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Clayton State University Graduate Affairs Committee

Meeting Minutes

DATE: Virtual Meeting September 14, 2020

Committee Members Present: J. Celeste Walley-Jean (Presiding), D. Attick, K. Campbell, N. Gause, J. Hain, J. Kitchens, T. McIlwain, E. Nagel, K. Nipper (non-voting), G. Nteff, B. Robinson, P. Smith, M. Stegall, and T. Womack

Committee Members Absent: R. Fuqua

Guests: A. Ayuk, A. Dennis, and C. Wise

Agenda Item	Discussion	GAC Action/Resolution/Tasks
1) Called to order at 2:00 p.m.		
2) Reading and Approval of the April 13 th & August 10 th Minutes	2) No discussion	2) Unanimous approval of both April 13 th and August 10 th minutes
3) Old Business	3) Old Business	3) Old Business
a) Graduate Student Participant	a) <i>Question:</i> Are GAC Student Participants expected to gather feedback from other grad students, or function through their own opinions? <i>Answer:</i> Yes, Student Participants should communicate with other CSU grad students. There is no formal outline as to how this should be done. Students are welcome to use the Masters' Mingle Teams' group as a means to communicate.	a) Dr. Walley-Jean will edit the GAC Grad Student Participant proposal to include the expectations for GAC participants to communicate with other CSU grad students. CAS will be bringing their selection process. Once a student is selected, the student will serve for one academic year.
b) Changing Curriculum/Catalog Year	b) The current policy has a few contradictions. To eliminate	b) Unanimous approval to change the Curriculum/Catalog Year

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<p>4) New Business</p> <p>a) Graduate Faculty Applications</p> <p>i) New:</p> <p>(1) A. Aiken (Social Sciences)</p> <p>(2) S. Damani (Nursing)</p> <p>(3) D. Nelson (Nursing)</p> <p>(4) K. Olmsted (Nursing)</p> <p>ii) Renewal -None</p>	<p>theses error, the SoGS would like to change the verbiage and create a policy where students, with the appropriate approval, many change to a later catalog year.</p> <p>4) New Business</p> <p>i) New Grad Faculty</p> <p>(1) Dr. Akien's application was withdrawn</p> <p>(2) Dr. Damani was limited publication but makes up for it in many areas</p> <p>(3) Dr. Nelson also has limited publication but over 36 years of experience.</p> <p><i>Suggestion:</i> Since Dr. Nelson does not meet the qualification, would it be possible to change their status from Full to Affiliate with tenure track?</p> <p>(4) Dr. Olmsted has publications that are older than six years due to working in the field.</p> <p>Proposal: Dr. Walley-Jean adjusting the</p>	<p>policy to allow students, with approval, to change to a later catalog year.</p> <p>Dr. Walley-Jean will discuss with the Registrar this change. If necessary, she will share the outcome of this discussion with GAC members.</p> <p>4) New Business</p> <p>i) New Grad Faculty</p> <p>(1) Dr. Akien's application was withdrawn</p> <p>(2) S. Damani (Nursing)- Unanimous Approval</p> <p>(3) D. Nelson (Nursing)- Unanimous Approval to accept as an Affiliate status on tenure track</p> <p>(4) K. Olmsted (Nursing)- Unanimous approval</p>

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<p>b) (Notification) MPA Program- 100% Online</p> <p>c) Graduate Course Overload Policy (https://catalog.clayton.edu/rules-regulations/graduate-specific-rules-regulations/course-overload/)</p>	<p>qualifications for Grad Faculty (especially for clinical) since it may be hard to publish and maintain professional status.</p> <p>b) No discussion</p> <p>c) Currently, the Graduate Course Overload policy says anything over 12 credit hours is an overload. This needs revising.</p> <p><i>Suggestions:</i> Changes to the policy should include- redefining “overload”, 3.0 GPA requirement, and “extra hours” should be discussed with Program Directors</p> <p>(MSN has two progressions, one for full and one for short semester. They have not experienced any issues using this distinction.)</p> <p>Note: When students hit an “overload” they are no longer charged tuition.</p> <p>d) Graduate Advisors are not automatically changed. This must</p>	<p>(5) Next month’s agenda will discuss changing the qualifications for Graduate Faculty status</p> <p>b) Reminder- Jill needs to be notified to change the code. This will avoid errors like inappropriate fees.</p> <p>c) Dr. Walley-Jean will change the Graduate Course Overload policy and discuss it with Financial Aid. Once complete, she will bring it to the GAC to review.</p>

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<p>d) Graduate Advisor Work Flow</p> <p>e) Subcommittee/Working Groups</p> <ul style="list-style-type: none"> i) Graduate Thesis Guidelines ii) Annual Evaluation Criteria & Feedback Rubric 	<p>be done manually. ‘How-To instructions are in the School of Graduate Studies’ OneDrive file under SoGS Procedures.</p> <p><i>Question:</i> Is the appropriate title Program or Academic Advisor? <i>Answer:</i> Program Advisor.</p> <p>e) Subcommittee/Working Groups</p> <ul style="list-style-type: none"> i) Thesis Subcommittee will review the Grad Thesis Guidelines’ deadlines and ensure they match up with their Program’s thesis timeline. ii) SoGS feels Program Directors have duties and responsibilities that are not as easily recognized or quantifiable as others. Dr. Walley-Jean commissioned an ad hoc committee to create a feedback process and rubric that will outline tasks which Program Directors complete but may not be properly evaluated on. (The rubric is not intended to further critique Program Directors, but to properly and evenly evaluate ALL they do.) <p>5) Announcements</p>	<p>d) Program Directors must manually check and change each grad student’s advisor to the correct Program Advisor.</p> <p>e) Subcommittee/Working Groups</p> <ul style="list-style-type: none"> i) Dr. Walley-Jean will send the Graduate Thesis Guidelines to MALS, MHA, and MAS for deadline suggestions. ii) Bryan Robinson, Patricia Smith, and Tom Mellwain will serve on the Annual Evaluation Criteria & Feedback Rubric subcommittee. The group will address what items should be evaluated and how. <p>5) Announcements</p>

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5) Announcements a) GAC Representative's Membership Check	a) Member are asked to review the Blank 2020-2021 GAC Meeting Attendance List and make sure their names are listed correctly and their Colleges are properly represented	a) GAC members are asked to notify SoGS if there are any changes to the GAC membership list
Adjourn		Meeting adjourned: 3:08 p.m.