

**Minutes**

Attendees: Bruce Parsons, Carrie Sanders, Shuo Yao, Riane Bolin, Jason Browning, Can Dogan; Eric Mesmer, Kay Johnson, Kristan Morrison, Matthew Brunner (Registrar), Ben Caldwell (Chair, Dean), Karen Douglas, Becca Conner (Graduate Admissions), Philip Mongan, Phil Hardy, (Graduate Recuriment), Zach Johnson (Graduate Admissions), Teri Hills (Graduate College), Michele Ralston (Graduate College), Amy Rubens, (Vice Chair, Interim Assoc. Dean), Ben Biermeier-Hanson, Sean Keck, Jennifer Powell, Jeannie Everhart, Lauren Flora, Marjorie Young, Tom Duncan, Tracy Cohn, Milena Staykova, Ken Smith, Sara Nicely, Robert Trent, Wil Kolb.

- Meeting was called to order at 1:01 p.m. by Dr. Ben Caldwell, Dean
- Approval of minutes from April 2, 2021 meeting – minutes were approved as presented
- Announcements – Reminded faculty of the dates for the commencement exercises as listed below. Also discussed the layout, lineup, and seating for the ceremonies. Announced that students and guest would be required to wear masks with an exception that students may remove their mask long enough to have their picture taken while on stage.
  - Commencement update
    - RU 2020 Graduates April 29<sup>th</sup>, 4 PM, Cupp Stadium
    - RU 2021 Graduates April 30<sup>th</sup>, 6 PM Cupp Stadium
    - RUC 2020 Graduates May 2<sup>nd</sup>, 10 AM Berglund Ctr
    - RUC 2021 Graduates May 2<sup>nd</sup>, 1 PM, 4PM Berglund Ctr
  - GTA/GTF training survey – Survey was distributed to GTAs and GTFs the week of April 19<sup>th</sup>. As of April 23<sup>rd</sup> a total of 22 responses had been received out of a total of 70 participants. This information will be shared with SACSCOC representative, Sandra Baker. As a part of the survey, we are also looking for satisfaction of trainings. So far, we have received good responses.
  - Please be sure to forward your department’s materials for GTAs to our office.
  - Enrollment update – 456 admits; Up 54 admissions compared to last year. 1448? Applications – still down by 69 applications compared to this time last year. Will send out year to date reports.
  - Sent a link to the newsletter in the chat room within Zoom. Dr. Rubens thanked everyone for sending in material for the student news.
  - We had two giveaways for students in the newsletter. The giveaway went to graduating students who submitted the best “words of advise” for upcoming students. We had over 40 responses that came in. Dr. Rubens shared several with the committee.
  - RUC is having problems with continuous enrollment fee being charged incorrectly.

- Board approved the deletion of Gerontology and Music Pedagogy Certificates
- RUC has had a change in their tuition cost due to an increase in funding that they received.
- Board has approved that there will be no increase in tuition for the upcoming 2021-2022 academic year.
- Old Business
  - Dean Caldwell mentioned previously that the Policy and Procedures Committee was working on a policy change for the number of credits required to be considered as a full time and part time student to be brought to a vote at the GAC meeting in preparation of the new AP program.
- Subcommittee Reports
  - Graduate Faculty – See attached listing of approved faculty
  - Academic Course and Program Review – See attached summary of proposals; all proposals were approved
  - Policies and Procedures Committee – See attached report
- New Business – All motions listed below were voted on individually via a poll. Most were unanimously approved with minor revisions. Dr. Amy Rubens and Teri Hills tracked the revisions and made them where needed.
  - Motion III (from PPC report Appendix) to change language for GA assistantship requirements from full time to 9 credits per term
  - Motion IV (from PPC report Appendix) to update catalog language regarding Overload Fees
    - DPT and PA programs have issues with the overload fee because their programs require students to go over the “normal” credit load, thus their students will be charged the overload fee. Dean Caldwell said this was an issue that they would have to take up with Chad Reed.
  - Motion V (from PPC report Appendix) to add language to Transfer Credit; Off Campus Credit section regarding transfer of micro-credential from IMPACT Lab for graduate credit.
- Adjourn – Meeting was adjourned by Dr. Ben Caldwell, Dean at 2:09 p.m.

