Graduate Affairs Committee
Burnett Hall Board Room
Minutes: October 1, 2013

PRESENT: Maya Clark, Joey Crosby (chair), Mark Finlay, Ray Hashemi, Chris Hendricks, Patricia Holt, Anne Katz, Robert Loyd, Linda Ann McCall, Anita Nivens, Regina Rahimi, Bryan Riemann, Daniel Skidmore-Hess, Patrick Thomas, Teresa Winterhalter, John Kraft (ex officio), Patricia Wachholz (ex officio), David Ward (ex officio), Nyssa Owen (ex officio)

GUESTS: Jill Bell, AndiBeth Mincer

I. Call to Order. The meeting was called to order at 2:30 by Dr. Joey Crosby.

II. Approval of Minutes. The minutes of September 3, 2013 were approved by email on September 11, 2013.

III. Committee Reports
A. Graduate Faculty Status (see Attachment 1)
   The committee accepted the report of the Graduate Faculty Status Committee as presented.

   B. Graduate Curriculum (see Attachment 2)
   The committee accepted the curriculum items in the report of the Graduate Curriculum Committee (GCC) as presented. The report should proceed through the Senate as an action item for Presidential approval.

IV. Candidates for Fall 2013 graduation (see Attachment 3)
   The list of candidates was approved as amended.

V. GSCC

There were adjustments made to the budget that brought it up to about the same amount as last year. The travel budget is $20,000 travel budget. There have been a large number of requests. The GSCC is looking closely at a number of factors—whether a student is graduating, whether a student is presenting a paper, etc.—to ensure fairness in making awards. They have not voted yet on today’s funding requests. Approximately 50% of the budget has already been used.

The GSCC will be present at Celebrate giving out promotional items.
VI. John Kraft

Requests for Graduate Assistants are due October 15. Dr. Kraft has asked the deans for volunteer graduate faculty to evaluate the applications. He would like to improve the communication process to better help programs use graduate assistantships as recruiting tools. It was asked whether a 1st-year graduate assistant could be kept for a second year. Dr. Kraft said that this would probably be acceptable, since the concept of 2-year appointments is new to this process.

Dr. Kraft reported that Dr. Sandy Streater helped review language for grade appeals for the catalog. This language will be shared with the committee soon. Having consistent language between graduate and undergraduate catalogs is desirable.

VII. Jill Bell

There were two emails sent out today about the Graduate Fair. Ten schools have confirmed that they are coming. There are 15 more that have not yet responded. Ms. Bell can provide a list of colleges that were invited and that have responded.

Information on the fair went to students in the “What’s Happening” email and will continue to do so. Ms. Bell has talked to Brenda Forbis about getting a button for the fair on the home page and about getting it put on the digital sign. There will be a Banner on the student union. Other publicity is being done. Light refreshments will be served at the fair.

Regarding Armstrong and the Graduate Fair, in some colleges the individual programs are registering and in others the College is registering as a whole. There will be another email going out regarding set-up.

Armstrong is scheduled to attend three fairs: University of Georgia, Georgia Southern University, and one other.

Applications are coming in well. Data entry is current as of yesterday. Ms. Bell is trying to keep everyone in the loop while they are trying to get the Argos reports going.

VIII. Adjournment. The meeting was adjourned at 2:47p.m.

Respectfully submitted,

Phyllis L. Fulton
Coordinator of Faculty Information and Graduate Catalog Editor
Graduate Faculty Status Committee
Report: September 25, 2013

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 applications for graduate faculty status:

Associate
Annie Mendenhall  Languages, Literature, and Philosophy  initial

Temporary
Kimberly Boucher  Criminal Justice, Social & Political Science  initial
Lai-Julia Ross  Criminal Justice, Social & Political Science  initial

Respectfully submitted,

Daniel Skidmore-Hess, Chair
CALL TO ORDER. The meeting was called to order at 2:04 p.m. by Dr. Teresa Winterhalter.

APPROVAL OF MINUTES. The minutes of August 21, 2013 were approved as presented.

ITEMS

I. College of Education (no items)

II. College of Health Professions
   A. Health Sciences

   Items 1-2 from the Department of Health Sciences were discussed and approved by the committee.

