

GRADUATE AFFAIRS COUNCIL

Friday, February 7, 2020

1:00 p.m. – Heth 043

Attendees: Ben Caldwell (*presiding & ex officio*), Liz Altieri, Benjamin Biermeier-Hanson, Brad Bizzell, Matthew Brunner, Tracy Cohn, Darryl Corey, Lori Elis, Lauren Flora, Kay Johnson, Amanda Kellogg, William Kolb, Sheila Krajnik, Philip Mongan, Jennifer Powell, Carrie Sanders

Guest: Sandra Baker, Amy Rubens

Staff: Patricia Phillips (*recorder*), Phillip Hardy, Zach Johnson

1. CALL TO ORDER/INTRODUCTIONS

The meeting was called to order at approximately 1:00 p.m. by Dr. Ben Caldwell.

2. ANNOUNCEMENTS

- Dean Caldwell announced that all the funding for Graduate Student travel has been allocated. The Dean is also looking into other funds for use on travel.
- Dean Caldwell also announced there will be a 3-Minute-Thesis competition being held on April 22, 2020. More information will be forth coming. Students from online programs, as well as RUC students are allowed to participate.
- It was announced that ACPR proposals now need to be sent to Patricia Phillips for processing. Please send electronic word files for editing purposes.
 - Discussion was held on streamlining the approval process and getting the most up to date version of the proposals to the department and to the graduate college. A suggestion was made to acquire a program that would help track the process flow of the proposals.
- Dean Caldwell asked GAC members if they would like D2L access to review ACPR proposals. Everyone agreed unanimously.
- Zach Johnson was introduced as the new Manager of Graduate Enrollment.
- Dean Caldwell asked that everyone review their webpages for application requirements and deadlines. Any changes will need to be submitted to the Graduate College via ACPR proposal.
- Dean Caldwell suggested having a GAC meeting at RUC to be inclusive. Discussion was held and if a zoom room is used that has a microphone the meeting would run smoother.

3. Old Business

- At the last GAC meeting a focus group was formed to access the needs of graduate students. That group consisting of; Amanda Kellogg, Amy Rubens, and Shou Yao, and Dean Caldwell had their first meeting this week. At this meeting it was discussed that a survey will be comprised and distributed to students

regarding their needs. The group will also meet with some students from different demographics.

4. New Business

- Sandra Baker presented information regarding GTAs/GTF training. See attached document. Dean Caldwell will be meeting with the various programs that use GTAs and GTF to discuss their training processes. A possible goal would be to develop campus wide education and training practices so that GTA/GTF's would have uniform training as well as discipline specific instruction.

5. SUBCOMMITTEE REPORTS

- **Graduate Faculty** – A report was provided that indicated nine graduate faculty applications were processed since the last GAC meeting on December 11, 2019. The report was accepted as presented.
- **Academic Course and Program Review** – A report from the December 2019 subcommittee meeting was provided. The report was accepted as presented
- **Policies and Procedures Committee** – A meeting was held last week and there are several items being discussed:
 - Need for capstone course in-progress grades (RUC).
 - Capstone committee membership – how many committee members should there be (2-3), should there be an external member and will the external member count toward the regular committee membership? Several programs voiced support for allowing external members.
 - Process for allowing doctoral students to drop by to master's program. This would affect mainly nursing students.
 - Probation Policy:
 - Currently, If more than two grades of “C”, on third “C” go on probation or if you drop below a 3.0 GPA.
 - Should probation be based on credit hours (i.e. 6 credits) instead of just number of C's? Some programs have 1 or 2 credit courses (i.e. Physician Assistant)
 - One semester may not be enough to increase GPA to 3.0 within 9 credits to come off of probation. Possibly consider allowing to continue on probation if following semester GPA is 3.0 or higher, until overall GPA rises to 3.0?
 - Audit Policy – Auditing courses at the graduate level?

