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Clayton State University Graduate Affairs Committee

Meeting Minutes

DATE: September 9, 2019

Committee Members Present: J. Celeste Walley-Jean (Presiding), D. Attick, K. Cambell, S. Copeland, R. Fuqua, J. Kitchens, S. Maddox, C. Magnant (by phone), T. McIlwain (also serving as proxy for M. Stegall), E. Nagel, K. Nipper, and G. Nteff

Committee Members Absent: R. Gmeiner, A. Kurt, M. Stegall (has a proxy), D. Wells (has a proxy), and T. Womack

Guests: L. Adams, N. Gauge (member or guest?), J. Meddaugh (also serving as proxy for D.Wells), C. Parker, and C. Wise

Agenda Item	Discussion	GAC Action/Resolution/Tasks
Called to order at 2:05		
1) Reading & Approval of Minutes		Move to approve minutes made and seconded. Motion carried
2) Old Business		No old business to discuss
3) New Business a) Graduate Faculty Applications (Note: Please ensure applications are complete before submission) i) New: (1) Antoinette France-Harris (CAS) (2) Natasha Hutson (CAS) ii) Renewals: None b) Graduate Assistantship Policy & Procedures	a) New faculty application of Dr. France-Harris and Dr. Hutson b) There are three main types of Assistantships: Teaching, Research, and Assistant (administrative). The eligibility has not changed. New Grad students, without any previous Graduate courses, do not need to adhere to the 3.0 GPA requirement. International students being hired for an Assistantship required additional paperwork. Therefore, their deadlines are moved up to allowing time for processing. Tuition Waivers: By March 1 st , Provost will announce the number of waivers each academic college will receive.	a) Unanimous application approval b) Every member is expected to review Graduate Assistantship Policies & Procedures forms. Program Directors are expected to approve all Graduate Assistantships. (Including Assistantships offered by another department.) Directors should ask their Deans, who is responsible for submitting the forms to SoGS. Dr. Walley-Jean will double check the Submission Deadlines and adjust accordingly.

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<p>c) Discussion: Guidelines for Commencement Speaker Nominations</p> <p>d) Report from Ad Hoc Committee: i) Ad Hoc Committee on Alternatives to TOEFL/IETLS</p>	<p>There are no automatic Out-of-State waivers. Individual College's will determine how their waivers will be issued and requirements of eligibility.</p> <p>Hard deadlines, for paperwork submissions, are set before the first Student Fee Payment deadline to ensure funds are applied to tuition.</p> <p>Colleges should not post Assistantship openings on Laker Career Zone if they will be used for recruitment or to be given to a particular person.</p> <p>Full tuition waiver students need proof of health insurance or be enrolled in the CSU mandatory health insurance.</p> <p>c) Currently, there are no formal guidelines for nominating Commencement Speakers. Any questions or concerns about the process should be brought to Dr. Walley-Jean, who will forward them to Jim Flowers.</p> <p>If persons, other than CSU faculty, are selected for nomination, they must be reputable, encourage safe space, justifiable, and "note-worthy".</p> <p>d) E3PT is an internet based alternative test. It is cheaper, quicker, easier to administer, and is used in six other reputable colleges/universities.</p>	<p>Dr. Walley-Jean will check for the proper timeline/deadline to post open Assistantships in Laker Career Zone.</p> <p>Dr. Walley-Jean will send out revisions to everyone including Deans.</p> <p>c) Dr. Walley-Jean will ask if "note-worthy" local community figures, or persons with ties to a particular industry, are suitable for nomination.</p> <p>d) Committees i) The Ad Hoc Committee is asked to see what the cut scores are for the colleges that use E3PT testing. This information can be informally sent to Dr. Walley-Jean.</p>

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Agenda Item	Discussion	GAC Action/Resolution/Tasks
4) Announcements		No additional Announcements
5) Adjournment		Adjourned at 2:46

APPROVED