Armstrong Atlantic State University
Graduate Affairs Committee
Minutes of October 20, 2009
Burnett Hall Room 125

Present: Christopher Hendricks, Maya Clark, Regina Rahimi, Anita Nivens, Ellen Whitford, Robert LeFavi, Joyce Bergin, Trish Coberly, Anne Thompson, Stephen Jodis, Becky da Cruz, Robert Loyd, Jose da Cruz, Joey Crosby, Rick McGrath, Donna Brooks, Christine Bild, John Kraft

I. Call to Order. The meeting was called to order at 2:32 p.m. by Dr. Christopher Hendricks.

II. Approval of minutes: The minutes of September 8, 2009 were approved as amended.

III. Subcommittee Reports
   A. Graduate Curriculum Subcommittee

ITEMS

I. College of Liberal Arts

A. Criminal Justice, Social, & Political Science

The following item was approved to be sent forward to the Senate with refined description and rationale, as noted:

1. Create the following course:
POLS 5300U/G Marxism, Socialism, and Democracy 3-0-3
Undergraduate Prerequisite: POLS 1150 or POLS 1200 or POLS 2100 or POLS 2200 or POLS 2290 or HIST 1112
Graduate Prerequisite: None
Description (refined at GAC meeting): Readings in Marxist and other socialist texts as well as critiques of socialism. Examination of communist regimes, revolutions, and social democratic governments. Evaluation of significance for contemporary democratic theory and practice.

Rationale (refined at GAC meeting): To establish a regular course offering on a major and crucial topic within the discipline. A course on this subject is standard fare in most four-year political science degree programs. This course provides an important complement to existing departmental offerings in international relations and comparative politics, including POLS 5490U/G, Political Transformation of the Former Soviet Union. Graduate students must
complete a research project requiring in-depth textual study and review of scholarly literature.

**Effective Term:** Fall 2010

**CURCAT:**
- **Major Department:** CJSPS
- **Can the course be repeated for additional credit:** No
- **Maximum number of credit hours:** 3
- **Grading Mode:** Normal
- **Instructional Type:** Lecture

**B. Economics**

The following item was approved to be sent forward to the Senate.

1. **Create the following course**
   - **ECON 5150U/G Survey of Economics for Educators**
   - **Undergraduate Pre-requisite:** (U/G) Admission to Candidacy in the College of Education or holds current teaching certification
   - **Graduate Pre-requisite:** (U/G) Admission to Candidacy in the College of Education or holds current teaching certification

   **Description:** Survey of macroeconomic, microeconomic, and personal finance topics relevant to the Georgia Performance Standards for teaching economics in grades K-12. Course examples will be drawn from classroom resources available to educators. Students will be expected to develop a portfolio of grade-level appropriate examples for future classroom use.

   **Rationale:** The Georgia Performance Standards for Economics requires that high school economics students pass an exam that is approximately 85 percent economics and 15 percent personal finance. To cover the material necessary for proper preparation, prospective high school teachers would currently need to take at least two economics courses for which there is little or no room available in their curriculum. This course provides a practical foundation for meeting educational needs for teachers K-12. Graduate students will be required to create and present a course module for an assigned topic.

   **Effective Term:** Spring 2010

**CURCAT:**
- **Major Department:** Economics
- **Can the course be repeated for additional credit:** No
- **Maximum number of credit hours:** 3
- **Grading Mode:** Normal
C. Languages, Literature, & Philosophy

The following item was approved to be sent forward to the Senate.

1. **Modify the following course:**
   ENGL 5350U/G  Topics in African American Literature
   Undergraduate Prerequisite: ENGL 2100 or permission of department head
   Graduate Prerequisite: None
   **Description:** Thematic approach to African American Literature, with emphasis on historical, philosophical, and/or cultural contexts. Topics such as religion, migration, the oral tradition, autobiography, popular culture, rhetoric, civil rights, slavery, sexuality, or literary theory. **May be repeated for additional credit when topics change.**

   **Rationale:** An oversight when we first modified this course last year. All of our special topics courses are repeatable.

   **Effective Term:** Fall 2010

   **CURCAT:**
   Can course be repeated for additional credit? Yes
   Maximum Number of Credit Hours: 6

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B. **Graduate Faculty Status Subcommittee**
Dr. Patricia Coberly reported that the subcommittee considered six applications, and all six were approved (See Attachment 1)

Dr. Coberly also reported that one subcommittee member resigned and a replacement was needed. Dr. Tim McMillan or Dr. James Brawner were recommended. Dr. Coberly said she would ask Dr. McMillan if he would serve.

C. **Graduate Appeals Subcommittee**
Dr. John Kraft reported that the subcommittee met on September 14 and denied one appeal for admission.

