

# Meeting Minutes: Committee on Graduate Work

**University System of Georgia  
Administrative Committee on Graduate Work  
State University of West Georgia, Carrollton, GA 30118  
Minutes of Meeting February 25, 2000**

A meeting of the Administrative Committee on Graduate Work was held on February 25, 2000 at the State University of West Georgia in the Executive Dining Room of their Food Services Building. Committee members or institutional representatives present were: Dr. Bill Bompat, Augusta 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; Dr. Teresa Joyce, Kennesaw State University; Ms. Maureen Kilroy, Georgia Institute of Technology; Mr. Claude Lucas, Jr., Fort Valley State University; Dr. Steve Ross, North Georgia College and State University; Dr. Emma Simon, Armstrong Atlantic State University; Ms. Parris Smith, Georgia College and State University; Dr. Lane Van Tassell, Georgia Southern 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 October 15, 1999 meeting of the committee at Georgia College and State University in Milledgeville were approved.

## **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. Dr. Wolfe covered several topics in his presentation.

Dr. Wolfe stated that the position opening for Senior Vice Chancellor was being advertised.

Dr. Wolfe also stated that the request to grant out of state tuition waivers for military personnel taking courses at state institutions, but whose permanent duty assignments are not in Georgia, is under review. Dr. Wolfe indicated that perhaps a broader policy should be articulated that includes individuals beyond those simply on military TDY status. For example, the policy could apply to those coming to the state for executive MBA programs.

Yamacraw economic development proposals from institutions were due by February 28 . The proposals are to be reviewed by external reviewers.

Dr. Wolfe stated that a more accurate definition of full time equivalent faculty is being sought. OMB often

requests reports for which a more accurate definition of full-time equivalent faculty would prove useful.

Next, he announced that the sick leave policy is under review. There is a proposal to add childbirth and child rearing as reasons for sick leave for faculty on tenure tracks. Faculty on tenure tracks could possibly have more time added to the amount of time they have to get tenured as a result of having taken sick leave for these reasons. In addition to implications for stopping of the tenure clock, there are also financial implications and the issue of whether staff should have the same opportunities to take sick leave for reasons of childbirth and child rearing as well. *(Obviously the individual who gives birth to a child can take sick leave now. However, the tenure clock does not necessarily stop nor would it stop for an individual who desires to take time off to raise a child or a husband who wants to spend more time at home with a wife who has had a baby.)*

Dr. Wolfe also discussed the benchmarking and management audit process that has been underway for some time now. Dr. Wolfe stated that the benchmarking and management audit process is focusing on three areas. One area is the establishment of benchmarks for University System institutions. This process consists of selecting benchmarks for each USG institution and then establishing a set of performance measures such as graduation rates and employer ratings of graduates so that comparisons may be made. The second focus is a management review and benchmark study of regional central offices and selected institutions. Possible results may be downsizing, increases in staffing, or re-configuration of some areas of administration. Institutions selected for the management audit process review are the University of Georgia, Kennesaw State University, Macon State College, and Abraham Baldwin College. The third focus of the benchmarking/management audit process will be a review of data management systems.

Dr. Wolfe also announced that a pilot study is under way to decide whether the Board should grant broad approval for institutions to assess technology fees. A second, related issue, is that institutions involved in a proposal for a new web based MBA program are requesting a higher level of tuition for students who enroll in the program.

Dr. Wolfe closed by announcing that the increased cost of health care for System employees will be addressed next month. There will be a large premium increase for Blue Cross/Blue Shield participants. Employees will have the option of selecting a (cheaper) Preferred Provider Option or remaining with the more expensive HMO.

### **Task Force Update**

Dr. Diebolt made a report on the ACOGW Task Force efforts to bring certain issues of importance to ACOGW members before the Vice Chancellor for Academic Affairs. Speaking on behalf of Task Force members, Dr. Diebolt made the following recommendations:

- I. That the Board of Regents approve a Fast-Track Review of New Graduate Program Proposals that meet one of the following criteria:
  1. Proposed programs that have been requested and endorsed by area economic development boards, corporations, businesses and/or industry to meet professional, economic or business development needs.

2. Proposed program funding from institutional redirected funds.
3. Proposed program funding requested from the Board of Regents.