**April, 2021**  
**Graduate Faculty Application Status**

The following have been approved as graduate faculty according to the specified qualifications for either full or graduate faculty status.

**Full Graduate Faculty Status - 5 year term**

<b>Name</b>	<b>Dept</b>	<b>Limitation(s)</b>
Sarah Capello	STEL	
William Kolb	WCHHS-RUC	

**Associate Graduate Faculty Status - 3 year term**

<b>Name</b>	<b>Dept</b>	<b>Limitation(s)</b>
Brenda Evans Ball	STEL	
Benjamin Boone	STEL	
Todd Forgette	STEL	
Patricia Golding	STEL	
Judith Greathouse	STEL	
Amy Griffin	STEL	
Tameka Grimes	STEL	
Leslie Hackworth	STEL	
Sherri Lewis	STEL	
Deborah March	STEL	
Kevin Siers	STEL	
Anthony Walker	STEL	
John Wheeler	STEL	
Cynthia Williams	STEL	

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

**I. MBA**

**A. Prerequisite Update**

1. MBA 03-20-04062021 ECON 694 Update the prerequisite- **ACPR Approved**

**B. Title and Description Update**

2. MBA 04-20-04082021 MGT 622 Update the course title; update the course description- **ACPR Approved**

**II. CRJU**

**A. Prerequisite Update**

1. CRJU 01-20-004082021 Change the prerequisite for CRJU 673 - **ACPR Approved**

**B. Course Deletions**

1. CRJU 02-20-004082021 Delete CRJU 610 and CRJU 660- **ACPR Approved**

**III. COED**

**A. New Courses**

1. COED 01-20-04122021 Create COED 643 - Practicum - **ACPR Approved**
2. COED 03-20-04122021 Create COED 618 - Advanced School Counseling - **ACPR Approved**

**B. Add Elective to Catalog**

1. COED 02-20-04122021 Add COED 600 back into catalog as an elective for both CMHC and SCCO concentrations - **ACPR Approved**

**C. Change in Credit Hours**

1. COED 04-20-04122021 Change the total number of credits for the school counseling concentration from 48 credits to 60 credits Does not go into effect until 2022-2023 catalog year- **ACPR Approved**

#### **IV. NURS**

##### **A. Change in Course Requirements; Add/Modify/Delete Subarea; Change in total Credit Hours**

1. NURS 01-20-04142021 BSN to DNP-FNP Program Revision. Delete a 3 credit elective from the program; Changing the total credits of the program from 81 to 78; Moving 1 credit from another 3 credit elective to NURS 713 making it 2 credits instead of one. The other 2 credits from the elective will be put towards a new course; Scholarly Writing which will be proposed soon - **ACPR Approved**

##### **B. Change in Prerequisite and Course Description Change**

1. NURS 02-20-04142021 Add a new prerequisite to NURS 714 and update the course description for the course. - **ACPR Approved**

#### **V. PA**

##### **A. Change in Course Objectives**

1. PA 01-20-04142021 Add new objective to PHYA 633 and PHYA 634 - **ACPR Approved**

#### **VI. Bioethics**

##### **A. Deletion of Certificate**

1. BIO 01-19-11232020 Delete the Bioethics Certificate from the Artis College of Science and Technology - **ACPR Approved**

April 9, 2021

1:00 p.m.

Zoom

**Standing members present:** Amy Rubens (Graduate College, presiding), Teri Hills (Graduate College), Amanda Bozack (CEHD), Tom Duncan (COBE), Jeannine Everhart (RUC), Bruce Parsons (CVPA), Jeff Pittges (Artis), Eric Mesmer (CHBS)

**Standing members absent:** Sara Nicely (Waldron)

**Guests:** Ben Caldwell (Graduate College Dean)

**Recorder:** Brooke Love (Graduate College GA)

**I. Attendance and Announcements**

- a. Urgent new business required that the initial review of draft language for new probation, suspension, and readmission policies be postponed.