There was some discussion of the finality of appeals decisions, since there have been cases of students taking appeals all the way to the Vice President for Academic Affairs and then starting over at the committee level. The consensus was that this is something that should go in the catalog rather than the bylaws.
IV. Old Business

A. Bylaws
There was discussion of removing the listing of each program from the bylaws in favor of more general language, to prevent having to amend the bylaws every time a program is added or deleted. A motion was made, seconded, and approved to present the general language to the Senate Bylaws Committee.

There was discussion of defining membership of the Graduate Faculty Status subcommittee to represent the different colleges. It was moved, seconded, and approved to use the same language that is used for membership of the Graduate Curriculum Subcommittee.

The Graduate Appeals Subcommittee presented the changes they would like to their portion of the bylaws.

For a summary of changes being submitted to the Senate Bylaws Committee, see Attachment 2.

B. Reorganization update
Dr. Ellen Whitford reported that we have moved forward with the level change, and the Board of Regents has authorized us to offer the DPT. SACS still needs to approve the move from level 3 to level 5 before this is official. When we go to level 5, we can offer 3 professional doctorates (not Ph.D.s).

It was asked whether the mission statement needs to be changed. Dr. Whitford said this could be done but has to be approved by the Board of Regents.

An organizational structure for graduate programs is being worked on. It is very important to have the right kind of administrative structure in place for SACS and with the level change. It is an evolving process.

C. Graduate assistantships/waivers. Still postponed.

V. New Business

A. Graduate probation/suspension proposal.
There is concern because we are allowing students to stay in when they are not maintaining appropriate academic status. Current policy allows students to complete 18 hours before dismissed. Dr. Whitford presented a proposal from Ms. Judy Ginter to try to help alleviate the problem. It was decided that the Graduate Curriculum Subcommittee should review the
proposal and make a recommendation. Any policy would have to be approved by February in order to get into the catalog.

It was also mentioned that there is a need for a status, "matriculation continued," to help track students who take a semester off.

V. Graduate Student Association
Ms. Christine Bild was introduced. She said the Graduate Student Association has had two planning meetings and 1 funding request meeting. Four students are going to a conference. Students coming back will write an essay to be posted on the Graduate Student Association website to share with others. Spring events are being planned, such as Tax Day, when accountants will come to help students with taxes. Brochures have been finished, there is a new logo and new t-shirts, and a new banner that will be displayed at the AASU Day booth: tomorrow, A committee of twelve members are reviewing the constitution.

VI. Report from Ms. Jill Bell, Director of Graduate Admissions
Ms. Bell could not be present, but she submitted the following report, which was read by Dr. Hendricks:

"Tasha is processing paperwork for Spring, Summer & Fall 2010, and is up to date on processing – as it comes in, it is processed the same day. I do not expect that to continue as we get closer to the deadline for Spring. I have been working with Pamela Magliulo in the Registrar's Office on graduation for Fall 09 – she is very busy with graduation issues, but seems to have a firm handle on it.

"Still working on the Graduate webpages. Melanie Mirande and I have met and discussed some issues and a few updates have been made. However, the application deadline page is not where I want it to be. Melanie has the different deadlines for both MPH and CSDS; however, these have not been posted. There is a question of formatting and space. I believe that the Graduate Application page should be a stand-alone page – we have enough information and are different from undergrad to the point where we need our own. Melanie was going to get me a mock-up of this before the meeting tomorrow, but I had an e-mail from her this a.m. – the mock-up will not be ready in time."

VII. Other Business
Dr. Whitford said that graduate assistantships for fall will continue into spring. It is hoped that the new procedure will be used for recruiting for next fall.

Dr. Hendricks asked the Deans to please be sure to inform the committee if changes are made in program heads or if programs are added.

The next meeting is November 10.
VIII. **Adjournment.** The meeting was adjourned at 3:22 p.m.

Respectfully submitted,

Phyllis L. Panhorst  
Coordinator of Faculty Information
The Graduate Faculty Status Committee consists of Patricia Coberly (Chair), Alice Adams, Elizabeth Desnoyes-Colas, Ray Hashemi, Richard St. Pierre, and Bob Loyd.

The committee reviewed applications individually and coordinated recommendations via e-mail. All five (5) members (Adams, Coberly, Desnoyes-Colas, St. Pierre, and Loyd) reviewed the six (6) applications this month. The six (6) applications are recommended for approval.

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Respectfully submitted by,

Dr. Trish Coberly, chair
Armstrong Atlantic State University Faculty Senate

FSM 015.08/09

Approved April 13, 2009
Revised in committee, October 20, 2009

Graduate Affairs Committee

Bylaws

Mission

The Graduate Affairs Committee, serving as the official representative of the Graduate Faculty, and acting under the oversight of the President, will exercise jurisdiction over all matters related to graduate-level programming at Armstrong Atlantic State University.

