Graduate Council Minutes

September 4, 2009

Members Present: Thomas Eaves (Chair), Ruth Caillouet, Michael Tidwell, Katie Willock, Nathan Borchelt, Wendy Burns-Ardolino, David Messer, Brigitte Byrd, Thomas McIlwain

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Members Not Present: Jennell Charles, Louis Jourdan, Shakil Aktar

Guests: Pat Barton

Meeting called to order by Dr. Eaves at 1:06 p.m.

Minutes of the August 10, 2009 Graduate Council meeting were reviewed. A motion to approve was made by Dr. Burns-Ardolino and seconded by Dr. Messer, and approved by the Council

The committee reviewed the graduate faculty applications listed below:

* Sue Odom - (Ph.D.), School of Nursing (Full status) - Motion by Burns-Ardolino, second by McIlwain. Approved unanimously.

* Susan Sanner - (Ph.D.), School of Nursing (Full status) - Motion by McIlwain, second by Borchelt. Approved unanimously.
* Kathi Cannella - (Ph.D.), School of Nursing (Temporary status) - Motion by Burns-Ardolino, second by Caillouet. Approved unanimously.
* Charlene Romer - (Ph.D.), School of Nursing (Temporary status) - Motion by Burns-Ardolino, second by McIlwain. Approved unanimously.

Dr. Katie Willock, MSN graduate program coordinator presented eight course proposals that modified existing courses for that degree program.

 NURS 5100, NURS 5200, NURS 5400, NURS 5410, NURS 5600, NURS 6020, NURS 6220, and NURS 6440: A motion to approve changes was made by Dr. McIlwain, seconded by Dr. Burns- Ardolino, and approved by all members.

Dr. Ruth Caillouet, MAT English graduate program coordinator present three new course proposal for that degree program.

ENGL 5600, ENGL 5700, and ENGL 5730: A motion to approve was made by Dr. Willock, seconded by Dr. Messer and approved by all members.

Dr. Eaves presented the proposed changes to the MBA degree program, specifically the addition of the Rockdale Co. site. The committee expressed concerns regarding the redistribution of funds. A motion to accept the proposal was made by Dr. Burns Ardolino, seconded by Dr. Caillouet, and approved by all.

Dr. Eaves appointed several council members to serve on two subcommittees. The Graduate Admissions subcommittee was not appointed as Dr. Eaves would like to receive information from the surveys that he sent to the Graduate Deans at all of the USG institutions that have graduate degree programs.

* The Graduate Faculty subcommittee members are Wendy Burns-Ardolino (chair), Katie Willock, and Ruth Caillouet. The committee was charged with updating the graduate faculty handbook and proposing new membership criteria for graduate faculty members. The subcommittee will report back to whole committee at the November council meeting.
* The Graduate Student subcommittee members are Nathan Borchelt (chair), Thomas McIlwain, and David Messer. The committee is charged with updating the graduate student handbook. The subcommittee will report back to whole committee at the November council meeting.

Dr. Eaves asked the council its preferences on the date and time for the fall 2009 hooding ceremony. The committee indicated the morning of commencement or the Wednesday before committee on campus at possibly Spivey Hall or the Bible College. Dr. Eaves will work to locate a venue.

Pat Barton, Director of Financial Aid, spoke to the committee about the types of financial aid available to graduate students.

The council decided that graduation applications for graduate students will be due on the Friday of the second week of classes for the semester that the student intends to graduate.

Katie Willock asked about the policy of appointing a third party for the thesis committee for an individual’s defense. Dr. Eaves indicated that the School of Graduate Studies would recommend someone when this type of situation occurs. Dr. Eaves indicated that it was up to the individual programs to decide if they wanted the defense to either be public or closed to the public.

Announcements

* Dr. Eaves indicated to the council that students are not automatically granted an exemption of tuition based on their age (ie. CSU-62). Students may be granted the exemption but it will on a case by case basis each semester. Being granted an exemption one semester does not guarantee that the student will be granted a waiver for a subsequent semester.
* Dr. Eaves announced that a new Program of Study form was created and asked the Graduate Program Coordinators/Directors to begin using the form. In addition to list the courses required to complete the degree program, it also has transfer credit and any foundational courses the student may need to take as part of his/her degree program.
* Dr. Borchelt indicated the cross listed MAT Mathematics and MSN course would not be a good fit so they are in the process of developing a course that would best fit the needs to their students.
* Previously program proposals presented to the council were accompanied by all of the proposed courses that would be taught in the degree program. The Department of Psychology has prepared 12 of the 35 course proposals for the M.S. in Psychology program. Dr. Eaves asked if the committee would consider an exception to this policy since he did not anticipate that the Department of Psychology would have all 35 course proposals prepared by the next Graduate Council meeting. The council approved the exception for the proposal for the Psychology degree.
* The council reviewed a list of proposed Graduate Fairs that will be held in October in the metro Atlanta area. Dr. Eaves indicated that if a number of the programs were interested in attending any of these graduate fairs to please let him know within the next week so that there would be ample time to register for the fairs.
* Dr. Eaves indicated that the need for criminal background checks for graduate students will be discussed at the October Graduate Council meeting.
* Dr. Eaves indicated that the Chancellor’s office sent an updated memo on Graduate Student health insurance last week. He will forward a copy of this memo to the council members for their review.

Meeting adjourned at 5:00 p.m.

Respectfully Submitted by Elizabeth Taylor