

Meeting Minutes: Committee on Graduate Work

Administrative Committee on Graduate Work University System of Georgia Minutes of Meeting October 15, 1999 Georgia College & State University, Milledgeville, Georgia

The Administrative Committee on Graduate Work meeting was held on October 15, 1999 in Chappell Hall, Room 113. Committee members or institutional representatives present: Dr. Paul Beyer, Columbus State University; Dr. Douglas Boudinot, University of Georgia; Dr. Kenneth Busch, Kennesaw State University; Dr. Gretchen Caughman, Medical College of Georgia; Ms. Lynn Corbin, Valdosta State University; Dr. John Diebolt, Georgia Southern University; Dr. Thomas Hodler, University of Georgia; Dr. Jack Jenkins, State University of West Georgia; Dr. Ken Jones, Georgia College and State University; Ms. Maureen Kilroy, Georgia Institute of Technology; Mr. Claude Lucas, Jr., Fort Valley State University; Dr. Gordhan Patel, University of Georgia; Dr. Michael Rogers, Albany State; Dr. Steve Ross, North Georgia College and State University; Dr. Emma Simon, Armstrong Atlantic State University; Dr. Malcolm Tait, Georgia Southwestern State University; Dr. Lane Van Tassell, Georgia Southern University; Dr. George Williams, Savannah State University; and Dr. Robert Yancy, Southern Polytechnic State University. Dr. John T. Wolfe, Associate Vice Chancellor for Academic Affairs, also attended the meeting.

Welcome and Introductions

Dr. Ken Jones, chair of the committee for 1999 - 2000, welcomed everyone and asked representatives from each university to introduce themselves.

Approval of Minutes

The minutes of the April 17, 1999 meeting of the committee at Jekyll Island were approved with the following correction: Ms. Cheryl Thomas of the State University of West Georgia also attended the meeting.

Update from the Regents Office

Dr. John T. Wolfe, Associate Vice Chancellor for Academic Affairs, addressed institutional representatives on matters of importance occurring in the Central Office. In introducing Dr. Wolfe, Dr. Jones stated that a Task Force of ACOGW, chaired by Dr. Tina Straley of Kennesaw State University, met with then Vice Chancellor Jim Muyskens on August 25. One topic of discussion involved the appointment of an individual from the Central Office to serve as a liaison between ACOGW and the Central Office, similar to the role played previously by Dr. Joseph H. Silver. Dr. Wolfe has graciously agreed to assume this position.

Dr. Wolfe covered several topics in his presentation.

First, he stated that January 2000 would mark his 35th year in Education. His rich background includes serving as a Middle School teacher in Chicago, as an English teacher in Chicago's Public Schools, and holding faculty

and administrative positions in eight states and abroad. He has served in institutions accredited by SACS most of his career, but has also held positions in states accredited by other accrediting bodies such as Middle States and North Central. Some of the positions he has held in higher education include Associate Professor in English, Department Chair, Dean, Vice Provost, President, and Associate Vice Chancellor. Among his duties as Associate Vice Chancellor are academic program review and compliance reviews of institutional rank and tenure policies. Dr. Wolfe is involved in reviewing economic development proposals with the Intellectual Capitol Partnership Program and is involved in the Yamacraw project. He is also involved with institutional campus master plan projects. He stated that academic programs should drive campus planning and not buildings. He has visited 32 of 34 campuses so far.

Dr. Wolfe stated that in his role as liaison to ACOGW, he pledges to do what he can to help the committee with its work.

Dr. Wolfe next commented on current priorities in the Vice Chancellor for Academic Affairs' office. He stated that the number one priority was the development of strong academic programs to meet the needs of the state. The implementation of admissions standards will help to provide the best and brightest students for our undergraduate programs, thereby helping to provide excellent students for our graduate programs as well.

On another issue, the Academic Affairs Handbook and Board of Regents Policy manual are being reviewed to make certain that all new policies approved by the Board are in the policy manual. Dr. Art Dunning, Senior Vice Chancellor, Human and External Resources/Acting Deputy and Mr. Burns Newsome of Legal Affairs have been given the task of making certain that the policy manual is consistent with existing Board policies. The manual of record will be the policy manual placed on the web. Another concern of Academic Affairs is that Board policies require that institutions send certain matters to the Central Office but at times institutions fail to do so.

October 25 will be Dr. Muyskens' last day. Dr. Beheruz Sethna, President of the State University of West Georgia, will serve as interim Senior Vice Chancellor for Academic Affairs.

Dr. Wolfe also commented on the System's institutional benchmarks initiative. He mentioned that in addition to institutional benchmarks, there will be sector benchmarks established as well. For example, Georgia College and State University is the Liberal Arts university for the System. Different points of comparisons will need to be made other than traditional markers such as retention. For example, NCHEMS may be useful here. Also, one must be careful in comparing institutions simply in terms of numbers. It is important to understand what factors are responsible for those numbers.

Dr. Wolfe also addressed some issues related to proposal submissions. He stated that page numbers are sometimes left off and that some do not do a good job of demonstrating state and local needs. A third issue has to do with budgeting. The Board will not approve a program requiring additional funds. Funding for the program should be presented as resources that will be redirected at this juncture.

Another problem observed in some proposals relates to the clear articulation of curriculum matters. For example,

at times proposals have failed to communicate that certain courses have prerequisites. How students are admitted to programs is also important. Dr. Wolfe also described the proposal review process.

On another matter, Dr. Wolfe stated that financial support for the Jekyll Island seminar has increased by at least \$3000. This concluded Dr. Wolfe's formal presentation.