6. ADJOURN

Dr. Caldwell adjourned the meeting at 2:02 p.m.

February 7, 2020
Graduate Faculty Application Status
(Approved Since Last Graduate Affairs Council Meeting)

Full Graduate Faculty Status - 5 year term

Name	Dept	Limitation(s)
Bradbury, Carlee	ART	
Brent Webb	ART	
Twange Kasoma	COMM	
Cheri Triplett	STEL	
Iris Mullins	NURS	
Bruce Mahin	MUSC	

Associate Graduate Faculty Status - 3 year term

Name	Dept	Limitation(s)
McIntosh, Mary	SOWK	SOWK 621, 772
Kathryn Hoover	STEL	EDSP 536, 538, 602, 638, 670, 750
Daniel Reed	POSC	COMS 699

**AGENDA/MINUTES
ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE**

I. EDEF

A. Course Description Change

1. EDEF 01-19-12182019 Course description change for EDEF 607
- **Approved**

II. EDSP

A. Course Title Change; Course Description Change; &/or Syllabus Change

1. EDSP 01-19-12182019 - Course Title Change; Course description change & Course Syllabus Change for EDSP 791-
Approved
2. EDSP 02-19-12182019 - Course Title Change; Course description change & Course Syllabus Change for EDSP 792-
Approved
3. EDSP 03-19-11252019 - Course description change & Course Syllabus Change for EDSP 622- **Approved**
4. EDSP 04-19-11252019 - Course description change & Course Syllabus Change for EDSP 672- **Approved**
5. EDSP 05-19-11252019 - Course Pre-requisite. Course description & Course Syllabus change for EDSP 526- **Approved**
6. EDSP 06-19-11252019 - Course Syllabus change for EDSP 527-
Approved (No change for Catalog)
7. EDSP 07-19-11252019 - Course Syllabus change for EDSP 625-
Approved (No change for Catalog)
8. EDSP 08-19-11252019 - Course Syllabus change for EDSP 628-
Approved (No change for Catalog)

III. EDRD

A. Course Description Change; & Syllabus Change

1. EDRD 01-19-11252019 - Course description change & syllabus change for EDRD 630- **Approved**

IV. EDEL

A. Course Title Changes; Course Syllabus Changes; Prerequisite Changes and/or Credit Changes

1. EDEL 01-19-12122019 - Course Title; Course Prerequisite and Course Syllabus Change for EDEL 612 - **Approved**
2. EDEL 02-19-12122019 - Course Syllabus Change for EDEL 614 - **Approved (No changes to Catalog)**
3. EDEL 03-19-12122019 - Course Title; Course Prerequisite and Course Syllabus Change for EDEL 616 - **Approved**
4. EDEL 04-19-12122019 - Course Prerequisite and Course Syllabus Change for EDEL 618 - **Approved**
5. EDEL 05-19-12122019 - Course description change for EDEL 620- **Approved**
6. EDEL 06-19-12122019 - Course Prerequisite and Course Syllabus Change for EDEL 621 - **Approved**
7. EDEL 07-19-12122019 - Course Title and Course Syllabus Change for EDEL 624 - **Approved**
8. EDEL 08-19-12122019 - Course Prerequisite and Course Syllabus Change for EDEL 626 - **Approved**
9. EDEL 09-19-12122019 - Course Prerequisite and Course Syllabus Change for EDEL 630- **Approved**
10. EDEL 10-19-12122019 - Course Prerequisite Change for EDEL 690 - **Approved**
11. EDEL 11-19-12122019 - Credit Change for Overall program (Two options at 30 and 36 credits to one option at 33 credits) - **Approved**

FACULTY CREDENTIALS

- Guidelines -

Standard 6.2.a (*Faculty qualifications*) of the *Principles of Accreditation* reads as follows:

For each of its educational programs, the institution justifies and documents the qualifications of its faculty members.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f. Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Approved: College Delegate Assembly, December 2006
Updated for Revised Principles: April 2018