I. CALL TO ORDER

Dr. Dustin Anderson called the meeting to order on Thursday, April 12, 2018 at 9:00 AM.

II. APPROVAL OF AGENDA

Professor Stephanie Sipe made a motion to approve the agenda as written. A second was made by Dr. Karin Fisher and the motion to approve the agenda was passed.

III. CHAIR’S UPDATE

Dr. Anderson stated he will be rotating off of the committee this year and he thanked the committee for all of the work they have done.

IV. DIRECTOR’S UPDATE

Dr. Ashley Walker shared the following updates:

• COGS has hired Caroline James as the third Graduate Admissions Specialist, and she will begin on April 23. Mrs. James has been working at the university for about 25 years and worked in the Registrar’s Office for a number of those years. She is very knowledgeable with Banner and DegreeWorks.

• The Graduate Student Organization's annual spring social is tonight at Eagle Creek, from 7-10 PM. Please encourage your students to attend.

• Averitt Award recipients will be announced during the Research Symposium reception, on Thursday, April 19. The reception will be held in Nessmith-Lane Ballroom from 4-5 PM.

• CT2 will be hosting the last spring Graduate Writer’s Boot Camps on Saturday, April 21. Please encourage your students to attend.

V. NEW BUSINESS

A. Jack N. Averitt College of Graduate Studies

Dr. Walker presented the agenda item for the Jack N. Averitt College of Graduate Studies

Full Time Status Exception Process

Dr. Walker provided a brief overview of the process listed below.

Graduate Full-Time Status Exception Process

Requesting a Full-Time Status Exception pertains to higher contact hours for programs that are required to include a, practicum, clinical rotation or extended internship. Any program wishing to apply for an exception to the Full-Time Status criteria outlined in the Graduate Catalog must apply through the process outlined below. It is important to note the dates of the Enrollment Management Council (EMC) meetings, and the Graduate Curriculum Committee deadlines for catalog changes when drafting the Full-Time Status Exception proposal. The exception request will follow the curriculum process with the additional review from the
Enrollment Management Council. Program faculty are invited to attend the Enrollment Management Council meeting if questions arise when the program proposal is reviewed.

**Exception Approval Process:**

*Department Curriculum Committee → College Curriculum Committee → Enrollment Management Council → Graduate Curriculum Committee*

In regards to this Exception proposal, two questions will be added on the Program Change form available through Courseleaf. By answering ‘Yes’ to one of the questions, the proposal will be sent to EMC for review:

1. Are program capacity limitations involved in the approval?
2. If the program wishes to request a full-time status exception?

Full-Time Status Exception proposals must include:

- A justification for the exception (why is it necessary?)
- A degree map for the program that includes total credit hours and contact hours per semester
- If a higher number of contact hours is a part of the justification, an explanation for the need for these additional contact hours must be included (i.e. accreditation, licensure, or certification requirements)
- The number of students impacted by the proposed exception
- Impact analysis and accompanying mitigation strategies on the following:
  - Student progression and graduation
  - Student debt load
- Graduate assistantship availability

Exception requests that primarily use the following justifications are more likely to be denied:

- Graduate assistants (requiring nine credit hours) being out of sync with a program cohort model based on six credit hours per semester
- Lowering the full time status requirement in order for students to be eligible for federal financial aid with fewer credit hours
- Graduate programs degree maps intentionally structured where students are expected to take less than nine credit hours and are within normal contact hours (i.e. cohort model programs for working professionals)
- Graduate programs degree maps intentionally structured where students take fewer credit hours in the final semester, creating federal financial aid eligibility issues during that final semester

Dr. Walker stated she spoke with Dr. Anderson and Dr. Patricia Holt and they all agreed that this needs to be in the graduate catalog as a process to follow under the full-time graduate student requirement. The process will be managed through the EMC. Dr. Walker said Dr. Amy Ballagh was unable to attend today's meeting, but she is open to receiving questions that can be discussed at EMC.

There was a brief discussion of contact hours.

Dr. Lance McBrayer asked for clarification on the second bullet item at the bottom section of the process. Dr. Walker explained the intent for this bullet and said this language should be reworded. The following edits were made and are listed in bold below.

- Lowering the full time status requirement **only** in order for students to be eligible for federal financial aid with fewer credit hours

There was a discussion of graduate assistantship requirements and retention issues.

Dr. Tracy Linderholm and Dr. McBrayer suggested having a discussion about graduate assistants appealing to take less hours other than in their last semester. The committee agreed that it would be beneficial to continue this discussion in the September Graduate Committee meeting. Dr. Anderson suggested to Dr.
Linderholm and Dr. McBrayer that having something in writing to share with the committee would be helpful. He also encouraged people with these ideas to draft them out and talk with Dr. Walker in the interim. Dr. Linderholm said she would review the policy and draft something up and send it to Dr. Walker and Dr. McBrayer for their review.

There was a brief discussion of how the EMC meeting schedule should be published so that all stakeholders are aware of the meeting details.

**B. College of Education**

Dr. Tracy Linderholm presented the agenda item for the College of Education.

