

Armstrong Atlantic State University
School of Graduate Studies
Minutes of the Graduate Affairs Committee Meeting
August 26, 2008

The Graduate Affairs Committee held its first meeting at 2:30 p.m. in University Hall, room 282. The following members were present: Joey Crosby (Senate liaison), Shelley Conroy, Mark Finlay, Patricia Wachholz, Richard Nordquist, Pat Thomas, Dennis Murphy, John Kraft, Chris Hendricks, Trish Coberly, Anita Nivens, Becky Da Cruz, Brian Riemann, Ashraf Saad, Ed Strauser, David Lake, Melanie Strok. Jill Bell, Grace Fleming, and Melinda McAllister were guests.

The meeting was called to order by Joey Crosby, who (as the Senate liaison) stood in as Chair for this initial meeting of the Committee.

I. Minutes were approved from the May 13, 2008 meeting.

II. Election of Chair

Dr. Crosby called for nominations for Chair of the Graduate Affairs Committee. Chris Hendricks was nominated by Pat Thomas and was elected as Chair for a term of one year. Becky da Cruz was elected Vice Chair.

III. Subcommittee membership

Nominations were invited and discussion commenced for filling the vacant seats on the subcommittees of the Graduate Affairs Committee. The following new members were selected:

Graduate Curriculum Subcommittee: Kalenda Eaton, Brenda Logan. Greg Wimer was nominated to serve as Chair.

Graduate Faculty Status Subcommittee: Ray Hashemi, Bob Loyd, Patricia Coberly

Graduate Student Appeals Subcommittee: John Kraft (chair), Ed Strauser, Jose da Cruz.

IV. Meeting times

The committee agreed to maintain the meeting schedule previously established by the Graduate Council by meeting the second Tuesday of every month at 2:30 p.m. Location for the meetings is to be determined. The next meeting dates were determined to be:

- October 7 at 2:30 p.m.
- November 11 at 2:30 p.m.

V. Report from the Director of Graduate Enrollment

- Jill Bell reported that enrollment numbers are up by at least 105 students, although final numbers cannot be determined until all student accounts are adjusted.
- In light of the fact that program deadlines have not given the graduate staff sufficient time to process documents, new deadlines were proposed. Jill stressed that the individual departments would still be able to set their own program-specific deadlines but they would be encouraged to notify the Graduate Enrollment Office about any changes.
- Upon discussion of the proposed deadline change, a related question was raised about the procedure for notifying graduate students about waivers and assistantships, as well as the procedure for awarding those waivers and assistantships. After some discussion, several committee members requested that the matter be held over for discussion at the next meeting, and that Dr. Russell Watjen, Associate Vice President for Enrollment Management, be invited to provide input and answer questions posed by the deans.

VI. Report from the GSCC Representative

Melanie Strok reported that the GSCC has held its first meeting, which involved all appointed representatives and Mr. Bill Kelso. The committee still needs to fill two vacancies (history and education), and once those slots are filled a date will be set for the first funding meeting.

VII. The meeting was adjourned at 3:35 p.m.