Duties
The committee will: 1. act on behalf of the Graduate Faculty except as specified elsewhere in the Bylaws; 2. develop, review, and keep current all polices and procedures affecting graduate-level recruitment, admissions, progression through programs, retention, and graduation; 3. approve the list of graduate students for fall and spring commencements; 4. receive reports from the Graduate Student Coordinating Council; 5. establish and maintain the following subcommittees, and receive and act upon their recommendations: Graduate Faculty Status Subcommittee, Graduate Student Appeals Subcommittee, Graduate Curriculum Subcommittee; 6. report to the Senate regarding all matters related to graduate school programming;

Meetings
Regularly scheduled meetings will convene during fall and spring semesters at least once per month from August through April. Special meetings may be called by the Associate Vice President for Academic Affairs, the Vice President for Academic Affairs or the Chair of the committee in consultation with the membership.

Reports
Upon approval of the minutes from each meeting, the committee will report its actions to the Senate, including all actions originating from its various subcommittees.

Membership
The committee will be composed of one graduate faculty member with associate or full Graduate Faculty Status the graduate coordinator representing each graduate program, from each of the following graduate programs: early childhood education, middle grades and secondary education, adult education, special education, communication sciences and
disorders, health services administration, public health, sports medicine, nursing, physical therapy, criminal justice, history, liberal and professional studies, and computer science. In addition, two additional at-large members will be included from disciplines not otherwise represented on this committee. The chief officer of the School of Graduate Studies, Vice President for Academic Affairs, Academic Deans (or their designees), and the Advisor to the Graduate Student Coordinating Counsel serve as ex-officio, non-voting members of the committee.

Graduate Faculty Status Subcommittee

Charge: The Graduate Faculty Status Subcommittee will make recommendations to the Graduate Affairs Committee regarding the granting of graduate faculty status.

Duties: The subcommittee will review and submit recommendations concerning proposals for categories of graduate faculty status, appointment criteria in each category, procedures whereby graduate faculty applications are reviewed by the subcommittee, and graduate faculty applications submitted in accordance with adopted policies and procedures.

Meetings: This subcommittee will meet monthly (August through April) unless otherwise specified or required.

Reports: All subcommittee recommendations are reported to the Graduate Affairs Committee for approval.

Membership: The subcommittee will be composed of seven members as approved by the Graduate Affairs Committee. Members will have associate or full graduate faculty status. Subcommittee membership will be structured as follows: two members from the College of Health Professions, one member from the College of Liberal Arts, one member from the College of Science and Technology, two members from the College of Education, and one At-large member. A chair of this subcommittee will be determined at the first Graduate Affairs Committee meeting of the academic year.

Graduate Student Appeals Subcommittee Charge: The Graduate Student Appeals Subcommittee will make recommendations to the Graduate Affairs Committee involving graduate student academic appeals issues.

Duties: The subcommittee will develop and submit recommendations to the Graduate Affairs Committee concerning policies and procedures for Graduate Student Appeals. The subcommittee will supervise the formal adjudication of any such appeals, and make recommendations to the Vice-President of Academic Affairs on the disposition of cases. The subcommittee may serve in an advisory capacity to the Academic Standards Committee of the Faculty Senate. The previous year's subcommittee will be summoned to convene and adjudicate an appeal should a student request a hearing during summer term. If a quorum of subcommittee members cannot be convened, the case may go directly to the Vice-President of Academic Affairs for administrative appeal.
Meetings: As needed or requested by the Chair of Graduate Affairs Committee

Reports: All subcommittee recommendations activities are reported to the Graduate Affairs Committee while maintaining the privacy of student information.

Membership: The subcommittee will be composed of seven members as approved by the Graduate Affairs Committee. Members will have associate or full graduate faculty status. A Chair of this subcommittee will be determined at the first Graduate Affairs Committee meeting of the academic year.

Graduate Curriculum Subcommittee

Charge: The Graduate Curriculum Subcommittee will make recommendations to the Graduate Affairs Committee involving graduate curricula issues.

Duties: The subcommittee will make recommendations concerning general curricular policies and procedures, consider all proposals for new graduate degrees, programs, majors, and courses, and review all actions of college and university curriculum committees pertinent to graduate education.

Meetings: This subcommittee will meet monthly (August through April) unless otherwise specified or required.

Reports: All subcommittee recommendations are reported to the Graduate Affairs Committee for approval.

Membership: The subcommittee will be composed of seven members as approved by the Graduate Affairs Committee. Members will have associate or full graduate faculty status. Subcommittee membership will be structured as follows: one two members from the College of Health Professions, one member from the College of Liberal Arts, one member from the College of Science and Technology, one two members from the College of Education, and one At-large member. A chair of this subcommittee will be determined at the first Graduate Affairs Committee meeting of the academic year.