**II. Full- and Part-Time Status**

- a. In the academic catalog, change the definition of “full-time” status from 9 credit hours a term to 6 credit hours a term. **Moved to GAC for discussion and vote; see appendix for more information.**
- b. Change the definition of “part-time” status from 6 credit hours a term (exclusive of summer sessions) to a minimum of 3 credit hours at term, and in the academic catalog, add information about credit-hour requirements for part-time status (exclusive of summer sessions). **Moved to GAC for discussion and vote; see appendix for more information.**

**III. Full-Time Status and Assistantships**

- a. In the academic catalog, specify exactly when GAs, GRFs, GTAs, and GTFs must enroll in a minimum of 9 graduate credit hours to be eligible for their assistantships: during “each 14 week term or 9 credits over two consecutive 7-week sessions within a regular 14-week term.” **Moved to GAC for discussion and vote; see appendix for more information.**
- b. In the academic catalog, use more precise language (e.g., minimum number of credit hours instead of “full-time status”) to denote the eligibility of GTFs for an annual stipend plus a partial in-state tuition award. **Moved to GAC for discussion and vote; see appendix for more information.**

**IV. Overload Fee**

- a. Update information regarding the overload fee threshold (at 17 credit hours and beyond) for AY 2021-2022. **Moved to GAC for discussion and vote; see appendix for more information.**

**V. Transfer Credit for IMPACT Micro-credentials**

- a. In the academic catalog, add guidance about graduate transfer credit for IMPACT micro-credentials; only select micro-credentials will be eligible for transfer into approved Radford graduate programs. **Moved to GAC for discussion and vote; see appendix for more information.**

**VI. Discuss the proposal from the MBA program regarding changes to (university-wide) criteria for full graduate faculty status.**

- Tabled for future discussion and review.

**VII. Discuss the cross-listing (and co-meeting) of 400-level and 600-level classes, and determine whether formal policies related to this practice are needed.**

- Concern was voiced about this practice by both Graduate College and graduate faculty committee members; a potential solution is to encourage the cross-listing of 400- and 500-level courses, but as discussed in previous committee meetings this year, some programs may not be able to offer 500-level courses.
- Note: The meeting was called at 2:15. Dr. Rubens (Grad College, presiding) thanked all those who participated committee meetings during AY 2020-2020; Dr. Rubens especially noted the contributions, dedication, and collegiality of graduate faculty members on the committee.

## Appendix

**Key:** Proposed revisions in **BOLD** or ~~strikethrough~~ to the Graduate College Catalog, Forms, and Dates/Deadlines Calendar

**II (a).** In the academic catalog, change the definition of “full-time” status from 9 credit hours a term (exclusive of summer sessions) to 6 credit hours a term. In “Academic Policies,” make the following changes to “Full-Time Status”:

### Full-Time Status

~~The normal full-time load for a graduate student is nine graduate hours per semester, with a recommended maximum of 14. A graduate student who is employed full-time or part-time must realize that an excessive course load might well result in substandard performance in academics and on the job.~~

**At Radford University, the minimum full-time load for a graduate student is six (6) graduate hours per semester. (Be aware that insurers, private lenders, employers, and other third-party entities may define full-time status differently.) Additionally, graduate students are strongly encouraged to enroll in no more than fourteen (14) credit hours per semester; an excessive course load may negatively impact one’s academic/job performance and overall wellbeing.**

**II (b).** Change the definition of “part-time” status from 6 credit hours a term (exclusive of summer sessions) to 3 credit hours at term, and in the academic catalog, add information about credit-hour requirements for part-time status (exclusive of summer sessions). In “Academic Policies,” add the following after the “Full-Time Status” section:

