

Minutes

Attendees: Ben Caldwell (Chair, Dean), Brad Bizzell, Matthew Brunner, Theresa Burris, Carey Cole, Can Dogan, Karen Douglas, Lori Elis, Alan Forrest, Kay Johnson, Sean Keck, Rebecca McIntyre, Kevin Parcetich, Bruce Parsons, Sarah Rabe, Michele Ralston (Graduate College), Ken Smith, Robert Trent, Shuo Yao, Lauren Flora

- Meeting was called to order by Dr. Ben Caldwell, Dean
- Approval of minutes from October 14, 2022, and November 4, 2022 – minutes were approved
- Announcements –
 - Allison Pratt joined the GAC meeting to talk about financial aid for graduate students.
 - Dean Caldwell talked about student travel - Grad College has \$25,000 annually to support student attendance at conferences. This fall applications increased significantly, but particularly from a couple of programs there were a larger number of requests than in the past (more than 20 students from one program to attend single conference). This quickly made a large dent in available funds to the point where at this time, we have a much more limited amount of funding available for students to attend conferences in the spring – if students have not submitted an application yet. This has raised questions about how much the Grad College can allocate both to individual students as well as proportionally to students in individual programs – out of fairness to all students. We may have to reconsider how much funding can be allowed per student (currently \$500) or how many students can be supported to attend a single conference. This may lead to some changes to the application and allocation processes next year. But the take home message is that there is significantly less money available for the spring than in past years.

With that being said, the Provost has indicated that there may be one-time funds available that could be requested, and the Dean will be forwarding a proposal requesting additional funds to support student travel for the spring semester.

- 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.
 - All proposals were approved by unanimous vote.
 - Policies and Procedures Committee – See attached report.
 - Grievance Committee – None at this time.
 - Ad hoc By-Laws Committee – See attached report.
 - Ad hoc 3MT – None at this time.
 - Ad hoc Diversity, Equity, & Inclusion (DEI) – Dean Caldwell provided an oral report of DEI committee meeting that was held on December 1st. (See attached description)

 - Graduate Faculty – See attached

- Adjourn – Meeting was adjourned by Dr. Ben Caldwell, Dean.

AGENDA/MINUTES
ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE

I. PA

A. Course Revisions - Physician Assistant program - updating and revising course syllabi to reflect changes in Student Learning Objectives. No changes to catalog listings.

1. PHYA 651 - Updating the course syllabus - ACPR **Approved on 11/10/2022**
2. PHYA 652 - Updating the course syllabus - ACPR **Approved on 11/10/2022**
3. PHYA 653 - Updating the course syllabus - ACPR **Approved on 11/10/2022**
4. PHYA 654 - Updating the course syllabus - ACPR **Approved on 11/10/2022**
5. PHYA 721 - Updating the course syllabus - ACPR **Approved on 11/10/2022**

II. EDEC

A. Course Revisions - updates based on changes to VA Foundation Block for Early Learning Standards → VA's Early Learning and Development Standards (ELDS) Birth-Five Learning guidelines

1. EDEC 600 - Updating the learning outcomes - ACPR **Approved on 11/29/2022**
2. EDEC 602 - Updating the catalog description, course content and learning outcomes - ACPR **Approved on 11/29/2022**

III. MBA

- A. Program Revision - revised admission requirements - proposal submitted late due to error within Curriculog requiring adjustment to Curriculog specifically for MBA program. The error caused a delay in submitting the proposal. The proposal had not been approved prior to Dec 2 GAC meeting. The proposal is time sensitive to allow adjusting admission requirements for the Fast Track MBA program. Dean Caldwell asked if GAC members would consider approving the proposal contingent upon completing the ACPR review process. Request was approved and the proposal was approved by GAC contingent on ACPR completion.**

Policy and Procedures Meeting
November 4, 2022

ZOOM Meeting: <https://radford.zoom.us/j/96381104230> **Password: 139596**

Minutes

Attendees: Teri Hills (Recorder); Ben Caldwell; Emily Close, Bruce Parsons; Karen Douglas; Sean Keck; Can Dogan;

- Dean Caldwell called the meeting to order at 1:02 p.m.
- First two bullet points below (highlighted yellow) are the primary focus of the committee right now.
- Dean Caldwell shared the policy the Graduate College is currently using.
 - **Grades for Repeat Policy** – Wanted thoughts on our policy compared to the Undergraduate Policy. Currently, grades for repeating a course are averaged for GPA calculations.
 - Dean Caldwell said that a lot of the deans he has spoken to from around the state, combining grades for repeating course is not common. Most institutions replace the grade for GPA calculations, and was suggested as a change to the current policy. This is the policy for undergraduates at Radford for the first retake of a course.
 - Because we combine/average the GPA, some students are have difficulty or are not able to recover to good academic standing. He spoke to Matthew Brunner, and he said we can easily replace it.
 - K. Douglas is for the change because it helps our students and helps retention. B. Parsons and S. Keck also support a change.
 - Will this make a difference to the timeline of our probation and does a lot of retake grades, how does that affect things?
 - Do we want to put a limit on how many times a student can repeat the same course?
 - The committee members present agreed in principle to changing the policy to replace grades for a re-taken course once.
 - **Review of Probation, Suspension, and Dismissal Policy**
 - Dean Caldwell brought up the highlighted portion of the current policy **From the 2022-23 Graduate Catalog's Probation, Suspension and Dismissal Policy**
Return to Good Academic Standing

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 or cannot achieve a 3.0 cumulative GPA within 12 credit hours will be suspended 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.

