

**Minutes**  
**University System of Georgia**  
**Administrative Committee on Graduate Work**  
**Fall 2006 Meeting**

Date: October 13, 2006

Location: North Georgia College & State University

| <b>Item</b>                                  | <b>Discussion/Action</b>   |
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| Call to Order/<br>Introduction of Members    | <p>Dr. Gretchen Caughman called the meeting to order at 8:50 and asked for members to introduce themselves. Those attending included:</p> <ul style="list-style-type: none"> <li>Dr. Brian Adler, Valdosta State University</li> <li>Dr. Patricia Cameron, Medical College of Georgia</li> <li>Dr. Gretchen Caughman, Medical College of Georgia</li> <li>Dr. Charles "Skip" Clark, University of West Georgia</li> <li>Dr. Dick Diebolt, Georgia Southern University</li> <li>Dr. Bill Dodd, Augusta State University</li> <li>Dr. Diane Frink, Albany State University</li> <li>Dr. William Fritz, Georgia State University</li> <li>Dr. Donna Gessell, North Georgia College &amp; State University</li> <li>Dr. Anna Holloway, Fort Valley State University</li> <li>Dr. Teresa Joyce, Kennesaw State University</li> <li>Dr. Maureen Kilroy, Georgia Institute of Technology</li> <li>Dr. Roy Moore, Georgia College and State University</li> <li>Dr. Sandra Nettles, Georgia Southern University</li> <li>Ms. Nikki Palamiotis, Southern Polytechnic State University</li> <li>Dr. Michael Price, Armstrong Atlantic State University</li> <li>Dr. George Stanton, Columbus State University</li> <li>Dr. Beverly Watkins, Savannah State University</li> <li>Ms. Teresa Williams, Valdosta State University</li> </ul> <p>Because so many new members were attended, Dr. Caughman explained the purpose of the group. She also announced that our Board of Regents liaison, Dr. Bettie Rose Horne, was unable to attend but sent her regards to the group. She then thanked Dr. Gessell for hosting the meeting.</p> |
| Election of Chair-Elect                      | <p>By unanimous vote, Dr. Gessell was elected to serve as chair-elect. She will succeed Dr. Caughman's two-year term, which will end in Spring 2008. In the interim, Dr. Gessell will serve as secretary to the group.</p>   |
| Presentation of 2006-2007 Budget             | <p>Dr. Caughman presented the budget, which included expenditures from 2005-2006, provided by Dr. Claude Perkins, the previous ACOGW chair. The group decided to postpone the vote on accepting the budget until the group's work was discussed, so that budgetary needs could be assessed.</p>  |
| Promotion of USG Graduate Studies in Georgia | <p>ACOGW will promote USG Graduate Studies in three ways:</p> <ol style="list-style-type: none"> <li>1. The development of a graduate brochure</li> <li>2. The development of a marketing strategy to place media-savvy articles.</li> <li>3. The development of a website.</li> </ol>   |

