Clayton State University Graduate Affairs Committee

Meeting Minutes

DATE: November 11, 2019

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

C. Magnant (by phone), T. Mcllwain, K. Nipper (non-voting), G. Nteff, M. Stegall, T. Womack

Committee Members Absent: D. Attick, S. Copeland, A. Kurt, E. Nagel, D. Wells

Guests: W. Brown, A. Cannon**,** C. Wise

Agenda Item	Discussion	GAC Action/Resolution/Tasks
1) Called to order at 2:02 p.m.		
2) Reading & Approval of the Minutes a) October 14 Meeting		Unanimous approval of minutes
3) Old Business a) None	3) None	
4) New Business a) Graduate Faculty Applications (Note: Please ensure applications are complete before submission) i) New: None ii) Renewals: None b) MSN Post-Master's Certificate Curriculum Changes	4) New Business a) Graduate Faculty Applications i) None ii) May receive faculty renewal requests. These submissions will be sent via email. b) Currently from the Registrar's stand point, there is no significant difference between the MSN degree and the Post Master's Certificate. (The Certificate curriculum requires 40+ credit hours and the MSN requires 47 credit hours.)	4) New Business a) Note: Keep an eye out for emails for electronic votes for faculty members who may request renewals. b) Unanimous approval for MSN curriculum changes.

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	To correct this, changes must be made to the course numbers that are similar in both the Degree and Certification. Also, the revised Certificate's credit hours will be reduced to 27 hours. (Clinical hours will remain the same. Six courses were removed from the Certification, including three "Advanced" courses.) MSN Post-Master's Certificate revisions will not take place until the Fall 2020. FNP courses will be renumbered, not eliminated. Note for All Programs: Curriculum changes should only affect new students. Current students must follow the course structure in which they originally enrolled.	
c) Draft Policy for Use of Credit Clayton State graduate degree	c) Clarification on the changes to the Use of Credit Clayton State Graduate Degree Policy. (Changes are made to allow students to obtain more than one graduate degree.) Students must have "residency", which is a minimum of 24 credit hours, for the second degree.	c) Dr. Walley-Jean will figure out policy wording for proper credit usage. Revisions will be emailed once created.

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	New policy may use similar wording as Transfer Credit Policy, in regards to credit usages being based upon the program's size. (Ex. "37 or less credit programs can have a max of six or up to 12 credit hours.") Grade requirements, "at least a B" and "no more than six years old", will not change. Once policy changes are approved, they can take effect immediately.	
d) Discussion: Capstone Projects' Completion Process/Forms	Capstone projects must be trackable to verify completion. For Capstone courses, this tracking process is done automatically. Other Capstone projects, such as thesis, need a Completion Form/Process.	Every program must ensure there is a way to track the completion of Capstone projects.

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Added to the Agenda- Admission's Future Recruitment Plan - Presented by Aise Cannon and Will Brown	Two main goals: 1. Expanding educational and mission foot print. 2. Promoting intuition's identity and brand across all programs. Recruitment includes face-to-face, online, on-campus and off-campus events. Programs may want to incorporate virtual fairs. Offers lower return on investment immediately, but generates leads and a contact list for prospective students. (May not be suitable for all programs.) Off-campus events offers face-to-face interactions with students and provides better Q&A opportunities. The drawback, student participation is dependent upon the institution's marketing strategy. Graduate, professional, and program based conferences maybe an off-campus event suitable for all programs. Some conferences offer a day for graduate fairs. (Additional help from faculty is needed to when sending communications within professional conferences. i.e. When conferences utilize certain communication platforms such as Listserv.)	*Added to the Agenda-* Programs are asked to review the Admission's Recruitment Presentation (sent via email from Dr. Walley-Jean on 11/11/19). Review the materials and determine which strategies will be most beneficial for your specific program. Schedule a time with Asie Cannon to discuss. Admissions and Recruitment will like to receive any videos, student profiles, awards, or other personalized materials they can use to inform and promote each program via media and automation. Program Directors are asked to review the Admission's web page and ensure your program's information, documents, verbiage, and application process is clear, correct, and user friendly. Please inform Admissions of any changes. Note: Clayton.edu/online is NOT the appropriate webpage for students to apply. Clayton.edu/admissions is the correct page.

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	On-campus events/webinars, such as Alumni weekend, are good recruitment opportunities.	
	Admissions and Marketing and Communications will create an instructional video for overall program information and requirements. Once video is created it will be available for programs to post on their social media platforms.	
	Encourage affiliation agreements, beyond 4 + 1, with Clayton State's undergrad programs. (80% of exiting undergrad graduates were interested in applying to a graduate program, but were unsure of where.)	
	The military/veteran population is a good demographic to build a relationship. Check with Clayton State's VA department for opportunities. Recruitment is currently in discussions with the National Guard in Marietta.	
	Programs or SoGS may want to create a newsletter for students.	
	Faculty and staff participation in Admission's information sessions will be helpful.	

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	Admission's will incorporate more private visits with organizations, colleges, and CSU classes for recruitment. Connecting businesses or government divisions with the specific programs. (Ex. Hospitals with MHA or MSN or schools with MAT.) Christina Hung oversees International Student recruitment and admissions' communications.	

5) Announcements
   a) Give 4 Dreams- Reminder
 	
  Added to the Discussion- Online/Virtual Orientation
 	
Added to the Discussion- On-campus International Graduate Students' new rules
	Give 4 Dreams is creating a fundraising video for the Graduate program.
	
	SoGS is creating a virtual orientation for students.
	
	Ryan Packard shared- Fully online programs cannot have on-campus international student participation. International students' visas require
		Give 4 Dream- Programs will give Asia Hauter, from Marketing Communications, or Dr. Walley-Jean, success stories and/or fundraising materials for Give 4 Dreams video ASAP.
		
		Virtual Orientation- Each CSU Department is making a short, informative video to use in a SoGS virtual orientation. Programs will receive the videos once completed.
		
		International Students- For Hybrid courses, please share curriculum break down with Ryan Packard. This should detail how international students can get

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	at least 50% "in-person" classes per semester.	the appropriate "in-person" credit hours for each semester. Dr. Walley-Jean will forward the email containing the rules and requirements for International Students.
Questions: Is there a requirement for each program to have a Capstone?	A: Yes, but the Capstone does not have to be a thesis.	
6) Adjournment		Adjourned at 2:56