Bell
- X. Adjournment

# Summer 2012 Enrollment Executive Summary

## Summer Census

	Summer 2011 Census	Summer 2012 Census	Percent Change
<b>Total Enrollment</b>	3600	3302	-8.3%
FTE	2135	1959	-8.2%
Credit Hour Production	25690	23205	-9.7%
<b>Undergraduate Enrollment</b>	3108	2829	-9.0%
Full-Time	419	341	-18.6%
Part-Time	2689	2488	-7.5%
Average Credit Hours	7.19	7.00	-2.6%
Returning from Spring	2539	2299	-9.5%
New Summer Student**	569	530	-6.9%
Freshmen	672	542	-19.3%
Sophomore	629	555	-11.8%
Junior	636	633	-0.5%
Senior	934	909	-2.7%
Joint/Dual Enrollment	4	5	25.0%
Post-Baccalaureate (Undergraduate)	233	185	-20.6%
<b>Graduate Enrollment</b>	492	473	-3.9%
Full-Time	197	211	7.1%
Part-Time	295	262	-11.2%
Average Credit Hours	6.78	7.18	5.9%
Returning From Spring	345	364	5.5%
New Summer Student**	147	109	-25.9%
Post-Baccalaureate (Graduate)	11	6	-45.5%

\*Day 1 of Summer 2011 Registration was March 28, 2011 and Day 1 of Summer 2012 Registration was March 26, 2012.

\*\*New Student for the purposes of this report includes any student not enrolled in the previous Spring

**Summer 2012 Enrollment Executive Summary**

## Summer Census

**Headcount Majors by College and Level**

	Summer 2011 Census	Summer 2012 Census	Percent Change
College of Education	514	415	-19.3%
Undergraduate	236	149	-36.9%
Graduate	278	266	-4.3%
College of Health Professions	1382	1284	-7.1%
Undergraduate	1231	1103	-10.4%
Graduate	151	181	19.9%
College of Liberal Arts	721	659	-8.6%
Undergraduate	693	644	-7.1%
Graduate	28	15	-46.4%
College of Science and Technology	758	737	-2.8%
Undergraduate	755	736	-2.5%
Graduate	3	1	-66.7%
Undecided	225	207	-8.0%
Undergraduate	193	197	2.1%
Graduate	32	10	-68.8%

**Student Credit Hour Production by College and Level**

	Summer 2011 Census	Summer 2012 Census	Percent Change
College of Education	2968	2581	-13.0%
Undergraduate	1202	855	-28.9%
Graduate	1766	1726	-2.3%
College of Health Professions	5976	6098	2.0%
Undergraduate	4712	4541	-3.6%
Graduate	1264	1557	23.2%
College of Liberal Arts	8709	6879	-21.0%
Undergraduate	8582	6814	-20.6%
Graduate	127	65	-48.8%
College of Science and Technology	7799	7485	-4.0%
Undergraduate	7734	7469	-3.4%
Graduate	65	16	-75.4%

*\*Day 1 of Summer 2011 Registration was March 28, 2011 and Day 1 of Summer 2012 Registration was March 26, 2012.*

*\*\*New Student for the purposes of this report includes any student not enrolled in the previous Spring*

# DRAFT



## Graduate Assistant Funding Request Form 2013 - 2014

Supervisors requesting a Graduate Assistant (GA) for their department or program must do so on an annual basis. All requests must be submitted to Office for Academic Affairs, no later than the published deadline. 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. Funding decisions will be made by December 1 for assistantships beginning the next fall semester.

Supervisors receiving funding will be required to submit a final evaluation report.

Date: \_\_\_\_\_

Application Deadline: October 15, 2012

College/Office: \_\_\_\_\_

Department: \_\_\_\_\_

GA Supervisor: \_\_\_\_\_

Person Requesting GA: \_\_\_\_\_

If this request for a designated GA position or an at-large request?

Program designated GA (Check program)

Health Services Administration

Nursing

Communication Sciences & Disorders

Sports Medicine

Public Health

Physical Therapy

Criminal Justice

Professional Communication & Leadership

Adult Education

Early Childhood Education

Reading

Special Education

Middle Grades Education

Curriculum & Instruction

Computer Science

History

At-large request

Duration of Assistantship:

Fall/Spring 2013-2014

Summer 2014

Fall 2013 only

Spring 2014 only

Breakdown of duties by percentage of time:

\_\_\_\_% research    \_\_\_\_% instruction assistance    \_\_\_\_% administrative    \_\_\_\_% other (explain)

# DRAFT

**Description of the Graduate Assistantship, attach additional pages as necessary.**

- Position Summary include a brief description of project(s) and details to explain the percentages listed above:
- Principle Duties and Responsibilities:
- Desired Knowledge, Abilities, and Skills:
- Education, Training, and Experience Requirements:
- Competencies:

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

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

# DRAFT

Identify proposed funding for the GA stipend:

Academic Affairs       University fees       Grant 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 Office for Academic Affairs, Burnett Hall.**

<b>Official Use Only</b>	date	initial
Received by Academic Affairs	_____	_____
Final VP Approval	_____	_____
Business and Finance verification of available funds	_____	_____
Faculty/Staff notified of decision	_____	_____