Minutes

Attendees: Ben Caldwell (Chair, Dean), Brad Bizzell, Jason Browning, Matthew Brunner, Theresa Burris, Carey Cole, Becca Conner (Graduate Admissions), Can Dogan, Karen Douglas, Shawn Smith, Jeannine Everhart, Alan Forrest, Lauren Flora, Katie Hilden, Teri Hills (Recorder, Graduate College), Zach Johnson, Kay Johnson, Sean Keck, Agida Manizade (Graduate College), Rebecca McIntyre, Philip Mongan, Sara Nicely, Kevin Parcetich, Bruce Parsons, Michele Ralston (Graduate College), Ken Smith, Ryan Smith, Shuo Yao, Elizabeth Rice, Emily Close, Judy Jenks, Jenessa Steele, Sara Brown

- Meeting was called to order at 1:01 p.m. by Dr. Ben Caldwell, Dean

- Approval of minutes from December 2, 2022, were approved with the notation that attendance would be confirmed and added by Teri Hills.

- Announcements –

  - Dean Caldwell announced that Dr. Agida Manizade would now be serving as the Graduate College's Interim Associate Dean.

  - Proposed Deadlines for proposal submissions in Curriculog for ACPR review for the 2022-2023 Academic Year. Please note that it must be at the ACPR approval level by the date listed below for it to go on the following GAC date. If not, then it will move to the following GAC meeting date.

    - **January 25th** to go on the **February 3rd** GAC meeting.
    - **February 22nd** to go on the **March 3rd** GAC meeting.
    - **March 20th** to go on the **April 7th** GAC meeting.

- Old Business

- New Business

  - Subcommittee Reports:
    - Academic Course and Program Review – See attached.
      - Ed.D will need to submit an overall program revision to show which of the new courses will be required and/or as electives.
      - Dean Caldwell mentioned that moving forward all proposals that will be cross listed with a 400-level course should have a separate syllabi for the 500 level to meet SACSCOC requirements
      - All proposals were approved by unanimous vote.
    - Policies and Procedures Committee – See attached report.
      - 4 proposals to changes in policies were presented, discussed and were approved by unanimous vote. Original text affected by proposed changes are highlighted below in yellow on the report, and the final changes recommended that was submitted to the GAC committee for review are indicated in RED.

o Grievance Committee – None at this time.
o Ad hoc By-Laws Committee – See attached report.
o Ad hoc 3MT – None at this time.
o Ad hoc Diversity, Equity, & Inclusion (DEI) –
- Dean Caldwell met with Ashley Hoffett on behalf of the DEI committee. They spoke about having a statement but agreed that the University should have an overall statement first and then we would make ours uniform with it once it has been established.

- Graduate Faculty – See attached

- Adjourn – Meeting was adjourned at 1:35 p.m. by Dr. Ben Caldwell, Dean.

AGENDA/MINUTES
ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE

I. **STEL**

  A. **Course Revisions**

    1. EDEL 800 – Updating the course title, catalog description and the course syllabus - ACPR **Approved on 1/6/2023**

    2. EDRD 688 – Updating the course syllabus - ACPR **Approved on 1/6/2023**

    3. EDUC 803 – Changing the course number and prefix from EDEF 870 to EDUC 803; updating the course title, catalog description - ACPR **Approved on 1/6/2023**

    4. EDUC 562 – Changing the course title; prerequisite change; course syllabus change; and updating the catalog description - ACPR **Approved on 1/31/2023**

    5. EDUC 801 – Changing the course number and prefix from EDEF 800 to EDUC 801; updating the course title - ACPR **Approved on 1/31/2023**

  B. **New Course**

    1. EDUC 805 – Creating new elective special topics course to be a permanent and required course - ACPR **Approved on 1/6/2023**

    2. EDUC 807 – Creating new elective special topics course to be a permanent and required course as a part of broader program revisions - ACPR **Approved on 1/6/2023**

    3. EDUC 809 – Created course as a part of a broader program revision - ACPR **Approved on 1/6/2023**

  C. **New Certificate**

  1. Post Professional Certificate in Educational Leadership – will provide participants with the necessary coursework to satisfy the Level 1, Option 3 requirements for endorsement in preK-12 Administration and Supervision under the Licensure Regulations for School Personnel in Virginia. - ACPR **Approved on 1/6/2023**

  D. **Program Revision**

1. MS Education – Added several courses to the list of electives that students are able to take under the Curriculum and Instruction concentration - ACPR **Approved on 1/31/2023**