   1. Create the following course
      MHSA 7950 Health Service Administration Capstone Project V-V-3
      Co-requisite: MHSA 7880
      Description: Comprehensive assessment of skill and knowledge-based program competencies based upon student completion, presentation, and defense of results from assigned or approved project(s), case studies, and/or other applied research assignments. Student must earn a grade of A or B to satisfy the requirements for graduation.

      Rationale: This course will allow students the opportunity to synthesize and demonstrate mastery of cross-curricular competencies through the completion and presentation of a faculty assigned project. The MHSA program has increased its focus on improving the methods by which it
currently assesses the educational competencies its students achieve. Currently, most competency assessment is done by the student at different points in the didactic and applied components of the program. Recent program accreditation advice strongly encourages an increase in the rigor and validity of competency assessments by including faculty and practitioner-focused assessments. Effective faculty assessment of student educational competencies requires the creation of a capstone project to allow faculty and students to focus competency assessment efforts at the conclusion of the MHSA program.

**Effective Term: Spring 2014**

**CURCAT**
- **Major Department:** Health Sciences
- **Can course be repeated for additional credit?** No
- **Maximum number of Credit Hours:** 3
- **Grading Mode:** Regular
- **Instruction Type:** Lecture

2. **Modify the following program of study:**

**MHSA Program of Study:**

**A. Required Didactic Courses**

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<th>Course Title</th>
<th>Credit Hours</th>
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<td>MHSA 6100</td>
<td>Organization Theory/Organizational Behavior HC</td>
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<td>MHSA 6800</td>
<td>Legal Environment of Healthcare</td>
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<td>MHSA 6850</td>
<td>Managerial and Biomedical Ethics HC</td>
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<td>MHSA 6880</td>
<td>Strategic Marketing for Health Care Org.</td>
<td>3</td>
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<tr>
<td><strong>MHSA 7100</strong></td>
<td><strong>Leadership Seminar</strong></td>
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<td>MHSA 7880</td>
<td>Strategic Management of Health Services Organizations</td>
<td>3</td>
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<tr>
<td><strong>MHSA 7950</strong></td>
<td><strong>Health Services Administration Capstone Project</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>
Rationale: It was felt that students would be better served by incorporating leadership theory content into several existing courses in the program and phasing MHSA 7100 out as a required course in the program of study and adding a capstone project requirement in its place. In its place, the faculty decided that adding flexibility by allowing students the choice of one directed didactic elective from several existing courses would be appropriate and address a potential accreditation issue before the next site visit.

Effective Term: Spring 2014

B. Nursing (no items)
C. Rehabilitation Sciences (no items)

III. College of Liberal Arts (no items)

IV. College of Science and Technology (no items)

OTHER BUSINESS

A. Information item: BOR acknowledgement of creation of certificate programs
   See Attachment 1 for complete list.

B. Information item: BOR acknowledgement of online delivery for programs. See Attachment 2 for complete list.

C. Information item: BOR acknowledgement of reactivation of Master of Science in Computer Science, and name change. See Attachment 3.

D. Information item: At the GCC meeting of 2/20/13, the following course was put forward for creation: CSCI 7700 Advanced Computer Security. This number has been used previously for a non-equivalent class. Dr. Gregerson, Dr. Nivens, and Dr. Zhang agreed that the new course will instead be CSCI 7710 Advanced Computer Security. This note documents the change.

ADJOURNMENT. The meeting was adjourned at 2:23 p.m.

Respectfully submitted,

Phyllis L. Fulton
Catalog Editor
From: "Marci M. Middleton" <Marci.Middleton@usg.edu>
Date: May 8, 2013, 12:04:45 PM EDT
To: "John Kraft (john.kraft@armstrong.edu)" <john.kraft@armstrong.edu>
Cc: Carey Adams <carey.adams@armstrong.edu>, Susan Campbell-Lounsbury <Susan.Campbell@usg.edu>
Subject: RE: Armstrong Atlantic State University - Certificates in Radiologic Sciences, Scientific Computing, Applied Behavior Analysis, + Actuarial Sciences

*** Revised ***

From: Marci M. Middleton
Sent: Wednesday, May 08, 2013 12:03 PM
To: John Kraft (john.kraft@armstrong.edu)
Cc: Carey Adams; Susan Campbell-Lounsbury
Subject: Armstrong Atlantic State University - Certificates in Radiologic Sciences, Scientific Computing, Applied Behavior Analysis, + Actuarial Sciences

Dr. Kraft, - good day

Dr. Adams, - good day

The Office of Academic Programs is in receipt of Armstrong Atlantic State University’s notification of the following four certificates: Radiologic Sciences, Scientific Computing, Applied Behavior Analysis, and Actuarial Sciences.

