

# Armstrong

## Graduate Affairs Committee

Burnett Hall Board Room

Minutes: November 5, 2013

**PRESENT:** Joey Crosby (chair), Becky da Cruz, Ray Hashemi, Chris Hendricks, Patricia Holt, Anne Katz, Robert Loyd, Linda Ann McCall, Anita Nivens, Regina Rahimi, Bryan Riemann, Daniel Skidmore-Hess, Sandy Streater, Patrick Thomas, Anne Thompson, Teresa Winterhalter, Carey Adams (*ex officio*), John Kraft (*ex officio*), Yvette Upton (*ex officio*), Nyssa Owen (*ex officio*)

**GUESTS:** Jill Bell, Linc Morris

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- I. **Call to Order.** The meeting was called to order at 2:30 p.m. by Dr. Joey Crosby.
- II. **Minutes of October 1, 2013.** The minutes were approved by email on October 4, 2013.
- III. **Committee Reports**
  - A. **Graduate Faculty Status (see Attachment 1)**

The committee accepted the report of the Graduate Faculty Status Committee as presented.

Dr. Skidmore-Hess reported that the committee was going to be looking at graduate faculty membership criteria. The criteria may need to be adjusted to accommodate Lecturers and Senior Lecturers.
  - B. **Graduate Curriculum.** The committee did not meet in October.
  - C. **Graduate Student Appeals**

Dr. Rod McAdams has replaced Dr. Hongjun Su as a committee member.
- IV. **GSCC**

There have been a record number of requests for funding. The amount left in the budget for the 2013-14 academic year is \$2410.90. Awards have been made as follows:

  - Physical Therapy: \$8300
  - Health Service Administration: \$3000
  - Public Health: \$2600
  - Communication Sciences and Disorders: \$400
  - Sports Medicine: \$2500

History: \$800  
Education: \$2000

The hooding ceremony is December 6. Information has been sent to graduating graduate students. They are being asked to RSVP individually.

**V. John Kraft**

The ad hoc committee evaluating graduate assistant requests met to review the at-large applications. There were 14 requests. About 10 of them will be funded, in addition to the 16 program-designated slots. Information on the decisions will be sent out next week.

**VI. Carey Adams**

Earlier this semester, Ms. Susan Hacker did an audit of the process for filling graduate assistantships. For program-designated slots, the recruiting is direct. For at-large slots, the current procedure is to collect the applications in a folder where they can be reviewed by faculty with available slots. Ms. Hacker suggested that it might be more efficient to do this electronically, possibly using PeopleAdmin.

There was discussion. The consensus was that PeopleAdmin is too cumbersome and slow, and that it would make the process much more difficult and time-consuming for faculty. It was suggested that scanning applications to GoogleDrive might be more useful.

Dr. Adams said he had not spoken with Student Affairs yet to see what their thoughts are on the subject.

**VII. Jill Bell**

Ms. Bell is waiting on information from Career Services about the fair. Currently the data is not accessible due to data migration on the computers.

Graduate Studies is preparing to move back to Victor Hall.

The graduate PDF application is being updated in conjunction with Banner Ellucian consultants. Work is also being done on uploading GRE scores, but there is a problem with matching criteria.

**VII. Other Business**

**A. Senate restructuring of committees**

The Senate is working on restructuring committees. There is a proposal coming up to disassociate the Graduate Affairs Committee, as well as some other committees, making them independent of the Senate. There was brief discussion. Consensus is that there is no real downside in this for the GAC. It

was suggested that if this comes about, the GAC may want to look at their own bylaws and possibly have the chair and vice chair alternate going to the Senate meetings to stay in touch with what is going on. Dr. Rahimi said she would keep the committee posted.

**B. Summer revenues**

Dr. Adams and David Carson will have the summer revenue sharing information out within the month, before faculty

**C. No meeting**

There will be no meeting in December. The next meeting will be January 14.

**D. Hooding Ceremony**

The date for faculty to RSVP for the hooding ceremony is November 12. Please help get the deadline out there. So far 39 faculty have responded in the affirmative.

**E. Full-time status for financial aid purposes**

**Linc Morris**

Current full-time is defined as 9 credit hours. Students are eligible for financial aid as half-time students, which would be 4.5 credit hours. Most students take class in 3-credit increments, making 4.5 an awkward number. Mr. Morris said they are changing full-time status to 6 credits for financial aid purposes, making more students eligible for aid. He said it would be up to the GAC whether to change the definition for catalog purposes as well.

It was moved and seconded to endorse a change in institutional designation for full-time graduate student for financial aid status to 6 credit hours full-time, 3 credit hours for half-time. The motion carried.

**VIII. Adjournment.** The meeting was adjourned at 3:35 p.m.

Respectfully submitted,

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

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## Graduate Faculty Status Committee Report: October 29, 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:

### Full

Becky da Cruz	Criminal Justice, Social & Political Science	initial at this level
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### Associate

Brenda Logan	Adolescent and Adult Education	reappointment
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Barbara Hubbard	Childhood & Exceptional Student Education	reappointment
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Denene Lofland	Diagnostic & Therapeutic Sciences	initial
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Robert Terry	Languages, Literature, & Philosophy	initial
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Joshua Williams	Psychology	initial
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### Temporary

Sherry Serdikoff	Psychology	initial
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Respectfully submitted,

Daniel Skidmore-Hess, Chair