

Armstrong Atlantic State University
 School of Graduate Studies
Minutes of the Graduate Affairs Committee Meeting
 November 11, 2008

The Graduate Affairs Committee met at 2:30 p.m. in Burnett Hall, room 125. The following members were present: Drs. Carol Andrews, Pam Harwood-Bedwell, Donna Brooks, Elizabeth Crawford, Joey Crosby, Becky daCruz, Mark Finlay, Stephen Jodis, Robert LeFavi, Michael Mink, Anita Nivens, Dick Nordquist, Ed Strauser. Dr. Russ Watjen, Associate Vice President for Enrollment Management, Jill Bell, Director of Graduate Studies, and Melinda McAllister were guests.

The meeting was called to order by Christopher Hendricks (Chair) at 2: 35 pm

- I. Minutes were approved from the October 2, 2008 meeting.
- II. Dr. Russ Watjen, Associate Vice President for Enrollment Management discussed out of state tuitions waivers and their usefulness in recruitment and as an enrollment tool.
- II. Standing Subcommittees Reports:

(a) Graduate Faculty Status Committee:

The following members were presented. After discussion to change the term adjunct to temporary, a motion was made, seconded and passed. The following were approved for Graduate Faculty Status.

Name	Department	Status
Bryan, Richard	LLP	Assistant
Howard, Ella	History	Assistant
Lamb-Lindblad	Early Childhood	Adjunct /Temporary
Marshall, Margaret	Early Childhood	Adjunct /Temporary
Sapp, Sheila	College of Education	Adjunct /Temporary/Reappoint
Wang, Hongje	History	Assistant

(b) Graduate Curriculum Committee:

The following items were presented and approved:

- 1. Nursing 8855 Satisfactory/Fail was changed to reflect an actual grade
- 2. In an administrative clean up of course numbers used in the registrar's office, course numbers were disabled and changed so that the system could recognize course numbers.

- III. Revision of the Graduate Affairs Committee Bylaws
 Dr. Joey Crosby volunteered to draft a two page template/guideline for the by-law revisions. Sub-Committee chairs will be sent the format provided by Dr. Crosby and will be asked to submit suggestions in the same format as the template.

- IV. Report from Graduate Student Coordinating Council
No Report was made
- V. AD-HOC Committee:
If you received a survey, sent out by Dr. Joseph Weaver, please return with suggestions to improve the admission process.
- VI. Report from Graduate Enrollment Services
1. An August graduation ceremony is possible in the future.
2. Jill Bell distributed list of graduate degree candidates for December graduation. Motion was made, seconded, and carried to approve the graduate candidate list for December 2008 commencement, pending completion of all requirements.
- VII. Dr. Murphy announced that Linda Hansen had accepted the Graduate Faculty Coordinator position. Melinda McAllister was thanked for “filling the gap” until the position could be filled.

Dr. Murphy also asked the members of the committee to make suggestions to how the Graduate Affairs Committee could make holding a Graduate Faculty Status more meaningful.

- VIII. Other announcements:
- December graduation will hold two ceremonies on December 13.
 - The Deans will be charged with developing strategies for routing college curriculum material through their respective colleges.

The meeting was adjourned at 3:43 pm

Respectfully submitted,
Linda C. Hansen
Attachments