We understand that the following program details are associated with each of the aforementioned certificates:
Certificate in Radiologic Sciences (post-baccalaureate)

- 18 semester credit hours
- Post-bachelor's/graduate certificate, CERG
- CIP 51.090701
- Anticipated start date of August 12, 2013

Certificate in Scientific Computing (post-baccalaureate)

- 12 semester credit hours
- Post-bachelor's/graduate certificate, CERG
- CIP 11.070101
- Anticipated start date of August 12, 2013

Certificate in Applied Behavior Analysis (post-baccalaureate)

- 18 semester credit hours
- Post-bachelor's/graduate certificate, CERG
- CIP 42.281400
- Anticipated start date of August 12, 2013

Certificate in Actuarial Sciences

- 21 semester credit hours
- Undergraduate Certificate, CERO ***
- CIP 52.130400
- Anticipated start date of August 12, 2013

Thank you for notifying us of the institution's establishment of certificates in Radiologic Sciences, Scientific Computing, Applied Behavior Analysis, and Actuarial Sciences, respectively. With this message, the Office of Research and Policy Analysis has been notified of certificate additions to the Degrees and Majors database for Armstrong Atlantic State University.

Sincerely,

Marci
Marci M. Middleton, Ph.D.
Assistant Vice Chancellor, Academic Programs
Board of Regents, University System of Georgia
270 Washington Street, S.W.
Room 6022
Atlanta, Georgia 30334
Phone: 404.962.3065
Fax: 404.962.3094
E-mail: marci.middleton@usg.edu
Fwd: Armstrong Atlantic State U. - Notification of 2nd and subsequent online delivery/distance ed - Multiple Programs

1 message

John Kraft <john.kraft@armstrong.edu>  
To: Phyllis Panhorst <phyllis.panhorst@armstrong.edu>

Wed, May 8, 2013 at 1:49 PM

FYI

Sent from my iPhone

Begin forwarded message:

From: "Marci M. Middleton" <Marci.Middleton@usg.edu>
Date: May 8, 2013, 12:41:23 PM EDT
To: "John Kraft (john.kraft@armstrong.edu)" <john.kraft@armstrong.edu>, Carey Adams <carey.adams@armstrong.edu>
Cc: Sandi Suda <sandi.suda@usg.edu>, Annette Ogletree-McDougal <Annette.Ogletree-McDougal@usg.edu>, Jon Sizemore <Jon.Sizemore@usg.edu>
Subject: Armstrong Atlantic State U. - Notification of 2nd and subsequent online delivery/distance ed - Multiple Programs

Dr. Kraft – good afternoon

Dr. Adams – good afternoon

Thank you for your notification that Armstrong Atlantic State University will offer the following academic programs via online delivery methods:

- Graduate Certificate in Instructional Technology
  - Asynchronous
  - Yes to SREB listing
  - Lead Departmental Contact: Dr. Patricia Wachholz (patricia.wachholz@armstrong.edu; 912-344-2797)
  - Anticipated Start Date: August 12, 2013

- Associate of Applied Science in Criminal Justice
  - Synchronous
  - No to SREB listing
- Lead Departmental Contact: Dr. Dan Skidmore-Hess
  (Daniel.Skidmore-Hess@armstrong.edu; 912-344-2532)
- Anticipated Start Date: August 12, 2013

Associate of Arts (Core Curriculum)
- Synchronous
- No to SREB listing
- Lead Departmental Contact: Dr. Laura Barrett
  (Laura.Barrett@armstrong.edu; 912-344-2523)
- Anticipated Start Date: August 12, 2013

Associate of Science (Core Curriculum)
- Synchronous
- No to SREB listing
- Lead Departmental Contact: Dr. Robert Gregerson
  (Robert.Gregerson@armstrong.edu; 912-344-3102)
- Anticipated Start Date: August 12, 2013

