

Clayton State University Graduate Affairs Committee

Meeting Minutes

DATE: February 11, 2019

Committee Members Present: J. Celeste Walley-Jean (Presiding), A. Allen, S. Copeland, K. Driscoll, C. Hill, N. Gauze, J. Kitchens, T. McIlwain, E. Nagel, K. Nipper, G. Nteff, M. Roberts, M. Stegall.

Committee Members Absent: R. Fuqua, S. Maddox, J. Smith

Guests: R. Byrd, S. Jenkins

Agenda Item	Discussion	GAC Action/Resolution/Tasks
1) Called to order at 2:00	--Introduction of new member --James Smith stepping down to be replaced by Tameka Womack	
2) Reading & Approval of Minutes		Move to approve minutes made and seconded. Motion carried.
3) New Business Rodney Bird (HR) on Grad Assistant Hiring Process: a. HR will make process easier with timeline b. Still must have background check, but the new vendor will streamline this c. Front-end communication issues need to be resolved (students not understanding the process, unpaid fines, traffic tickets not listed, etc.) d. Letter for offer/hire has to be approved by HR. e. Scott McElroy has final approval. f. A more defined timeline is needed. g. Rodney also asked for more consistency in funding among G.A.'s		

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4) Announcements a) Ira Bizzell is now managing the School of Graduate Studies activities b) A new Coordinator for Grad Studies will be hired to handle applications, student appeals, etc. c) COB now has recruitment videos d) More info needed for attendees on deadlines, etc. e) Sending follow-up e-mails was suggested. f) More signage around campus and in the building for the Open Houses. g) Provide food for Open Houses.		
5) Academic Appeals The Deans and the GAC will discuss a formal policy for SOGS to make it more consistent.		
6) Adjournment		Adjourned at 2:40