

Clayton State University Graduate Affairs Committee

Meeting Minutes

DATE: August 12, 2019

Committee Members Present: J. Celeste Walley-Jean (Presiding), D. Attick, K. Cambell, S. Copeland, R. Fuqua, J. Kitchens, C. Magnant, T. Mellwain,

E. Nagel, K. Nipper, G. Nteff, C. Parker, M. Stegall, D. Wells, and T. Womack.

Committee Members Absent: R. Gmeiner, A. Kurt, S. Maddox,

Guests: C. White and C. Wise

Agenda Item	Discussion	GAC Action/Resolution/Tasks
Called to order at 2:02		
1) Reading & Approval of Minutes		Move to approve minutes made and seconded. Motion carried
2) Old Business		No old business to discuss
3) New Business a) Graduate Faculty Applications (Note: Please ensure applications are complete before submission) i) New: Elicia Collins (COH) ii) Renewals: None b) Discussion: Single forms for registrar-related requests	No Discussion b) Registrar-related request forms will only require department approval and remove SoGS and other department signatures Questions arose regarding, electronically attaching student documents to forms, and processes for “Incomplete Grade” forms Academic Deans will need to specify and clarify individual form filing procedures	a) Application Approved b) Committee agreed that forms (i.e., request/removal of incomplete, change of grade) do NOT require Dean of School of Graduate Studies approval. Departments should use standard form. Dr. Walley-Jean will contact registrar’s office to inform office.

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<p>c) Discussion: Process for Graduate Degree Plan of study</p> <p>d) Request for Volunteers:</p> <ul style="list-style-type: none"> i) Ad Hoc Committee on Alternatives to TOEFLL/IETLS ii) Graduates Commencement Speaker Nominations-Fall 2019/Spring 2020 	<p>c) Every Program stated their specific procedure to document each student's Degree Plan</p> <p>d) Volunteer</p> <ul style="list-style-type: none"> i) Tameka Womack volunteered to be on the committee, but not chair. Ron Fuqua also volunteered. Tom McIlwain volunteered to "consult" ii) No one volunteered to be on the Graduates Commencement Speaker Nominations-Fall 2019/Spring 2020 <p>Note: There is no official rule excluding Alumni as Commencement Speakers, therefore Alums can be considered for possible nominations</p>	<p>c) All Program Directors must insure there is formal documentation outlining each student's agreed upon Degree Plan.</p> <p>i) Volunteers for the committee will research other school's TOEFLL/IETLS procedures and alternatives and present at next month's GAC meeting</p> <p>ii) Dr. Walley-Jean will randomly create the Fall 2019 and Spring 2020 alternating committees and notify via email. Selected board members will plan accordingly</p>
<p>1) Announcements</p> <ul style="list-style-type: none"> a) Modification to Language of Academic Standing Policy b) Course Repeat & Financial Aid c) Advisory Accuracy for All Current Graduate Student 	<p>a) Changes were made to the Academic Standing Policy because, students were able to be on Academic Suspension, while listed as "In Good Academic Standing".</p> <p>Policy now states, students will not be suspended unless the term and institutional GPA both fall under a 3.0</p>	<p>.</p>

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	<p>Changes will appear in 2019-2020 Academic Catalog.</p> <p>Question regarding re-admittance following academic dismissal or absence for more than three semesters: Who is responsible?</p> <p style="padding-left: 40px;">First, the student must apply, then is approved/denied by programs, and finally Admissions notifies the Registrar if approved. This information is also outlined in the SoGS Academic Catalog</p> <p>b) The current Financial Aid rule for repeat courses currently states “If a student gets a 'W' or an 'F' in a course, that student is allowed to repeat the course and receive financial aid (assuming he/she is meeting Satisfactory Academic Progress). If the student re-takes the course and receives a 'D', student can repeat one additional time. Any additional repeats of the course will not qualify for financial aid. Note: most graduate students need to repeat courses with a C grade, which does not qualify for aid.</p> <p>c) The correct Program Director must be listed for each student to ensure notifications, such as Academic Standing, have proper contact information</p>	<p>b) Program directors need to ensure graduate students understand this course repeat rule.</p> <p>c) Program Directors will check the Duck to make sure they are listed as their student’s “Advisor”</p> <p>Also, check email, sent by Dr. Walley-Jean, for “How-To-Change Instructions” using Banner</p>

Agenda Item	Discussion	GAC Action/Resolution/Tasks
Questions/ Additional Comments	SoGS's website must list each Program's current and revised Handbook.	All Programs, if they have not done so already, must submit their official handbook to Dr. Walley-Jean ASAP
2) Adjournment		Adjourned at 2:42

FINAL