

Armstrong Atlantic State University  
 School of Graduate Studies  
**Minutes of the Graduate Affairs Committee Meeting**  
 October 2, 2008

The Graduate Affairs Committee met at 2:30 p.m. in the Board Room of Burnett Hall. The following members were present: Chris Hendricks (Chair), Joey Crosby, Bob LeFavi, Michael Mink, Richard St. Pierre, Mark Finlay, Joyce Bergin, Mike Mahan, Dennis Murphy, John Kraft, Becky Da Cruz, Carol Andrews, and Elizabeth Crawford. Jill Bell and Melinda McAllister were guests.

**I. Minutes were approved from the August 26, 2008 meeting.**

**II. Standing Committees:**

Graduate Faculty Status Committee:

a) The following members were presented and approved by council for graduate faculty status:

Patrick Thomas	Middle & Secondary Ed.	Associate (initial)
Edward N. Davis	Middle & Secondary Ed.	Assistant (initial)
Brenda Logan	Middle & Secondary Ed.	Associate (initial)
Allen Berger	Early Childhood Ed.	Full (initial)

Graduate Curriculum Committee:

a) The following items were presented and approved:

**Cyber Security and Affairs Program of Study**

<b>Course Number</b>	<b>Select any three of the following four Required Courses - 9 s.h.</b>	<b>Hrs</b>	<b>Term/Year Completed</b>	<b>Grade</b>
CRJU 7862	Special Topics in Criminal Investigations in Cyber Security	3		
CRJU 7863	Assessment of Steganography	3		
CRJU 7864	Rules of Evidence/Legal Aspects of Cyber Security	3		
CRJU 7865	First Responder Tools and Application	3		

Total 9 Semester hours

### **III. Revision of Graduate Affairs Committee Bylaws**

Because the committee's bylaws are currently in conflict with the Faculty Senate constitution, Dr. Hendricks announced they have to be amended, deleting Sec. A.6 completely and changing the second to the last sentence of section B.1.a. (1) to read 'The Academic Deans (or their designees), and the Advisor to the Graduate Student Coordinating Council will serve as ex officio members of the Graduate Affairs Committee.' After discussion, the committee approved the first reading of the amendments.

### **IV. Report from the GSCC Representative**

No Report.

### **V. Report from the Director of Graduate Enrollment Services**

Jill Bell reported that there are currently 163 candidates for December Graduation. She is currently working on degree audits, candidates have been sent an email and the first mailer will go out next week. Cap and Gown orders should be placed no later than October 17, 2008.

Carol Andrews raised the discussion of deadlines from the previous meeting. Open discussion followed and the committee suggested that individual program deadlines may be best and that a deadlines chart be created on the website. Carol Andrews also asked for clear notification to faculty of any changes or updates.

Dr. Russell Watjen, Associate Vice President for Enrollment Management, is to be invited to the next meeting to provide input and answer questions posed from the August meeting.

Carol Andrews also opened discussion on the current policy stating that graduate students must complete all degree course work at the 7000-8000 level. Jill Bell reported that the current catalog is inconsistent and that the information is unclear. Following discussion, a motion was made and approved to amend the policy and the catalog to state that fifty percent of the graduate program of study must be completed at the 6000-8000 levels.

### **VI. Dr. Murphy**

Dr. Murphy announced that Grace Fleming has left the position of Coordinator of Graduate Faculty Services and that a search was underway for a replacement. The job posting closes on October 6, 2008 and he asked for committee volunteers to review the applicants. Elizabeth Crawford and Bob LeFavi volunteered.

### **VII. The meeting was adjourned at 3:05 p.m.**

**Melinda McAllister**