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|                      | <ul style="list-style-type: none"> <li>• All three of these efforts require current data about the financial impact of graduate studies on development in Georgia.</li> <li>• To insure wider visibility, the ACOGW name should be changed to a name that associates more readily with Graduate Studies. Dr. Caughman will address this possibility with Dr. Horne.</li> </ul> <p><u>Collection of data</u></p> <ul style="list-style-type: none"> <li>• Dr. Adler will oversee ACOGW’s efforts to gather data from a variety of sources, including the Council of Graduate Schools.</li> <li>• The list of questions developed by Dr. Michael Johnson will be sent out to ACOGW members.</li> <li>• Dr. Caughman will consult with Dr. Horne about how best to work with the USG to gather data.</li> <li>• Dr. Joyce will send a copy of the ARCHE (Atlanta Regional Council for Higher Education) report to Dr. Adler, in the hopes that data on graduate studies can be extracted from it.</li> </ul> <p><u>Development of a graduate brochure</u></p> <ul style="list-style-type: none"> <li>• Dr. Cameron presented the work to date, from the committee headed by Dr. Michael Johnson, which also includes Dr. Gessell.</li> <li>• The biggest obstacle has been difficulty in collecting data relevant to the impact of graduate studies in the state.</li> <li>• Again, the group agreed to emulate the North Carolina brochure.</li> <li>• Dr. Holloway will inquire with a graphic designer from her institution about layout for the brochure.</li> <li>• Dr. Gessell will work with Dr. Johnson to determine the need for photos and quotations and establish a call, if needed.</li> <li>• Dr. Cameron and Dr. Gessell agreed to continue on as editors.</li> </ul> <p><u>Development of a marketing strategy</u></p> <ul style="list-style-type: none"> <li>• The group discussed the need for a central figure to act as a media spokesperson. Someone suggested a permanent “executive secretary” for ACOGW within the Atlanta area. Dr. Caughman will discuss the idea with Dr. Horne.</li> </ul> <p><u>Development of a website</u></p> <ul style="list-style-type: none"> <li>• The website would present data on the impact of USG graduate studies on the economic development of Georgia.</li> <li>• The website should provide the following information to students: <ol style="list-style-type: none"> <li>1. preparation necessary for graduate study</li> <li>2. application process</li> <li>3. financial aid</li> <li>4. listing of all programs, by category, available at all schools</li> <li>5. links to individual school’s graduate studies websites</li> </ol> </li> <li>• Dr. Caughman will discuss the possibility of linking an ACOGW website to the BOR website.</li> </ul> |
| ACOGW Strategic Plan | The group decided that it would continue to endorse the ACOGW Strategic Plan. Dr. Caughman will establish a method for the group to assess progress on each tactic, to revise goals as necessary, and to set priorities to focus on for ACOGW’s spring meeting.  |

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|  | <p>The group discussed points of concern that they wish for clarification from the BOR:</p> <ol style="list-style-type: none"> <li>1. Where does graduate education fit into the USG goals, beyond monitoring enrollment?</li> <li>2. Can retention, progression, and graduate rates be monitored at the graduate level so that RPG funding can be tied to graduate studies?</li> <li>3. How can graduate studies receive more recognition at the institutional level so that issues related to competition in the international market can be better addressed?</li> <li>4. Given that for health professions, education, and business, there are two levels—vocational and research--how can graduate studies better meet a critical specific state need for workforce development, to take professionals to the next step?</li> <li>5. Because of the nature of the graduate studies impact on growing the state’s economy, should letters of intent for graduate programs have a different set of standards?</li> <li>6. How can we best address the rising expenses of graduate education, recognizing the benefits?</li> <li>7. How can we address problems with access to higher education, which have an impact on many sectors, including growing our own faculty and our own leadership? While the problem may be at the undergraduate level, part of the solution may be at the graduate level.</li> <li>8. How can we publicize the impact that graduate studies has on undergraduate education?</li> </ol> |
| <p>2007 Leadership Development Seminar Event</p> | <p>Dr. Gessell and Dr. Joyce, serving as co-chairs for the event, presented a history of the event and a possible proposal for this Spring’s event, designed to improve the effectiveness of the event as a recruitment tool.</p> <p>The ensuing discussion raised the following questions about the purpose of the event. Is the Leadership Development Seminar to</p> <ul style="list-style-type: none"> <li>• recruit of minority students?—if so there might be better methods, including McNair Scholars Program and targeted brochures and websites, that list options</li> <li>• develop graduate leadership?—if so, then perhaps the audience is a group of students already in graduate school</li> <li>• recruit minority students within specific disciplines?—if so, the event must be a quality workshop that attracts large numbers from within and outside of the USG, providing peer interaction as well as a recruitment fair that provides contact with advisors</li> <li>• educate recruiters?—if so, the event should be targeted to faculty advisors or staff recruiters and career counselors</li> <li>• showcase SREB scholars panel?—if so, we can continue that piece</li> <li>• present doctoral level programs for students currently enrolled in</li> </ul>   |

