Clayton State University Graduate Affairs Committee

Meeting Minutes

DATE: January 13, 2020

Committee Members Present: J. Celeste Walley-Jean (Presiding), D. Attick, S. Copeland, R. Fuqua, N. Gause, J. Kitchens,

C. Magnant (by phone), T. McIlwain, E. Nagel, K. Nipper (non-voting), G. Nteff, M. Stegall, T. Womack

Committee Members Absent: K. Campbell, A. Kurt, J. Hain, S. Maddox, D. Wells (has student M. Trice as proxy)

Guests: J. Melody, C. Parker, M. Trice (proxy for D. Wells), C. Wise

Agenda Item	Discussion	GAC Action/Resolution/Tasks
1) Called to order at 2:05 p.m.		
2) Reading & Approval of the Minutes a) November 11 Meeting	2a) For November 11 Meeting: Change wording error: "Affliction" to "Affiliation"	2a) Unanimous approval of minutes - after wording correction
3) Old Business a) Final Policy for Use of Credit from Clayton State graduate degree (Effective January 1, 2020)	3a) Academic Affairs approved the policy for use of credits from Clayton State, for Graduate degrees. Policy changes include, students can use up to 6 credit hours, from previous Graduate Degrees or Graduate Certificates, to satisfy a new graduate degree. (The use of credits are dependent upon the number of credits required in each program.) Note: Students must have a minimum of 24 credits completed to establish residency, regardless of degree.	3a) Dr. Walley-Jean will send the link of the catalog, for everyone to view the policy change. If there are additional questions, after reviewing the new policy, they may be directed to Dr. Walley-Jean.

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	The new policy can be found in the current course catalog (https://catalog.clayton.edu/graduation-requirements/graduate-graduation-requirements/total-hours-requirement/). Policy change is effective immediately.	
4) New Business a) Graduate Faculty Applications (Note: Please ensure applications are complete before submission) i) New: Sal Lucido (MPA) ii) Renewals: None	4) New Business a) Graduate Faculty Applications i) Mr. Sal Lucido is recommended for a MPA adjunct position. Lucido currently works for the CDC on a task force and in management, has JD from GSU, and MPA from George Washington University. Lucido will be asked to teach online Work Theory & Management. ii) No Renewals	4) New Business a) Unanimous approval for Mr. Sal Lucido as an Affiliate for MPA.
b) Course Deactivations for POLS & CRJU (Department of Social Sciences)	b) Dr. Meddaugh requests deactivation of specific POLS & CRJU. The Criminal Justice program is no longer active and the POLS courses are no longer being taught.	b) Unanimous approval for deactivations for POLS & CRJU
c) Discussion: Graduate Thesis Guidelines	c) Topic: *Calendar of Thesis Deliverables and Due Dates*. The proposed schedule is designed	c) Programs requiring Theses will review the proposed *Calendar of Thesis Deliverables and Due Dates*, which were handed out during the meeting.

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	to give students a timeline to submit Thesis materials. Thus, ensuring there is enough time for the SoGS to review and approve the final copies for binding. *Concern:* With the proposed calendar, students will need to work a semester ahead to meet the deadlines.	Thesis based programs will suggest deliverable deadlines that allow, at least, four weeks for the SoGS to review and approve all Theses. If no alternatives deadlines are offered before the February GAC meeting, the SoGS will proceed with proposing *Calendar of Thesis Deliverables and Due Dates*.
d) Discussion: Academic Standing & Admissions	d) *Proposal*: GAC create a policy for "Good Academic Standing" regarding CSU students with low GPAs, in one program, wishing to switch to another. Note: Currently these is no policy regarding low performing students switching programs. This can be a problem if a student's GPA is too low to mathematically bring up to a 3.0 before graduation. Also, Financial Aid's SAP (Satisfactory Academic Progress) restriction is dependent upon total institutional credit hours. With a program change, students may reach their SAP credit hour limit and cannot receive Financial Aid for the remainder for their courses.	d) Dr. Walley-Jean will review suggestions, and other options, for consideration to creating a policy.

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	Suggestions: 1. Require entrance exams to gauge a student's knowledge and ability to succeed in a different program. 2. Create a disclaimer in the Admission process, requiring signatures, stating possible financial aid restrictions and inability to earn a 3.0 GPA by graduation. 3. Program Directors should not allow students with drastically low GPAs to leave and switch to another program without advisement regarding financial aid and required number of courses needed to gain a 3.0 GPA. Also, Program Directors should not allow students with very low GPAs to re-apply in to their program. 4. Create a "Provisional" standard and documentation for any student on Academic Probation who is allowed to re-apply to a different program. Said documentation should outline the necessary number of courses and average grade needed for the student to be successful in the new program. These students will need an added review, following some of their completed courses, to ensure they are on track to successfully complete their new degree.	

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5) Announcements
  a) Graduate Assistantship Polices & Procedures
  b) Graduate Re-registration
	5) Announcements
	  a) The revised Graduate Assistantship Polices & Procedures were sent via email and, currently, not available online.
	
	  b) Re-registration numbers are below 90%. Aise Cannon sent the list of student for re-registration to Program Directors for review.
		4) Announcements
		  a) Anyone looking to hire Graduate Assistants are asked to review the new process and download the necessary forms.
		
		  b) Directors are asked to review their re-registration lists and act accordingly.

Added to The Agenda- Clearing Students for Graduation	*Added to The Agenda*- Starting Fall 2020, the Registrar will no longer send additional notification for Graduation Evaluations. To ensure Degree Works is properly updated, Program Directors will need to review, submit documentation, and make changes (such as course subs, and correct coding and listed advisors) immediately; instead of waiting the semester a student is scheduled to graduate. *Concern*: The disconnect between Degree Works' coding and some Academic Catalog information creates an added need for over correcting and constant management. Program Directors are unsure of a feasible solution.	*Added to The Agenda*- Programs are asked to regularly check and update Degree Works immediately, in preparation for the structure change in Fall 2020.
1) Adjournment		Adjourned at 3:10 p.m.