In response to a question regarding the fast-tracking of program proposals, Dr. Wolfe stated that there does not appear to be any such proposal under consideration at this time. Dr. Wolfe stated that issues such as determining how institutions with similar programs can express concerns regarding the establishment of a new program would have to be clarified. This issue was discussed with Dr. Muyskens by Task Force members who met with him during the summer. A fast-track approval procedure for masters level graduate programs was being advocated by the Task Force because: (1) the information required for approval of masters level graduate programs is often less than that required for undergraduate programs and, (2) allowing universities to approve masters level graduate programs internally would help universities to be more responsive to the needs of the communities they serve. ACOGW members then asked other questions related to proposal submission.

Dr. Patel asked where the System was on health insurance for graduate students? He expressed concern that failure to provide some sort of health insurance coverage could serve as a catalyst for the unionization of graduate students.

Task Force Update

Dr. Diebolt made a report on the ACOGW Task Force's efforts to bring certain issues of importance to ACOGW members before the Vice Chancellor for Academic Affairs. At the meeting held on August 25, 1999 the following issues were discussed:

- a. The need for the impact of a proposed program on economic development should be addressed in proposals.
- b. Allow for local approval of masters level graduate program proposals so that the programs can be instituted more quickly. Among the criteria programs would need to meet would be that of economic necessity. Economic necessity endorsements could come from local businesses. Institutions would be allowed to fund new programs via the redirection of existing resources. Programs funded in this manner would not need Board approval. However, the Board of Regents would be notified that a new program had received local approval. Dr. Wolfe expressed concern about the fact that there was no process established for input for other System institutions to object to local approval of a masters program and also that there would probably be objections to establishment of criteria for fast-tracking masters level programs only.

Dr. Yancy stated that if the Board will not sanction internal institutional approval of masters level programs only, that perhaps approval can be gained for a more limited approval procedure at the Board level. Dr. Wolfe stated that it is necessary that both Board policies and Board practices be reviewed to determine if such a procedure is possible. Dr. Diebolt suggested that a smaller group, perhaps the original Task Force

members, could meet to draft a proposal for fast-track approval of masters programs.

Dr. Wolfe also raised the issue of alternative funding for graduate programs through private business. ICAPP is a vehicle established to foster such partnerships. However, while a program may be established at the request of a specific business, in one instance an institution found that it had to make the program available to the general public and could not limit it to just those who worked for a certain business.

- c. Student fee assessment was also discussed as an issue for ACOGW. This issue was not one for which the Task Force had made any proposals but came up after Dr. Diebolt's presentation on Task Force activities. It was proposed that some uniform procedure for fee (student activity, health, athletic, or etc.) assessment for graduate students be instituted across institutions given the wide variability in how they are assessed presently. Dr. Ross suggested that graduate students who register for seven hours or fewer not be assessed fees. Dr. Wolfe stated that certain fees such as technology fees may be mandated. Dr. Ross made a motion that ACOGW propose that fees not be assessed for graduate students taking seven hours or less. Dr. Jenkins made a motion to table discussion of the issue until more information could be gathered as to exactly what University System policies apply here.

A suggestion was also made that the Task Force look into policies and issues regarding the waiver of tuition for graduate assistants.

- d. Maureen Kilroy addressed the issue of out-of-state tuition waivers for military personnel. She stated that military personnel who are sent to Georgia Tech or other institutions for special courses but who are not stationed in Georgia are not eligible for a fee waiver. Because of this problem University System of Georgia institutions stand to lose such students to states that do waive tuition for individuals in their situation. Dr. Wolfe asked if there has been a request for an interpretation on this issue? Task Force members raised this issue with Dr. Muyskens when he met with them. The Task Force will continue to pursue this issue in the future.
- e. The issue of health insurance coverage for graduate students remains under consideration.

Leadership Development Seminar

Dr. Robert Yancy summarized the history of the seminar for persons meeting with ACOGW for the first time. Committee reports on Program, Accounting, Registration Packet and Printing, Recreation and Entertainment, Evaluation and Follow Up, and Lodging, Food and Meeting Rooms confirmed that ACOGW continues to plan for and provide an excellent experience for students who attend the Seminar. Dr. Lynda Woodruff, a member of the program committee, suggests that we consider adding a session on mentoring. ACOGW made the following decisions in reference to the Seminar for Y2K:

- a. Those serving on current committees and who are still representatives to ACOGW will remain in place. The exception to this is Mr. Alfred Owens, long-time ACOGW committee member now retired, who will once again be asked to chair the Recreation and Entertainment committee.

Committee assignments are:

1. Program B: Jack Jenkins, George Williams, Cheryl Jackson, Lynda Woodruff
2. Accounting B: Jack Jenkins and Ken Jones
3. Registration Packet and Printing B: Emma Simon, Ken Jones, Maureen Kilroy
4. Recreation and Entertainment B: Michael Snowden
5. Evaluation and Follow Up B: Dick Diebolt, Douglas Boudinot
6. Lodging, Food, and Meeting Rooms B: Robert Yancy, Emma Simon, Jack Jenkins

ACOGW members also decided to return to the Friday, Saturday, Sunday format instead of the Saturday, Sunday, Monday format necessitated last year by the hotel accommodations. The dates for this year's Seminar will be April 14, 15, and 16.

Virtual Recruitment Fair

Dr. Jenkins stated that the State University of West Georgia was participating in a novel Virtual Recruitment Fair and perhaps this would be a good idea for the System. The committee agreed that this idea was worthy of additional study and asked Dr. Jenkins to pursue it.

The meeting was adjourned.

Respectfully submitted,

Jack O. Jenkins

©2009 Board of Regents of the University System of Georgia

270 Washington Street, S.W., Atlanta, GA 30334

U.S.A.