Bachelor of Arts with a major in English
- Synchronous
- No to SREB listing
- Lead Departmental Contact: Dr. David Wheeler
  (David.Wheeler@armstrong.edu; 912-344-2919)
- Anticipated Start Date: August 12, 2013

Bachelor of Arts with a major in Gender and Women's Studies
- Synchronous
- No to SREB listing
- Lead Departmental Contact: Dr. Laura Barrett
  (Laura.Barrett@armstrong.edu; 912-344-2523)
- Anticipated Start Date: August 12, 2013

Bachelor of Arts with a major in History
GAC Attachment 2

- Synchronous
- No to SREB listing
  - Lead Departmental Contact: Dr. Laura Barrett (Laura.Barrett@armstrong.edu; 912-344-2523)
  - Anticipated Start Date: August 12, 2013

- Bachelor of Arts with a major in Law and Society
  - Synchronous
  - No to SREB listing
  - Lead Departmental Contact: Dr. Laura Barrett (Laura.Barrett@armstrong.edu; 912-344-2523)
  - Anticipated Start Date: August 12, 2013

- Bachelor of Arts with a major in Spanish and Spanish with Teacher Certification
  - Synchronous
  - No to SREB listing
  - Lead Departmental Contact: Dr. David Wheeler (David.Wheeler@armstrong.edu; 912-344-2919)
  - Anticipated Start Date: August 12, 2013

- Bachelor of Health Science
  - Synchronous
  - No to SREB listing
  - Lead Departmental Contact: Dr. Sandy Streater (sandy.streater@armstrong.edu; 912-344-3174)
  - Anticipated Start Date: August 12, 2013

- Master of Education in Curriculum and Instruction
  - Synchronous
  - No to SREB listing
  - Lead Departmental Contact: Dr. Patrick Thomas (Patrick.thomas@armstrong.edu; 912-344-2629)
  - Anticipated Start Date: August 12, 2013
With this message system office personnel have been copied for information purposes and external listings (e.g., Georgia On My Line, SREB – one program). Thank you for your notification.

Yours very truly,

Marci Middleton

************************

Marci M. Middleton, Ph.D.
Assistant Vice Chancellor, Academic Programs
Board of Regents, University System of Georgia
270 Washington Street, S.W.
Room 6022
Atlanta, Georgia 30334
Phone: 404.962.3065
Fax: 404.962.3094
E-mail: marci.middletong@usg.edu
Fwd: Armstrong Atlantic State University - Master of Science - Computer Sciences/Computer and Information Sciences

1 message

John Kraft <john.kraft@armstrong.edu>  
To: "Phyllis, Phyllis" <phyllis.panhorst@armstrong.edu>

FYI

-------- Forwarded message --------
From: Marci M. Middleton <Marci.Middleton@usg.edu>
Date: Wed, May 8, 2013 at 3:49 PM
Subject: Armstrong Atlantic State University - Master of Science - Computer Sciences/Computer and Information Sciences
To: "John Kraft (john.kraft@armstrong.edu)" <john.kraft@armstrong.edu>
Cc: Carey Adams <carey.adams@armstrong.edu>, Susan Campbell-Lounsbury <Susan.Campbell@usg.edu>

Dr. Kraft, - good afternoon

Dr. Adams, - good afternoon

Cc: Dr. Campbell-Lounsbury

The Office of Academic Programs is in receipt of Armstrong Atlantic State University’s notification of the reactivation of the Master of Science in Computer Science (CIP 11010100).

We understand that the program is viable and will be admitting students. We further note that the campus has slightly modified the name and the program should be reflected as a Master of Science in Computer and Information Sciences.

Thank you for notifying us of the institution’s action. With this message, the Office of Research and Policy Analysis has been notified of changes to the Degrees and Majors database for Armstrong Atlantic State University.

Sincerely,

Marci
Marci M. Middleton, Ph.D.
Assistant Vice Chancellor, Academic Programs
Board of Regents, University System of Georgia
270 Washington Street, S.W.
Room 6022
Atlanta, Georgia  30334
Phone:  404.962.3065
Fax:  404.962.3094
E-mail: marci.middleton@usg.edu

--
John R. Kraft, Ph.D.
Interim Assistant Vice President for Academic Affairs
Armstrong Atlantic State University
Burnett Hall
11935 Abercorn Street
Savannah, GA  31419
t  912.344.3100
f  912.344.3492
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