

Armstrong

Graduate Affairs Committee

Burnett Hall Board Room

Minutes: September 4, 2012, 2:30 p.m.

PRESENT: Joey Crosby (Chair), Becky da Cruz (Vice Chair), Kathleen Fabrikant, Mark Finlay, Chris Hendricks, John Hobe, Anne Katz, Robert Loyd, Jean Neils-Strunjas, Bryan Riemann, Daniel Skidmore-Hess, Sandy Streater, Pat Thomas, Anne Thompson, Ellen Whitford, Teresa Winterhalter, Carey Adams (*ex officio*), John Kraft (*ex officio*), Robert Gregerson (*ex officio*), Patricia Wachholz (*ex officio*), Meagan Stachurski (*ex officio*), Jahmal McCray (*ex officio*)

GUESTS: Jill Bell

- I. **Call to Order.** The meeting was called to order at 2:30 p.m. by Dr. Joey Crosby.
- II. **Approval of Minutes.** The minutes of August 15, 2012 were approved as presented.
- III. **Committee Reports**
 - A. **Graduate Curriculum**

Dr. Allison Belzer has a teaching conflict with the meeting time. She will be replaced by Dr. Michael Benjamin.
 - B. **Graduate Faculty Status (see Attachment 1)**

The committee accepted the report of the Graduate Faculty Status Committee.
 - C. **Graduate Student Appeals (no report)**
- IV. **Old Business: Academic dismissal due to low grades and the “two C policy”**

Discussion from the last meeting was continued.

Points of discussion:

- The Department of History instituted a “two C policy” eighteen years ago. Since that time they have had students who have earned one C, but have never had a student earn a second C.
- Since graduate programs are year-round, a case can be made for counting summer as a semester.
- Some programs have classes that are only offered in summer.
- Since graduate programs can be very different by college, perhaps each college should have its own timeline for reapplying.
- Appeals to reapply early can be made in exceptional cases, but they

would require a very quick turn-around. If coordinators are not paid in the summer, the dean or a designee would have to handle appeals made in summer.

- Perhaps the cut-off should be three Cs rather than 2 Cs.

It was moved and seconded that summer be counted as a semester in the “two C policy” probationary process. The motion was approved. Dr. John Kraft will draft new policy language and bring it to the next meeting.

It was asked how many students the current policy affects, and how common the policy is at other institutions. A study was done in 2010 on the policies of other institutions. Ms. Panhorst could not immediately find this in her electronic records, but said she would look further. She did find the following in an attachment to the minutes of October 5, 2010, which states how many students would have been affected if the current policy had be implemented retroactively in Fall 2010:

“Justification for Counting C or below grades beginning in Fall 2010 justification (sic):

Perceived fairness from students:

This is a big change for our students. Students made choices about their grades with a different policy. While the catalog allows us to change administrative policies, the consequences of the new policy are severe and potentially sudden. If we start counting the C or below grades now (Fall 2010), we give them a clean slate, so to speak, when beginning this new policy (excluding students in programs who already implemented a 2 C dismissal policy). It will only allow one more C grade or below in a students graduate career.

Avoiding a juggernaut in the registrar's office and appeals processing:

There are 118 students in jeopardy of dismissal this semester if we count previous C or below grades as the first C. If they earn a second C or below grade in the Fall 2010 semester, they will be academically withdrawn from Spring 2011 classes and sent letters from the Registrar's Office that they have been academically dismissed. If they appeal, programs, departments and deans will have to process the appeals before the beginning of classes in order to allow for students to get back into Spring 2011 classes. The Graduate Student Appeals committee will then have to hear all the cases that programs, department, and deans deny in a timely manner.”

V. GSCC

Ms. Meagan Stachurski reported that the first GSCC funding meeting was today. She also announced that one of their representatives is going to engage in public relations through social media.

There is an ongoing discussion with Dr. Carey Adams regarding options for graduate hooding. The GSCC supports hooding for all graduate students. A separate ceremony the night before commencement is one option under discussion.

The next GSCC meeting is September 18. The next funding meeting is October 2. Those requesting funding are being asked to turn in their requests at least a week before the meeting and at least 60 days before the event for which funding is being requested, in order to allow sufficient time for processing.

VI. John Kraft

Dr. Kraft distributed the draft of the new Graduate Assistant Funding Request Form (see Attachment 2). A box has been added to designate GA positions or at-large. Page 2 has been designed to conform to PeopleAdmin requirements. Please send any feedback within two weeks so the form can be distributed in time for an October 15 submission deadline. The basic procedure for selection will be the same as last year.

VII. Carey Adams

Dr. Adams addressed summer enrollment (see Attachment 3). He said that he and Mr. David Carson are *ex officio* members of the Senate Planning, Budget, and Facilities committee, along with Dr. Robert Loyd. Dr. Adams reported that Mr. Carson said we will have final financial numbers for summer by the end of October. This will be a better indicator of whether or not we met our target than the enrollment will.

Discussion points:

- Historic relationship between graduate coordinator summer supplements for the next summer and meeting the target for the previous summer.
- Having to earn 1.5 x salary when class sizes are small.
- Differentiated tuition and programs not getting that money back.
- The difficulty of turning in spring and summer schedules together in the fall. It was noted that this is the first time we've done this. It had been suggested by a former interim associate vice president of enrollment services, with the rationale being that students going home for winter break are more likely to plan for summer during that time if the schedule is available.
- The difficulty of determining whether, when, and where online classes in the summer will require their students to come to campus. Students must be informed of this when they register, but it is seen as next to impossible to provide this information this far in advance of summer.

VIII. Jill Bell

Ms. Bell reported that the graduate open house will be on March 19. She is working with Ms. Brenda Forbis on materials. We are currently on the wait list for the recruiting fair at Kennesaw State University, but there are other recruiting fairs to be signed up for. The Armstrong Career and Graduate School Fair is on October 25.

Student files over seven years old are being purged. First purged will be those who applied but never enrolled in classes. Transcripts and GRE scores will be kept. A note will be put on the students' records in Banner.

The PDF application is being updated to reflect new programs. Ms. Bell is still working with CollegeNET on the online version.

IX. Adjournment. The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

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

Armstrong

Graduate Faculty Status Committee Report: September 4, 2012

Members: Tim McMillan, Andi Beth Mincer, Pam Mahan, Linda Ann McCall, Glenda Ogletree, Daniel Skidmore-Hess (Chair), Jane Wong

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

Associate

Anne Katz	Childhood and Exceptional Student Ed.	initial application
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Temporary

Claire Hughes	Childhood and Exceptional Student Ed.	initial application
Carolyn Perry	Childhood and Exceptional Student Ed.	renewal
Jennifer Rouse	Childhood and Exceptional Student Ed.	initial application
Michelle Sisson	Childhood and Exceptional Student Ed.	renewal

Betty Dixon	Health Sciences	initial application
Paula Reynolds	Health Sciences	renewal

Christy Mroczek	Languages, Literature & Philosophy	initial application
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Charissa Lowe	Nursing	initial application
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Tammy Carroll	Psychology	initial application
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Respectfully submitted,

Daniel Skidmore-Hess, Chair

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: _____

Is 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.

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

Summer 2012 Enrollment Executive Summary

Attachment 3

Summer Census

	Summer 2011 Census	Summer 2012 Census	Percent Change
Total Enrollment	3600	3302	-8.3%
FTE	2135	1959	-8.2%
Credit Hour Production	25690	23205	-9.7%
Undergraduate Enrollment	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%
Graduate Enrollment	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