### Part-Time Status

**A part-time load for a graduate student at Radford University is three (3) to five (5) graduate hours per semester, exclusive of summer sessions. (Be aware that insurers, private lenders, employers, and other third-party entities may define part-time status differently.)**

**III (a).** In the academic catalog, specify exactly when GAs, GRFs, GTAs, and GTFs must enroll in a minimum of 9 graduate credit hours to be eligible for their assistantships: during “each 14 week term or 9 credits over two consecutive 7-week sessions within a regular 14-week term.” In “Fees and Financial Information,” make the following changes:

### Types of Assistantships

Assignments are based on merit and credit hour considerations. ~~A full-time graduate student is considered someone who takes at least 9 graduate credit hours per term.~~ GAs, GRFs, GTAs, and GTFs must enroll in a minimum of 9 graduate credit hours **during each 14-week Fall/Spring term. Alternatively, 9 credits may be taken over two consecutive 7-week sessions within a regular Fall/Spring semester.**~~with a recommended maximum of 14 graduate credit hours per term.~~ All types of graduate assistants will be evaluated each term. Based upon performance in the assistantship and/or budgetary considerations, students cannot be guaranteed receipt of an award in a subsequent year. Failure to renew an award based upon performance issues may be appealed. Students who resign from any type of assistantship without notice and without providing written



justification approved by the dean of the Graduate College within five days of the resignation will not be eligible for an assistantship in the future.

**III (b). In the academic catalog, use more precise language (e.g., minimum number of credit hours instead of “full-time status”) to denote the eligibility of GTFs for an annual stipend plus a partial in-state tuition award. In “Fees and Financial Information,” make the following changes:**

Graduate Teaching Fellows

GTFs receive an annual stipend plus a partial in-state tuition award. The stipend award is more than that of the GTA stipend award. It is expected that GTFs will generally teach two sections of a 100-level (or with prior approval from the Graduate College, a 200-level) course each semester as Professor of Record. A GTF must have successfully completed at least 18 graduate credit hours in her/his degree program, be enrolled **full-time in 9 credit hours (as outlined in the “Types of Assistantships” section [hyperlink in catalog to this section as well] )**, and have successfully undergone pedagogical training with mentoring. While the GTF will have primary responsibility for the course being taught, formal mentoring by a full-time faculty member is required. GTFs should only be selected if they clearly have the ability to balance their own academic responsibilities with those of their assignment. GTFs are expected to be available for training during the week before classes begin in the fall. The specific scheduling and content of this training will vary by degree program.

**IV (a). Update information regarding the overload fee threshold (at 17 credit hours and beyond) for AY 2021-2022, and advise students who may be impacted by this policy to seek additional information from the Bursar’s Office, given that tuition and/or fees above this threshold may not be assessed uniformly. In “Fees and Financial Information” → “Fees,” make the following changes:**

Overload Fees and Tuition

**~~An overload fee will be charged for each additional hour over the full-time academic load. A full-class load at Radford is no more than 18 hours per semester. The overload fee is based on the semester-hour charges for part-time students.~~ Graduate students who enroll 17 or more credit hours in any given term will incur an overload fee. In addition, overload tuition charges may be assessed. Graduate students are strongly advised to consult the Bursar’s Office for more information about overload charges.**

**V (a). In the academic catalog, add guidance about graduate transfer credit for IMPACT micro-credentials; only select micro-credentials will be eligible for transfer into approved Radford graduate programs. In “Academic Policies,” add the following after “Transfer of Credit; Off Campus Credit”:**

Transfer of Micro-Credentials from Radford University’s IMPACT Lab

**Select micro-credentials completed at Radford University’s IMPACT (Innovative Mobile Personalized Accelerated Competency Training) Lab are eligible for transfer credit into approved Radford graduate programs with a grade of “P.” A grade of “P” is equivalent to a letter grade of “B” or better. No more than 6 graduate credits, applied as “free” electives in approved graduate programs, may be earned by**

**completing IMPACT micro-credentials. Some programs may allow fewer graduate credits to transfer in as free electives. Please see your specific program for more information.**