   E. **Course Deletions**

   1. EDSE 631 – Deleting course - ACPR **Approved on 1/31/2023**

II. **NURS**

   A. **New Course Proposal**

   1. NURS 726 – Combining two courses that are taught in MSN and DNP FNP concentration to reduce redundancy in course offerings - ACPR **Approved on 1/8/2023. Will make a slight edit to the content section for the Topical Outline per the request of the department before the final approval is made. - TJH**

   2. NURS 727 – Combining two courses that are taught in MSN and DNP FNP concentration to reduce redundancy in course offerings - ACPR **Approved on 1/8/2023 Will make a slight edit to the content section for the Topical Outline per the request of the department before the final approval is made. – TJH**

   3. NURS 735 - Combining two courses that are taught in MSN and DNP FNP concentration to provide increase flexibility in clinical placements and student clinical experience and reduce redundancy in course offerings - ACPR **Approved on 1/31/2023. Will make a slight edit to the content section for the Topical Outline per the request of the department before the final approval is made. – TJH**

   B. **Program Revision**

   1. Changing the concentration title from DNP -Advanced Practice Nurse (Post-MSN) to DNP – Clinical Practice Leadership (Post – MSN) ACPR **Approved on 1/31/2023**

   2. Changing the concentration title from DNP – Nurse Executive Leadership (Post-MSN) to DNP – Nursing Leadership (Post – MSN) ACPR **Approved on 1/31/2023**

III. **MBA**

   A. **New Course Proposal**

   1. MGNT 628 – Creating a new course for additional elective for MBA students who are interested in technology - ACPR **Approved on 1/31/2023**

IV. **ITEC**

   A. **Course Revision**

1. ITEC 685– Removing the two prerequisites from the course. It has become a foundational course for the DAIM program, and is taken in an earlier semester. Removing the prerequisites allows fewer hurdles for students registering - ACPR **Approved on 2/2/2023**

   B. **Program Revision**

   1. ITEC 540 – adding ITEC 540 as an optional required course. Students would be able to take ITEC 540 OR ITEC 541 as a required course based on their individual career path - ACPR **Approved on 2/2/2023**

V. **SOWK**

   A. **New Course Proposal**

   1. SOWK 527– Creating a new cross-listed elective for grads and undergrads to take together focusing on social workers working with peoples with disabilities - ACPR **Approved on 2/2/2023**

   2. SOWK 555– Creating a new cross-listed elective for grads and undergrads to take together that focuses on social workers who will be dealing with death and grief as a part of their career - ACPR **Approved on 2/2/2023**

VI. **DPT**

   A. **New Course Proposal**

   1. AHPT 821– Creating a new course that will allow students to prepare students for their first full-time clinical experience, with emphasis on the core competencies of professionalism, and communication - ACPR **Approved on 2/2/2023. There will be several more proposals**

Policy and Procedures Meeting
January 23, 2023

ZOOM Meeting: https://radford.zoom.us/j/96234978827   Password: 531483

Minutes

Attendees: Teri Hills (Recorder); Ben Caldwell; Zach Johnson; Karen Douglas; Sean Keck; Can Dogan; Sara Nicely; Carey Cole

1. Old Business
    A. Current repeat policy is to average the original and most recent grades.

    Propose to revise for retake course grade to REPLACE the original grade for GPA calculations.
From the 2022-23 Graduate Catalog
Repetition of Courses

If a student repeats a course for credit in which a "B-" or lower was obtained, <mark>both the original grade and hours attempted and the subsequent grade and hours attempted will be used in the calculation of a grade point average.</mark> No more than six credits of coursework may be repeated in this way. Courses taken in which a "B" or higher was obtained may not be taken a second time for credit.

Proposed Revision (changes and new additions in RED, deletions in ~~strikethrough~~)
Repetition of Courses

If a student repeats a course for credit in which a "B-" or lower was obtained, <mark>~~both the original grade and hours attempted and the subsequent grade and hours attempted will be used in the calculation of a grade point average~~</mark> the grade earned in the Repeat Course will replace the original grade for the repeated course. For GPA calculations, only the repeated course grade will be applied. No more than six credits of coursework may be repeated in this way. Courses taken in which a "B" or higher was obtained may not be taken a second time for credit.

    B. Probation, Suspension & Dismissal

Current policy does not clearly indicate that a student who cannot achieve good standing after one semester should be suspended at that time, rather than be allowed to continue on probation (the original intent when the new suspension policy was being developed).

ALSO: Propose adding clarification regarding dismissal for students who cannot mathematically achieve good academic standing within 12-credit probation period.