Program proposals would be reviewed within two months of the date received in the Board Office.

Approved programs may be discontinued when program enrollment cannot be sustained.

- II. The University System Board of Regents approve out-of-state tuition waivers for military personnel who wish to pursue graduate study at a state institution but are not stationed at a military base in Georgia.

Dr. Wolfe stated that no new funding is provided from the Board of Regents for new programs so this recommendation would not be appropriate. A motion was made and approved to accept all of the recommendations for Fast-Track review of New Graduate Program Proposals except for 1, 3.

### **Health & Activity Fee Paid by Graduate Students**

Dr. Ross stated that many graduate students are teachers and other professionals and do not take advantage of health services or other services paid for by student activity or health fees. He asked that ACOGW request that the Board of Regents take another look at the policy of charging all students Health and Activity Fees. One suggestion could be to have a System policy that such fees are assessed only after a student registers for more than 6 hours of coursework. Dr. Wolfe stated that this policy is under review because students enrolled in off-campus degrees do not use these services, either. Dr. Ross will draft a proposal and send it to committee members for feedback. Dr. Wolfe suggested that the proposal be backed up with data.

### **Leadership Development Seminar**

Dr. Jones reminded everyone that the general policy has been that if a committee member sends a speaker from their school, that the school is responsible for the speakers' travel expenses.

### **Program**

Dr. Jenkins reported that the program has essentially been finalized for the Leadership Development Seminar. However, there were a few issues that needed to be brought to the attention of ACOGW.

First, he reported that a suggestion had been made that we should hold a session on mentoring at the Seminar. This would mean getting rid of another breakout session. Therefore, Dr. Jenkins stated that instead of holding the session on "Graduate School: If not Now, Then What?" a handout would be distributed to provide students with some of the same information they would have received had they gone to a such a session. Dr. Jenkins also stated that he was in need of an individual to serve as presenter for the session on mentoring.

Dr. Jenkins asked ACOGW members their opinion about whether Graduate School exhibits should have an institutional representative present the entire time if the displays are to be up an entire day as they were last year. A suggestion was made that there should be set times established for students to visit the exhibits. To increase

the chances that students will visit the exhibits, a suggestion was made that the morning break be extended from 10:30 A.M. to 11:00 A.M. Signs will be placed directing students to the exhibition area and a note on the program will indicate where the exhibits will be located.

A suggestion was made to recognize Mr. Alfred Owens with a plaque for all his efforts. A motion was made and approved.

### **Accounting**

It was announced that Valdosta does not have the money to participate in the Jekyll Island seminar this year. Sentiment was voiced that the Leadership Development Seminar is a very important activity and that Valdosta be encouraged to participate despite their financial problems. Dr. Wolfe stated that he would look into the matter.

According to the Proposed Budget (attached), there will be extra funds available. A suggestion was made to change the meal on Saturday evening from hamburgers and hot dogs to perhaps a seafood buffet. Vegetarian options should also be given.

Consensus was established that some of the extra money be utilized to develop a brochure about graduate education in the University System of Georgia. It was also suggested that the extra money be used for related type projects and to contact Dr. Jenkins with any suggestions.

### **Nominating Committee**

The attached "Recommendations for the Procedure for Nominations" were accepted and it was concluded that committee members would meet at 4:30 pm on April 14, 2000, to elect a chairman for the 2001 - 2002 . Dr. Yancy is chair of the nominating committee.

### **Other Business**

Dr. Jones stated that at the most recent meeting of the Conference of Southern Graduate Schools, it was reported that a group of graduate deans from institutions in Virginia had come together to attempt to raise the status of graduate education in that state. Dr. Jones will email the address of a report generated by this group to ACOGW members to see if we might be interested in a similar initiative.

Dr. Jones distributed a portion of the "Trends in Graduate Enrollment and Degrees" report.

An ACOGW member stated that more and more legal issues were arising concerning complaints from graduate assistants. The best policy is to follow the rules regarding graduate assistants or any other employee.

An announcement was made that Fort Valley State University is conducting a search for a Graduate Dean.

The meeting was adjourned.

Respectfully submitted,

Jack O. Jenkins

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

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