**Course Revision:**
- ESED 7090 – Special Topics
  - Modify the variable credit hour

**MOTION:** Dr. Ted Brimeyer made a motion to approve the agenda item submitted by the College of Education. A second was made by Dr. Gustavo Molina. The motion to approve the Course Revision was approved.

**VI. OLD BUSINESS**

**A. Discussion of issues related to ongoing assessment of alumni** – Dr. Anderson stated we are still moving forward on the schedule for this item. Mrs. Megan Murray is working on this and we hope to have an update on this during the fall meetings.

**B. Registrar’s Update**

Mrs. Jade Brooks provided an update on the following items:
- The Registrar’s Office has been working on a lot of data corrections so that students would be able to register for courses.
- The objective is to publish the catalog by July 1. She said this deadline is optimistic.
- By the end of fall the Banner bridge will be implemented.
- The Registrar’s Office hopes to have the CIM forms available for use by mid-August. Mrs. Brooks explained the course information in CIM will be a clean set of data, which is the consolidated data between Georgia Southern and Armstrong. She said once CIM is open departments need to look at the courses and review the equivalencies. If something is missing the department will need to submit the information as a revision. She said if departments are able to identify this before fall then they can submit the information to the Registrar’s Office and they will work on entering the information into the system.

Dr. Linderholm asked when catalog review will begin. Mrs. Brooks said the catalog will be open for edits in late May.

Mrs. Brooks briefly discussed how the transition to new URLs in CIM will be handled.

Dr. Anderson thanked Mrs. Brooks for all of the work she has done this last year.

**VII. ANNOUNCEMENTS**

**A. Tentative 2018-2019 Graduate Committee Meeting Schedule** - Dr. Anderson reminded everyone of the meeting schedule included in the agenda. He stated the meeting locations are currently listed as TBD, because we have not figured out how the physical meetings will go for next year. We are waiting on the final number of committee members and some technology solution will be discussed. We anticipate that at least one meeting will be held on the Armstrong campus. Once the locations have been identified Mrs. Audie Graham will send out a revised schedule.

Mrs. Brooks stated there have been discussion of making the February meeting the final deadline for catalog revisions.

The tentative meeting schedule is below.
<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Meeting Time</th>
<th>Meeting Location</th>
<th>Agenda Items Due to Registrar’s Office</th>
<th>Agenda Items Due to GC Recording Secretary</th>
<th>Agenda Items Posted on Web and Sent to GC Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 13, 2018</td>
<td>9:00 a.m.</td>
<td>TBD</td>
<td>August 23, 2018</td>
<td>August 30, 2018</td>
<td>September 6, 2018</td>
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<tr>
<td>October 11, 2018</td>
<td>9:00 a.m.</td>
<td>TBD</td>
<td>September 20, 2018</td>
<td>September 27, 2018</td>
<td>October 4, 2018</td>
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<tr>
<td>November 8, 2018</td>
<td>9:00 a.m.</td>
<td>TBD</td>
<td>October 18, 2018</td>
<td>October 25, 2018</td>
<td>November 1, 2018</td>
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<td>*January 24, 2019</td>
<td>9:00 a.m.</td>
<td>TBD</td>
<td>November 16, 2018</td>
<td>January 10, 2019</td>
<td>January 17, 2019</td>
</tr>
<tr>
<td>February 14, 2019</td>
<td>9:00 a.m.</td>
<td>TBD</td>
<td>January 24, 2019</td>
<td>January 31, 2019</td>
<td>February 7, 2019</td>
</tr>
<tr>
<td>March 14, 2019</td>
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<td>TBD</td>
<td>February 21, 2019</td>
<td>February 28, 2019</td>
<td>March 7, 2019</td>
</tr>
<tr>
<td>April 11, 2019</td>
<td>9:00 a.m.</td>
<td>TBD</td>
<td>March 21, 2019</td>
<td>March 28, 2019</td>
<td>April 4, 2019</td>
</tr>
</tbody>
</table>

*Last meeting for items to be approved to be included in the 2019-2020 Undergraduate and Graduate Catalogs.

Items approved at the February, March, and April meetings will be approved for Fall 2020. Consideration will be given only for items that affect Accreditation, SACSCOC and USG mandates.

Note: Items requiring Board of Regents/System Office approval may not be included in the catalog if they are still pending Board of Regents/System Office approval.
Dr. Meca Williams-Johnson stated the Research Symposium is Thursday, April 19, 2018. She encouraged everyone to attend.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned on April 12, 2018 at 10:05 AM.

Respectfully submitted,
Audie Graham, Recording Secretary

Minutes were approved May 7, 2018 by electronic vote of Committee Members

ADDENDUM: The College of Education needs to bring forward 2 small, but vital items as a result of a change in external accreditation requirements. These changes were imposed after the internal deadline for catalog changes. The committee has, in situations dealing with accrediting bodies, been able to work in tandem with the Registrar's Office to include changes externally imposed outside of the normal timeline. These changes are necessary to allow incoming students to gain the appropriate certification with the Georgia Professional Standards Commission.

MOTION: Dr. Dustin Anderson made the motion: "The committee approves of revisions to the COE Educational Leadership M.Ed program page and Educational Leadership Tier I Certificate program." The motion was seconded by Dr. Julie Reagan. The vote was unanimous in support of the motion.