Return to Good Academic Standing (Current Policy)

Once on academic probation, in order to return to good academic standing, a student must earn a minimum cumulative GPA of 3.0 within the first 12 graduate credit hours attempted after being placed on probation. A student who does not earn at least a 3.0 cumulative GPA within 12 credit hours <mark>or cannot achieve a 3.0 cumulative GPA within the remaining 12 credit hours will be suspended from the Graduate College.</mark> (See "Suspension".) However, if the student is enrolled in a program that does not permit suspension, they will be dismissed from the Graduate College.

Proposed revisions in RED

Once on academic probation, in order to return to good academic standing, a student must earn a minimum cumulative GPA of 3.0 within the first 12 graduate credit hours attempted after being placed on probation. A student who does not earn at least a 3.0 cumulative GPA within 12 credit hours will be suspended from the Graduate College. Likewise, if after a semester on probation the student cannot mathematically achieve a 3.0 cumulative GPA within the remaining probation period, the student will be suspended at that time from the Graduate College. (See "Suspension".) However, if the student is enrolled in a program that does not permit suspension, they will be dismissed from the Graduate College.

- Clarifies that a student on probation who cannot mathematically return to good standing within the remaining probation period will be placed on suspension at that time. – The student will not prolong their probation for an additional term, and will not pay for credits that will not benefit their return to good standing. Rather they can begin the suspension immediately. Students who are unable to return to good academic standing within an additional 12 credit pos-suspension probation period following suspension will be dismissed.

-

Proposed revision to categories for academic dismissal in RED)

Dismissal for Academic Performance
A student will be dismissed from the Graduate College under <u>any one</u> of the following conditions:

(1) The student warrants being placed on academic probation for a third time.

(2) The student fails to achieve good academic standing after being placed on probation, and the student is enrolled in a program that does not permit suspension.

(3) A student is suspended and fails to return to good academic standing within 12 credit hours.

(4) The student cannot mathematically return to good academic standing within a 12-credit probation period.

(5) Two calendar years have elapsed since the student has been suspended.

(6) The student earns four grades of "C" or lower.

(7) The cumulative GPA falls below a 2.0

C. **Transfer Policy**

Catalog does not include text regarding not accepting Pass/Fail grades for transfer credit. This is the current practice. Transfer request form includes (highlighted). Propose adding text to catalog policy for consistency and clarity.

Transfer of Credit; Off-Campus Credit (current catalog policy)

A maximum of one half of the total graduate hours in the degree or certificate program in which a student is enrolled may be transferred from another Radford University program or an outside institution. Some programs may have more stringent requirements. Only credit for grades of "B" and above from a regionally-accredited institution or university may transfer (credit for grades of "B-" will not transfer). Credits previously applied toward another degree or certificate at Radford University or an outside institution are eligible for transfer credit into a student's current program, at the discretion of the program. All transfer credit must be approved by the student's advisor after consultation with graduate faculty in the discipline involved and by the dean of the Graduate College.

From form for **PERMISSION TO TRANSFER COURSES TO RADFORD UNIVERSITY (current form)**
Please read instructions carefully before completing this form. <mark>Transfer credits for Pass/Fail courses will not transfer for credit.</mark> Only approved graduate level credits with a grade of "B" or better will transfer to Radford University. Please complete this form in its entirety. If more than one course is being requested for transfer you must answer each question for each course requested.

Catalog does not include text regarding not accepting Pass/Fail grades for transfer credit. This is the current practice. Propose adding text as shown below.

Proposed Revision to catalog policy in RED
Transfer of Credit; Off-Campus Credit

A maximum of one half of the total graduate hours in the degree or certificate program in which a student is enrolled may be transferred from another Radford University program or an outside institution. Some programs may have more stringent requirements. <mark>Transfer credits for Pass/Fail courses will not transfer for credit.</mark> Only credit for grades of "B" and above from a regionally-accredited institution or university may transfer (credit for grades of "B-" will not transfer). Credits previously applied toward another degree or certificate at Radford University or an outside institution are eligible for transfer credit into a student's current program, at the discretion of the program. All transfer credit must be approved by the student's advisor after consultation with graduate faculty in the discipline involved and by the dean of the Graduate College.

      D. For future consideration
-   Academic Forgiveness Policy – sample policies collected in shared folder
-   Leave of Absence Policy – sample policies collected in shared folder
-   Dismissal or Suspension: Program vs. Graduate College Policies

ZOOM Meeting: https://radford.zoom.us/j/93198023368 **Password**: 632091

Minutes

Attendees: Teri Hills (Recorder); Jeannine Everhart, Charles Manyara, Robert Trent, Judy Jenks, Doug Brinkman

- Teri Hills called the meeting to order at 1:05 p.m.

