

FAYETTEVILLE STATE UNIVERSITY
The Graduate School & Sponsored Research Programs
Staff Meeting Minutes
July 28, 2010
11:00 a.m.-12:00 Noon

The meeting was called to order by Dr. LaDelle Olion, Dean of the Graduate School at 11:00 a.m.

Present: Deborah Robinson, Katrina Hoffman, Shenetta Dudley, Kaity Parson, Peggy Shropshire, and Sabrina Burgado. *Absent:* Dr. Doreen Hilton (vacation), Kimberlee Hyman and David Camps

Dr. Olion complimented the staff on successfully completing another challenging year in the Graduate School.

II. Graduate School Fall Enrollment

Dr. Olion announced fall enrollment in the Graduate School is down by 8 to 10 percent compared to fall 2009 from a report presented to him by Dr. Jon Young, Provost and Vice Chancellor of Academic Affairs. Dr. Olion with Kaity Parson, Graduate School Counselor is planning events and actions to improve recruitment strategies in order to increase the numbers before classes start. Ms. Parson will be sending out letters of interest to prospective students with GPA of 2.5 and above. Additionally, Ms. Parson will be attending different events and activities promoting graduate programs, and providing information on graduate assistantships. Dr. Olion stated after streamlining, strengthening and correcting policies/procedures, enrollment may decrease before we can increase the enrollment.

III. Graduate Students Failure to Withdraw (Courses & University) and Repeating Courses

Dr. Olion stated that a number of problems in the Graduate School are the result of students failing to withdraw properly from courses and repeating classes without following the proper procedures. In order to correct this problem, the Graduate School will create one (1) withdrawal form, exclusively for graduate students. This form will be online and include instructions for students to withdraw from courses and the university.

The Graduate School will be implementing a new policy for repeating courses. The Banner system will be set up to keep students from repeating a course; and the only way a student can repeat a course is to obtain written approval. In addition, students will only be able to repeat two (2) courses after receiving approval from The Graduate School. Courses can only be repeated one time.

“Holds” on Provisional, Licensures and Professional Development students will be placed on students after they take twelve hours. Ms. Katrina Hoffman and Ms. Kaity Parsons will be meeting and working in the Banner system with Mr. Beach to screen and place holds on graduate students who are in this category.

IV. Graduate Application Online

The Graduate School is in the process of creating an application online which is in conjunction with the Tom Joyner online project.

V. New Chairs and Assistant Chairs

New Chairs and/or assistant chairs have been appointed to various departments and schools within the university: Criminal Justice, English, Performing and Fine Arts, Sociology, Nursing, and Biological Sciences, Chemistry, Government and History.

VI. Graduate Assistantships

Ms. Shropshire's reported The Graduate School was given 24 graduate assistantships for fall 2010. Six positions were filled with 18 pending recommendation forms to be completed and submitted by departments.

IX. Operational Planning Training Sessions and Workshops

August 6, 2010 has been scheduled for the operational planning workshop.

X. The Graduate School Website

Many changes and improvements have been made to the Graduate School website by Ms. Shropshire. Working on the website is an ongoing process with daily updates and announcements. Ms. Shropshire and Dr. Doreen Hilton are currently updating all Graduate School forms for PDF fillable. This will provide easy access for students, staff and faculty.

XII. New Hires in the Graduate School

Ms. Miranda Greer has been hired as Administrative Support Assistant in the STEM Program. Mr. Dwane Hodges has been hired temporary as Budget Office in the Office of Sponsored Research and Programs.

XIII. Sponsored Research and Program Report

In the absence of Mr. David Camps and Ms Kimberly Hyman, Mrs. Dudley had nothing to report at this meeting.

Meeting Adjourned at 12:30 p.m.

Minutes Respectfully Submitted by:

Peggy Shropshire, Administrative Assistant