

# Graduate Program Directors Meeting

January 30, 2008

12:00 Noon – Russell Union, Room 2080

**Present:** Dr. Mike McDonald (COBA), Dr. Randy Carlson (COE), Dr. Margaret LaMontagne (COE), Dr. Cordelia Zinskie (COE), Dr. Gerald Ledlow (COPH), Dr. Cassandra Arroyo (COPH), Dr. Christina Lemon (CLASS), Dr. Jennie Rakestraw (COE), Dr. Greg Harwood (CLASS), Dr. Yan Wu (COST), Dr. Ray Chandler (COST), Dr. David Williams (COST), Dr. Jean Bartels for Dr. Donna Hodnicki(CHHS), Dr. Sam Todd (CHHS), Dr. Craig Roell (CLASS), Dr. George Cox (CLASS), Dr. Michael Moore (COE), Dr. Drew Zwald for Dr. Dan Czech (CHHS), Dr. Virginia DeRoma for Dr. Edward Smith (CLASS), Susan Braxton Davies (Admissions), Dawn Lipker (Admissions), Ron Jones (Admissions), Dr. Dick Diebolt (COGS)

**Absent with Notification:** Dr. Kathy Hubbard (CLASS), Dr. Dan Czech (CHHS), Dr. Donna Hodnicki (CHHS), Dr. Edward Smith (CLASS), Dr. Tom Case (CIT), Dr. Ronnie Sheppard (COE), Dr. William McIntosh (CLASS), Dr. Jorge Suazo (CLASS), Dr. Doug Thomson (CLASS), Dr. Barry Balleck (CLASS)

**Absent without Notification:** Dr. Doralina Martinez-Conde (CLASS)

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## 1. Graduate Student Handbook (History Department) – Dr. Craig Roell

- Dr. Roell distributed an excerpt from the History Department's Graduate Student Handbook that he developed. He included answers to common questions asked by both current students as well as prospective students. Dr. Roell gave some helpful guidelines to creating a useful student handbook:
  - Attractive, accessible, inviting
  - Welcoming (bridges unfamiliar to familiar)
  - Includes vision statement
  - Disclaimer
  - References to other important information
  - Career resources
  - Inspiring quotations
  - Answers to areas of uncertainty
  - Compliance form (to be signed by each student in the department, stating that they have read the handbook and are responsible for the included information).
- Dean Mack commented that he liked the History Handbook because it did more than just list requirements- it also created aspirations for new students. The compliance form is also an excellent idea because there is no point in creating a Handbook if new students don't read it.

## 2. Admissions Update – Susan Braxton Davies/Dawn Lipker/Ron Jones

- Dawn announced that Admissions has a new addition to the team – Naronda Wright.
- She distributed a handout on various recruitment events: off-campus sites, on-campus, communication w/prospective students, as well as campus visits.
- Ron indicated that he would like for the Program Directors to email their thoughts about recruitment efforts for international graduate students and he will be happy to speak with the directors at upcoming meetings about international recruitment.

## 3. Dean Timothy Mack

- Dr. Mack distributed the COGS Mission Statement and the Vision Statement.
- He asked the Program Directors to establish the single compelling reason why a student should enroll in their program instead of a similar program at another institution.
- Dr. Mack announced that the Graduate Committee recommended acceptance of the Bologna Process three-year degrees from the European Union. He also distributed the agenda from the January Graduate Committee meeting. Dr. Mack reiterated that program revisions that will cause changes in enrollment, affect faculty loads, or have a financial impact are not considered minor and must follow proper submission protocol to be included on the Graduate Committee agenda.
- Dr. Mack distributed current data on Masters, Ed.S, and Doctoral program enrollment.
- The new Graduate Tuition Funding Source Form (see attached) was discussed. This is the culmination of a discussion in Dean's Council in December 2007 regarding Georgia Southern University's tuition waivers. It was agreed that all grant proposals should request in-state tuition from a granting agency, unless the granting agency expressly forbids it.
- Dr. Mack announced that a streaming audio presentation is now available on the COGS website. This presentation addresses '[Characteristics of a Good Graduate Program](#)'. *Please watch it!*
- Discussion occurred regarding students changing majors. Some students are enrolling in a graduate program because they were denied admittance into another one. These students then attempt to transfer into their preferred program at a later date. Dr. Mack asked the group if they thought these transfers should be approved by both the 'donor' department that the student is currently enrolled and the 'receiver' department that the students wants to enter. The consensus was that this would be a good idea. Dr. Mack was also concerned that as more students begin being funded by grants, students attempting to transfer may cause problems for those departments that have invested significant resources in a student. The group decided not to create a "policy" on this at the moment, but rather to take each on a case-by-case basis since it has not been a problem that arises frequently.

- Dr. Mack announced that a committee has been established to decide how university-funded Graduate Assistant positions will be distributed. This committee will develop an algorithm based on program performance and need. The goal is to phase this into place within the next 1 to 2 years.

#### **4. Dr. Dick Diebolt**

- Dr. Diebolt stated that the process for spring graduation clearances has begun. He stressed the importance of adhering to the posted deadlines and reiterated that all forms need to have Eagle ID numbers included. Any forms with social security numbers cannot be accepted, will be returned to the departments, and will not be processed.
- He indicated that there are updated forms on the COGS website and asked that the departments discard any old forms that they may still be using. He also stressed that students must apply for graduation the semester before they plan to graduate.

# Office of Sponsored Programs & Research

## Graduate Assistant Tuition/Stipend Funding Declaration Form

Effective December 11, 2007 all Georgia Southern University proposal writers must include graduate assistant tuition and stipend amounts in the proposal budget if the proposed funding agency allows these budget items.

1. Grant Proposal Submitted by:

Last Name:  First Name:  MI:

2. Date:

3. Proposal Title:

4. Name of Proposed Funding Agency:

5. Does the funding agency allow funding Graduate Assistant Tuition? Yes  No

a. If "Yes" the tuition amount must be included in the grant proposal budget.

b. If "No", an institutional Graduate Assistant tuition waiver (except for \$25/semester or term) will be provided.

6. Does the funding agency allow funding Graduate Assistant Stipends? Yes  No

a. If "Yes", the stipend amount must be included in the grant proposal budget.

7. Justification for request:

### Approvals:

\_\_\_\_\_  
AVP for Research

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, College of Graduate Studies

\_\_\_\_\_  
Date

*Please complete one form for each graduate assistant.*