Members present: Drs. Chris Hendricks, Chair, Donna Brooks, Patricia Coberly, Elizabeth Crawford, Joey Crosby, Becky da Cruz, John Kraft, Robert LeFavi, Robert Loyd, Andi Beth Mincer, Michael Mink, Anita Nivens, Ed Strauser, Guests: Dr. Ellen Whitford, Dr. Russell Watjen, Deans Shelley Conroy, Patricia Wachholz, Assistant Dean Mark Finlay, Ms. Jill Bell, and Ms. Phyllis Panhorst.

I. Call to Order. The meeting was called to order at 2:30 PM by Dr. Hendricks, Chair.
   Introduction of new members Drs. Maya Clark, Communication Sciences and Robert Loyd, Special Education.

II. The minutes of August 14, 2009 meeting were approved as presented.

III. Dr. Becky daCruz was nominated and elected to serve as Vice Chair of the Graduate Affairs Committee for the 2009-2010 academic year.

IV. Committee Reports:

   Graduate Curriculum Committee: Dr. Nivens confirmed the members on the subcommittee and announced that the subcommittee will meet the last Friday of each month. Motion was made, seconded, and approved for Kalenda Eaton to represent the College of Liberal Arts on the GCC committee. In accordance with the By-Laws, Motion was made, seconded, and after discussion, a substitution motion was made, seconded, and approved for the GCC committee to have proportional representation of 2 members from HP, 1 member from Liberal Arts, 2 members from COE, 1 member from The College of Science and Technology, and 1 At-Large member for a total of 7 members.

   Graduate Appeals Committee: Dr. John Kraft reported that the appeal subcommittee will be scheduled within the next two weeks. Dr. Kraft will confirm with Dr. Whitford and the GAC on how summer appeals will be conducted in the absence of subcommittee members during summer session.

   Graduate Faculty Membership: Dr. Coberly presented a list of names for Graduate Faculty Membership. 28 applications were received, 19 Applications were approved, 8 applications were remanded, and 1 application was denied. Dr. Coberly confirmed six committee members serving on the GFM subcommittee. (List of approved names for graduate faculty status is attached to these minutes)

   Dr. Hendricks asked committee members to review all procedure documents for correct language in an effort to reflect the current organizational structure.
V. Old Business:

- The faculty senate requested a revision of the By-laws. After discussion, it was agreed that the current language used does not reflect the GAC’s mission. A change in the language used in the Mission Statement was made for clarity:

- The Mission statement will read: 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.

- Meeting section will read: Regularly scheduled meeting will convene during fall and springs semesters at least once per month from August through April. Special meetings may be called by the Vice President for Academic Affairs or the Chair of the committee in consultation with the membership.

- Membership section will read: The committee will be composed of one graduate faculty member with associate or full graduate faculty status 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 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.

- Recommendations for editorial changes were also made.

Motion was made, seconded, and approved to accept the recommendations of the Graduate Faculty Status Subcommittee and to send the By-Law revisions to the GAC By-Law Committee for final approval.

VI. New Business:

- Update on Graduate Assistantships Guidelines will be presented at the next meeting
- Update on On-Line Plan for Out of State Wavier Recruiting will be presented at the next meeting.

VII. Graduate Student Coordinating Council – No Report

VIII. Report from Director of Graduate Enrollment Services: Jill Bell reported fall numbers are up by 13%, Web-Site is under review, and the graduate application is being revised.

IX. Remarks from Vice President for Academic Affairs and Dean of Faculty:
- Dr. Whitford answered questions from committee members and assured the members that the Graduate School will meet SAC requirements under the new structure.
- Board of Regents will not meet in September, The Mission Change for the Physical Therapy Program did very well in the reviews and once approval is received from the Board in October the Physical Therapy Program will be able to award two additional degrees.
X. Announcements.

- The GAC meetings are held on the 2\textsuperscript{nd} Tuesday fall and spring semesters. Please check with your Chairs to make sure you are not scheduled to teach on Tuesdays @ 2:30 PM
- Due to Fall Break the Graduate Affairs Committee will meet Tuesday October 20, at 2:30 PM, in Burnett Hall, Room 125

XI. Adjournment: The meeting was adjourned at 3:21 PM

Respectfully submitted,

Linda C. Hansen
Coordinator of Faculty Services
The Graduate Faculty Status Committee consists of Patricia Coberly (Chair), Alice Adams, Elizabeth Desnoyes-Colas, Ray Hashemi, Carol Jamison, Richard St. Pierre, and Bob Loyd.

The committee reviewed applications individually and coordinated recommendations via e-mail. Four of the six members (Adams, Coberly, St. Pierre, and Loyd) meet via email this month to review 28 applications. Nineteen (19) applications are recommended for approval, eight (8) are being remanded to the appropriate department for additional information/documents, and one (1) has been denied.

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Dr. Carol Jamison has requested to be replaced on the GFS subcommittee.

Respectfully submitted by,

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

FSM 015.08/09 Approved April 13, 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 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. 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 may serve in an advisory capacity to the Academic Standards Committee of the Faculty Senate.

Meetings: As needed or requested by the Chair of Graduate Affairs Committee

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

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.