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|                                    | <p>master's level work?—if so, then that is the audience</p> <ul style="list-style-type: none"> <li>• reach undergraduates earlier?—if so, then first and second year undergraduates should be targeted</li> <li>• provide visibility for graduate studies?—if so, marketing strategies need to be developed</li> <li>• present education in workshop format?—if so, then we need to assess what student needs are</li> <li>• improve access to graduate studies?—If so, then an address by the Chancellor at the event would be appropriate</li> <li>• provide venue for undergraduate and graduate research?—If so, the event could feature a poster session</li> </ul> <p>On a motion by Dr. Price, seconded by Dr. Adler, the group unanimously decided to refocus the Leadership Development Seminar, using its Spring meeting to plan tactically for the event to create increased access to graduate studies for USG students. The event, to include SREB fellows and McNair program students, will be held in September 2007 in Atlanta. The proposed theme is Improving Access to Graduate Education. Existing ACOGW budget resources and payments for the next year will be continued at current levels to support the event, as well as the coordination of the ACOGW brochure and website.</p> <p>Furthermore, graduate staff from ACOGW schools will be invited to the planning meeting for staff development sessions.</p> <p>The taskforce for the event includes Dr. Gessell, Dr. Holloway, Ms. Palamiotis, and Dr. Price.</p> |
| Spring ACOGW meeting               | <p>ACOGW will invite the Chancellor to be a guest at our Spring meeting. We will address the following:</p> <ul style="list-style-type: none"> <li>• USG support to access data on graduate studies</li> <li>• USG support to develop a system-wide website</li> <li>• Financial support for the Leadership Development Seminar</li> <li>• Points of concern for clarification from the BOR, raised during the discussion of the ACOGW Strategic Plan</li> </ul> <p>Dr. Caughman will investigate his schedule and schedule the meeting accordingly, probably somewhere in the Atlanta area.</p>   |
| Graduate Teaching Assistant Survey | <p>Dr. Adler will resend the results of the survey he conducted last summer to document the levels of support offered to teaching assistants at ACOGW schools. Members are requested to submit further information to him.</p>   |
| Graduate Student Health Insurance  | <p>Discussion points included problems with the mandatory policy:</p> <ul style="list-style-type: none"> <li>• When compared with other policies, it offers less coverage at a higher expense, especially for international students</li> <li>• Although the implementation was smooth, there have been problems with the fee reconciliation</li> <li>• Questions about how the vendor was chosen</li> <li>• Inconsistencies among USG schools about how it can or cannot be funded; in some cases this is being addressed by raising the</li> </ul>   |

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|   | <p>amount of student stipend to pay for the insurance, without directly paying for the insurance</p> <p>Dr. Diebolt will send out the results of his survey on the matter.</p>  |
| Immunization                            | If immunization records are waived for graduate students in particular programs, a waiver to that effect must be signed by each student.  |
| Online Education                        | To counter other institutions entering the state to offer online education, barriers to admissions at USG institutions need to be considered by the USG. These include immunization and standardized testing requirements   |
| Standardized Test Scores for Admissions | <p>A discussion about the use of standardized test scores among USG Graduate Studies programs raised the following points:</p> <ul style="list-style-type: none"> <li>• Only 60% of graduate schools nationwide require standardized test scores for admissions.</li> <li>• Some schools require the scores, but do not set cut off points.</li> <li>• Admitting students on qualified or provisional admissions basis allows a one-semester screening period.</li> <li>• BOR doesn't require the scores.</li> <li>• USG graduate programs are split between centralized and decentralized admissions.</li> </ul> |
| Bologna Degrees                         | <p>A discussion about the acceptance of Bologna Degrees raised the following points:</p> <ul style="list-style-type: none"> <li>• The acceptance equivalent depends on the individual program or department.</li> <li>• Outside transcript evaluators vary on how they evaluate them.</li> <li>• The Council of Graduate Schools is moving toward accepting them.</li> <li>• AACRAO (American Association of Collegiate Registrars and Admissions Officers) is still deciding.</li> </ul>   |
| Adjournment                             | Dr. Caughman adjourned the meeting at 11:45.  |