

[Type here]

Clayton State University Graduate Affairs Committee

Meeting Minutes

DATE: January 11, 2021

Committee Members Present: J. Celeste Walley-Jean (Presiding), D. Attick, K. Campbell, R. Fuqua, N. Gause, J. Hain, J. Kitchens,

T. McIlwain, H. Mitchell (non-voting), E. Nagel, K. Nipper (non-voting), B. Robinson, M. Scott, P. Smith, M. Stegall, T. Womack

Committee Members Absent:

Guests: A. Dennis, K. Olmstead, C. Wise

Agenda Item	Discussion	GAC Action/Resolution/Tasks
1) Called to order at 2:00 p.m.		
2) Reading & Approval of the Minutes a) November 9 th Meeting b) December 7 th Call Meeting	2) November and December's meeting minutes were not available to the GAC members for review. Minutes will be voted upon in February's meeting.	2) Members will review and vote on November and December's meeting minutes in February's GAC meeting
3) Old Business a) Request to Change Catalog Year (Graduate)	3) Request to Change Catalog Year will go in to effect for Fall 2021	3) No action
4) New Business a) Graduate Faculty Application i) New: (1) S. Klein (Full/CAS) ii) Renewal: (1) J. Johnson (Full/CAS) (2) J. Ogden (Affiliate/COB) (3) L. Orchard (Full/COB)	4) New Business a) Graduate Faculty Applications ii) Renewal: Dr. L. Orchard's application is missing three (3) requirements from sections "b" - "i". Voting should be tabled until all materials are able for committee review.	4) New Business ai) New: (1) Unanimous approval for Dr. Sipai Klein for Full status for CAS. a ii) Renewal: (1) Unanimous approval for Dr. Joe Johnson for Full status for CAS. (2) Unanimous approval for Dr. Judith Ogden for Affiliate status for COB.

[Type here]

Agenda Item	Discussion	GAC Action/Resolution/Tasks
<p>b) Graduate Faculty Application and Criteria (Ad Hoc Committee Needed)</p> <p>c) Course Overload Policy</p> <p>d) Graduate Thesis Guidelines</p>	<p>b) Dr. Walley-Jean would like an Ad Hoc Committee to review the current Graduate Faculty Application requirements.</p> <p>Dr. Smith, Dr. Hain, Dr. Robinson, Dr. Scott, and Mr. Kitchens volunteered to serve.</p> <p>c) Course Overload Policy <i>Discussion:</i> The revised policy will state students can take up to 12 credits for full semester and up to nine (9) credits for short semester, without permissions. No student can exceed 15 accumulative credit hours.</p> <p><i>Suggestion:</i> The policy may need separate sentences outlining credit hours; one for full semester and another for short semester.</p> <p>d) Graduate Thesis Guidelines Main changes in the revised Grad Thesis Guidelines are: at least two (2) Thesis Committee members; Thesis Chair must be a CSU Grad Faculty; at least one (1) committee member must approve written thesis</p>	<p>(3) Unanimous approval to table voting on Dr. Lou Orchard until February's GAC meeting</p> <p>b) The Graduate Faculty Application Ad Hoc Committee will meet in February to review the application requirements and process.</p> <p>c) Unanimous approval on credit hour limits for the Course Overload policy. (No approval for 12 credits, for full semester, and no approval for 9 credits, for short semester. No student can take over 15 accumulative credit hours.)</p> <p>Dr. Walley-Jean will revise the verbiage of the policy for better understanding.</p> <p>The revised policy will take effect in Fall 2021.</p> <p>d) The New Graduate Thesis Guideline will be uploaded to the SoGS's website and OneDrive files by February</p>

[Type here]

Agenda Item	Discussion	GAC Action/Resolution/Tasks
<p>e) Transfer Credit</p> <p>i) “Degree credit completed before enrollment in the current Clayton State program will be considered if it will not be more than six (6) years old at the time the student graduates from Clayton State in the respective graduate program.” (https://catalog.clayton.edu/rules-regulations/graduate-specific-rules-regulations/policy-transfer-credit-masters-level/)</p> <p>f) Second/Subsequent Degree Policy</p> <p>i) “Degree credit will be considered only if it is no more than six (6) years old at the time the student graduates from Clayton State in the second or subsequent graduate program.” (https://catalog.clayton.edu/graduation-requirements/graduate-graduation-requirements/other-graduate-graduation-requirements/)</p>	<p>before Oral Defense; at least two (2) committee members must approve the Oral Defense; three (3) bond copies of the thesis requested- two for the Library and one for the student; Thesis forms will be available on the SoGS’s website, OneDrive, and links in the Guidelines.</p> <p>e) <i>Discussion:</i> Banner cannot distinguish “time” when a degree was earned. Therefore, Programs will need to manually evaluate if a credit is past the six (6) year time limit.</p> <p><i>Question:</i> Is the six (6) year time limit realistic? <i>Answer:</i> Some programs, such as health, feel that six (6) years is too long due to the constant changes in their industry. Other programs believe six (6) years is sufficient.</p> <p>f) The same concerns with the Transfer Credit time restriction applies to the Second/Subsequent Degree Policy</p>	<p>e) Dr. Walley-Jean will revise the policy to provide Programs with the flexibility to apply transfer credits based on their individual judgement.</p> <p>Members will review and discuss the revisions in the next GAC meeting.</p> <p>f) After Dr. Walley-Jean revises the policy, the GAC members will review and discuss</p>

[Type here]

Agenda Item	Discussion	GAC Action/Resolution/Tasks
5) Announcements a) Change to Graduate Assistantship Duties & Responsibilities Form b) MSN Graduate Director Change	5) Announcements a) The new form does not require the signature of the Program's Dean. The revised form is available on the SoGS's website and SoGS Procedure OneDrive file b) Dr. Michael Scott is the interim MSN Program Director; replacing Dr. Nteff.	5) Announcements a) No Action b) No Action
1) Adjournment		Adjourned at 2:56 p.m.