- Teri thanked all the members who were in attendance and let them know that Dean Caldwell had to go out of town, but he left a list of items that the committee could discuss. Topics for discussion included, Quorum, Voting process , Chair, Committees. Teri also confirmed that the members in attendance could open the share drive link that was sent in the meeting invite.

- Members decided that they would start discussing the topics that Dean Caldwell suggested.

- Committee started with the topic of Quorum.

  o Dr. Doug Brinkman suggested that quorum be 50% plus 1 the standard Robert Rules. Simple majority. The rest of the committee members in attendance agreed.

- Next topic discussed was voting.

  o It was suggested that again, the committee should follow Robert Rules and voting needed to be done in person, proxy voting would not be allowed.

  o It was discussed how this would work with Zoom meetings, as it has become the norm and the GAC has members in Roanoke who are not able to attend in person meetings on campus.

    ▪ It was mentioned that with Faculty Senate, they do breakout rooms for members who cannot vote in the meeting when they do the polls for voting.

  o It was also agreed that for simple items, such as approving previous meeting minutes, that the committee could do a voice vote for those and the "I"s would have majority.

- The next topic discussed was committee members.

  o Committee agreed that there should not be separate representatives for our certificate programs. That representatives from their college could fill them in on anything that they need to.

  o It was also discussed if the provost needed to have a place on the committee. I explained this historically, the Dean kept the provost in the loop

  o It was discussed that the number of voting members on the GAC committee could be reduced since most of the items that are voted on are minor/simple changes.

- The suggestion was that there could be so many representatives based on the number of programs each college offers.

- There was also discussion on how this would affect or how the committee should take into consideration programs that have a clinical part to it. We are checking with DNP program as an example to see how many representatives they feel they should have on GAC.

- The bylaws could also have an amendment in it that would allow a provision to amend the number of representatives based on the addition or deletion of programs as needed.

- It was also discussed if there should be a term limit for committee members. Teri said that Dean Caldwell had mentioned speaking to department chairs or deans to see what their preference was. Committee agreed that this was a good idea and that they would prefer to see 1 or 2 year terms so that there is some stability and historical knowledge there for reference.

  - o It was also discussed if sub-committees and ad-hoc committees should meet at a set day and time, like GAC, or if they should just schedule them as needed based on those members schedules. It was agreed that they could just schedule those meetings as needed based on the availability of the committee members.

- The last topic discussed was who should chair the committee.

  - o All members agreed that they like having the Dean as the chair and that if the committee wanted to, it could be written that the Dean could appoint someone, such as the associate dean, or someone else, to preside of the meeting in their absence.

- Question was asked - where will the by-laws go once they are decided upon? Teri said she would ask Dean Caldwell once they had a chance to go over the meeting. She did state, that everything would probably be discussed at GAC to get current members feedback to take into consideration before final decisions are made but I was unsure if it would go to Faculty Senate or Provost Office.

- Teri thanked everyone for their time and said she would speak with Dean Caldwell about his availability for the next meeting and would send a doodle poll out to determine the next meeting time and concluded the meeting at 1:50 p.m.

Graduate Faculty Application Status		
The following have been approved as graduate faculty according to the specified qualifications for either full or associate graduate faculty status.		
Full Graduate Faculty Status - 5-year term		
Name	**Dept.**	**Limitation(s)**
Bethany Lanier	COED	
Abhay Kaushik	MBA	
Randal Luke Swatzyna	PA	PHYA 606; 607; 608; 609 and portions of other PHYA courses
Christi Callahan	MSN & DNP	
Alan Forrest	COED	
Kerry Vandergrift	MSW	
Brian Kitts	EDEL	
Rodrigo Hernandez	MBA	
Associate Graduate Faculty Status – 3-year term		
Name	**Dept.**	**Limitation(s)**
Elizabeth Faunce	Public Health	
Jiunn-Jye Sheu	Public Health	
Francis Farrell	Health Sciences	
Christie Norris-Bowling	MSW	SOWK 601, 602, 641, 642, 631, 710, 791, & 792
Alexis Blavos	Public Health	Grad courses in public health & research and serve on committees for HSCI 870 capstone course
Trevor Bates	Health Sciences	HSCI 870
Gregory Holtzman	Health Sciences	HSCI 870
Melanie Lewis	Health Sciences	HSCI 870