

Clayton State University Graduate Affairs Committee

Meeting Minutes

9-10-18

Note Taker: Mari Ann Banks

Committee Members Present: Andrea Allen (MCJ), Mari Ann Banks (MAT), Susan Copeland (MALS), Keith Driscoll (CIMS), Ron Fuqua (COH), Craig Hill (COB), Joshua Kitchens (MAS), Sam Maddox (MCCP), Tom McIlwain (MHA), Erin Nagel (Library), Kelli Nipper (MAT-Math), James Smith (MBA), MeriBeth Stegall (FS)

Committee Members Absent: Marcia Butler (FS-Proxy to MeriBeth Stegall), Dennis Attick (MAT-Leadership), Fran Norflus (CAS), Grace Nteff (MSN)

Guests: N/A

Agenda Item	Discussion	GAC Action/Resolution/Tasks
1) Reading & Approval of Minutes a) April 28 th minutes		Approved
2) Structure of GAC		Vice chair – Marybeth Secy. – revolving – started with Mari Banks
3) Old Business a) Graduate Assistantship b) Graduate Faculty Membership	Graduate Assistantship: Charge is to look at the assistantship process and clarify it. Graduate Faculty Membership: Charge is to review qualifications and application process.	Graduate Asstistantship: Created ad hoc committee (Dean, Susan, & Mari). All are welcome to join. Graduate Faculty Membership: Created ad hoc committee (Dean, Josh, MeriBeth, & Susan)

Agenda Item	Discussion	GAC Action/Resolution/Tasks
<p>4) New Business</p> <p>a) Graduate Faculty Applications</p> <p>i) New:</p> <p>(1) Linda Hain (COB)</p> <p>(2) Kenneth Kungu (COB)</p> <p>(3) Vinod Vincent (COB)</p> <p>(4) Jesse Zinn (COB)</p> <p>ii) Renewals:</p> <p>(1) Charlie Harris (CAS)</p> <p>(2) Winifred Nweke (CAS)</p> <p>(3) Elliott Krop (CIMS)</p> <p>(4) Margaret Thompson (COB)</p> <p>b) English Course changes</p> <p>c) Discussion: Maximum Hours without Special Permission</p> <p>d) Discussion: Provisional Admission</p> <p>e) Discussion: Academic Standing Policy</p>	<p>COB Faculty-A lot of variation in the applications. Some were confusing. Dean indicated we need to address the process.</p> <p>Greg McNamara (CAS) included in OneDrive folder but not on agenda.</p> <p>Winifred Nweke included on agenda but materials were not in OneDrive folder.</p> <p>Elliot Krop's application was missing information in April 2018 meeting. He was asked to provide additional information. Application still appears to be missing information. Dr. Krop needs evidence of one more activity under sections B-I. He sent the other two items to Elizabeth on April 14th but did not update the application. He needs to do that and submit the evidence for the third item with an updated application before we can vote?</p> <p>Maximum hours: Didn't we vote to increase the # of hours a graduate student can take w/0 an override? Currently nine (9) in catalog. We left it</p>	<p>Motioned and seconded to approve all new faculty for COB (Approved). (1 abstention)</p> <p>Hain-Associate Kungu-Full Vincent-Associate Zinn-Full</p> <p>Motioned and seconded to add McNamara to agenda (Approved)</p> <p>Moved and seconded to approve McNamara (Full) (Approved)</p> <p>No action on Nweke.</p> <p>Motioned and seconded to approve and Krop (Full) send an updated application. (Approved)</p> <p>Motioned and seconded to approve Harris (Full) (Approved).</p> <p>Motioned and seconded to approve Thompson (Full)</p> <p>English courses changes approved.</p>

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	<p>up to the program to go up to 12 and anything over 12 has to have Dean's approval.</p> <p>Provisional Admission: EM indicates we need to clarify how gets applied to students. International students cannot be "provisionally" admitted. EM wants to get rid of the designation all together; however, Dean would like programs to provide their program criteria of what provisional admissions' looks like. We may need to look at revising SoGS policy. COB has moved away from provisional and created "levels" which establish what the applicant has to meet to be admitted. Also added an interview process for some levels. Has made things easier.</p>	<p>Max Hours: Dean will wordsmith language for catalog and send to committee for review.</p> <p>Provisional Admission: Program Coordinators/Directors will send Dean their program criteria for provisional admission. COB will share their admission criteria with committee.</p> <p>Academic Standing Policy: Did not discuss.</p>
5) Announcements		N/A
6) Adjournment		2:10pm