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Clayton State University Graduate Affairs Committee

Meeting Minutes

DATE: Virtual Meeting August 10, 2020

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Committee Members Present: J. Celeste Walley-Jean (Presiding), D. Attick, K. Campbell, R. Fuqua, N. Gause, J. Hain, J. Kitchens, T. McIlwain, E. Nagel, K. Nipper (non-voting), G. Nteff, B. Robinson, P. Smith, M. Stegall, and T. Womack

Committee Members Absent:

Guests: A. Dennis, M. Rahman, and C. Wise

Agenda Item	Discussion	GAC Action/Resolution/Tasks
1) Called to order at 2:00 p.m.		
2) Reading and Approval of the April 13th Minutes	2) Deferred	2) April 13th minutes will be presented as "Old Business" on September's agenda
3) Old Business	3) No Old Business	3) No Action

4) New Business
  a) New Graduate Faculty Applications
    i) Shaikil Akhtar (CIMS)
    ii) Byron Jeff (CIMS)
    iii) Ebrahaim Khosravi (CIMS)
    iv) Muhammad Rahman (CIMS)
    v) Kayla Stanford (CAS)
	4) New Business
	  a) New Grad Faculty
	    i) Kayla Stanford's application was missing signatures. Department assured the signatures will be submitted ASAP
		4) New Business
		  a) New Grad Faculty
		    i) Shaikil Akhtar (CIMS)- Unanimous Approval
		    ii) Byron Jeff (CIMS)- Unanimous Approval
		    iii) Ebrahaim Khosravi (CIMS)- Doesn't need to vote; but approved
		    iv) Muhammad Rahman (CIMS)- Unanimous Approval
		    v) Kayla Stanford (CAS) - Unanimous Approval

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b) Renewal Graduate Faculty Applications
  i) Shannon Cochran (CAS)
  ii) Junfeng Qu (CIMS)
  iii) Ken Nguyen (CIMS)
	b) Renewals- No discussion	b) Renewal Graduate Faculty
		  i) Shannon Cochran (CAS)-
		    Unanimous Approval
		  ii) Junfeng Qu (CIMS)-
		    Unanimous Approval
		  iii) Ken Nguyen (CIMS)-
		    Unanimous Approval

c) Graduate Program Director Reporting Structure	c) Graduate Program Director Reporting Structure- Clarified the reporting order for new Directors. No action required.	c) No Action
d) GAC Student Representative	d) GAC Student Representative- *Question:* How do GAC members feel about a non-voting student member? *Response:* A few though a student rep would be a good idea, but questioned the structure and implementation. The plan is for individual colleges to pick a student representative who will rotate every year. Also, the SoGS will create a way for grad students to communicate with the representatives.	d) Dr. Walley-Jean will create a Student Representative Implementation proposal for the GAC to review.
e) Changing Curriculum/Catalog Year (https://catalog.clayton.edu/graduation-requirements/graduate-graduation-	e) Changing Curriculum/Catalog Year- *Question*: Currently, Graduates	e) Dr. Walley-Jean will review other Curriculum/Catalog policies and discuss the process

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requirements/graduate-major-requirements/)	CANNOT change their catalog year. Should this change? *Response:* Yes, many GAC members want to officially change the policy to reduce the number, and need, for course subs. Others believe the "no catalog change" policy is not consistently enforced. *Concerns:* How would catalog changes work? (When and for what reason can students change their catalogs? If there a time limit for possible changes.) MPA may run into issues due their fast degree of completion. Is it possible to "grandfather" students in to new catalogs? Can students move to old catalogs, if courses are still available? **GAC may want to create an allotted time to degree for completion time.	with the Registrar. Once a policy is drafted, it will be presented to the GAC for review. (The policy will include how the student must petition to keep/change their catalog, the students allotted time, and the administrative process.)
f) Graduate Program Research Component	f) Graduate Program Research Component- Propose to change the verbiage- "Comprehensive course/ thesis/ designed by each program to	** Dr. Walley-Jean will draft a policy for Expected Degree to Completion Timeframe. SoGS would create the MAX and Colleges/Programs can lower the time line if necessary. f) Dr. Walley-Jean will draft a SoGS' Graduate Program Research Component policy that is generic, flexible, and able to cater to all Programs/ Colleges'

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	gauge/the knowledge obtained from master classes"…	coursework/ graduation requirements.
5) Announcements-, Send list of GAC members	5) Announcements- SoGS is adding fillable Adobe files to the website and/or to OneDrive. SoGS needs an updated list of new and current GAC members.	5) Directors should be on the lookout for fillable forms. GAC members are asked to email CarmiekaWise@clayton.edu any changes to their department's GAC member roster.
Adjourn		Meeting adjourned: 2:50 p.m.