Graduate Council Minutes

August 10, 2009

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

Guests: John Shiffert

Meeting called to order by Dr. Eaves at 1:35 p.m.

Minutes of the July 17, 2009 Graduate Council meeting were reviewed. A motion to approve was made by Dr. Burns-Ardolino and seconded by Dr. Jourdan, and approved by the Council

John Shiffert explained to the Council that the function of the Office of University Relations was mainly to promote Clayton State events, and the activities of the faculty and students. There are two main university publications, Laker Lines and Campus Review, available for promotion. Campus Review is more detailed publication, while Laker Lines gives an overview of upcoming campus events. These two publications are used mainly for the Clayton State community. Laker Connection is the semi-annual Clayton State publication that is sent to individual within and outside of the Clayton State community. University Relations sends news releases to the greater metro-Atlanta community concerning events and activities related to Clayton State.

The committee reviewed the graduate faculty applications listed below:

* Felicia Stewart - (Ph.D.), College of Arts and Sciences (Full status) - Motion by Burns-Ardolino, second by Charles. Approved unanimously.

* Craig Hill - (Ph.D.), School of Business (Temporary status) - Motion by Burns-Ardolino, second by Tidwell. Approved unanimously. His application for associate status was table until the supporting documentation is received.

Announcements

* Georgia State University is holding a graduate school fair in October and the committee indicated that it would be appropriate to attend in an effort to recruit graduate students
* The new School of Graduate Studies website will hopefully be online in approximately two weeks. The School of Graduate Studies is also working on developing a tab in the Swan Portal for both graduate students and graduate faculty.
* The Library has extended the loan period for all students to 28 days.
* Introduction of Dr. Thomas McIlwain the new MHA graduate coordinator to the committee.
* Dr. Eaves indicated that the application fees collected for the program applications can be used for marketing and promotion.
* The degree program proposals for the Master in Dental Hygiene and Master of Science in Psychology will be included on the September Graduate Council agenda.
* Graduate Council meetings for the fall semester will be held on the first Friday of each month at 1 p.m. in the Academic Affairs conference room.
* The Graduate Open Houses for fall semester will continue to be held on the second Tuesday of each month from 5:30 p.m. to 7:00 p.m. The committee agreed that the open house dates should not be rescheduled for September and December 2009 and January 2010. There is a small amount of money that is available for refreshments at the Graduate Open Houses.

Meeting adjourned at 2:45 p.m.

Respectfully Submitted by Elizabeth Taylor