- Dean Caldwell is concerned that the highlighted text may create a problem for because they can't recover and are on probation, they then get suspended and they can't get out of it.
 - Keck, thought the intention was, that they would be two tries at 12 credits to come back before dismissal.
 - possible solution, if they are halfway through and you know they won't be able to recover, they would automatically, be changed to suspension, and then when they come back with 12 hours to recover.

- Course Transfer Policy
 - Will put language on form into the policy to make sure our practice and policy match clearly.

- Policies to consider – Academic Forgiveness, Leave of Absence
 - Currently, students who stop out (do not continuously enroll – separate from thesis or dissertation continuous enrollment) remain active and may re-enroll at any time within two years of their last enrollment.
 - There have been questions about Leave of Absences for graduate students who may wish to request a leave of absence for a significant issue (illness/family issues). There may be a desire/need to “stop the clock” for their time to degree completion
 - Committee members were in favor of this (stopping the clock) for possible serious personal issues, but it conflicts with the current time limit policy.
 - Dean Caldwell is going to get examples of how other universities handle this.
 - How does a leave of absence affect the dissertation and thesis credits and time to degree completion.

 - Academic Forgiveness Policy – if a student starts a new program, the student would be able to start a new transcript without their past GPA impacting the new program.
 - Some institutions around the state have a academic forgiveness policies to allow students a fresh start (for enrolling in new programs)
 - Questions about how or if a new transcript could/would be restarted. Will need to talk to Matthew Brunner (Registrar) on how to preserve the previous GPA and information but able to start fresh on the transcript. And see what the technical issues are.

- Asked if members had any other topics on their radar that they want to bring up at another meeting. There were none at the time.

Action Items: Repeat Policy; The probation language; adding the transfer language form to the policy

Dean Caldwell will get drafts to the committee, and then move forward from there.

Try to find out Karen Douglas's special ed meetings and then schedule policy and procedures around that.

- Adjourned the meeting at 1: 43



Graduate College

**GAC *ad hoc* Bylaws Committee
November 28, 2022**

ZOOM Meeting: <https://radford.zoom.us/j/98149843513> **Password:** 092002

Minutes

Attendees: Teri Hills (Recorder); Ben Caldwell; Jeannine Everhart, Jenessa Steele, Charles Manyara, Katherine Hilden, Robert Trent

- Dean Caldwell called the meeting to order at 1:02 p.m.
- Dean Caldwell started the meeting by recapping that the Graduate Affairs Council currently does not have any by-laws. Prior SACSCOC liaison indicated bylaws were not required Dean Caldwell felt it is important as a governance body to have bylaws outlining processes for GAC. This way we are covered if anybody ever wants to inquire about how GAC conducts its business.
- Dean Caldwell asked if the committee felt that bylaws were enough or did we also need a constitution?
 - Dr. Doug Brinkman, who will join the group again in the spring, was on the committee last year and has a lot of experience with governance and indicated he did not feel it was necessary to have a constitution. Also, AP Senate has bylaws, but not a constitution
 - Dr. Hilden said it would really depend on how we wanted to run things, (i.e., operations) and that would be more of bylaws.
 - The entire committee agreed that bylaws should probably include a component about how curriculum processes work in GAC functions and that we could find an external template that we like and work off of it. This would be the committee's homework over the break, is to find a template they like and that we could model ours after.
- The committee looked at some of the examples that Dean Caldwell had gathered (VCU, GMU, JMU) and the RU senates (Faculty, AP, Staff) Bylaws Comparison spreadsheet. The committee went through and agreed on what topics they felt should be included in GAC bylaws. Dean Caldwell highlighted those on the spreadsheet that is on a shared folder for the sub-committee.
- Some of the main topics that were highlighted, that the committee will look at include:
 - Name
 - Purpose
 - Functions
 - Membership
 - Officers
 - Meetings
 - Amendments
 - Rules of Order

- Publish agenda – expectation of when this will be available so GAC members will be more aware of what to expect and when they need to be sure to attend or send proxy for voting matters.
- Other topics that were discussed but will be looked into further are:
 - Executive Committees
 - Term of Office
 - Faculty Co-Chair Report
 - Attendance – minimum (expectation) for voting
 - Curriculum processes
- Tradition for GAC currently is that the Dean of the Graduate College has served as chair of the committee and runs the meetings. It was discussed that at many other lot institutions, this type of committee is more faculty driven. Dean Caldwell asked if this is something that we should change and become more faculty driven or keep the current structure, or maybe even do a hybrid. It was noted that this would need to be a larger discussion for feedback from the rest of the GAC committee and that Dean Caldwell's preference is for more faculty engagement. He suggested the possibility for a co-chair arrangement with a Graduate College representative (most likely the dean) and a faculty member as possible co-chairs.
- When looking at the RU senate comparison spreadsheet about Rules of Order, specifically Robert's Rules, it was discussed that we need to determine how much we want to be locked into or how much flexibility do we want the committee to have?
- The entire committee did agree that it should be clearly stated what attendance level makes a quorum for the committee for voting purposes.
 - is it going to be a simple majority?
 - how many votes are enough?
 - do we do a 2/3rd for amendments?
 - online voting vs. in person voting?
 - is it closed or is it by voice?
- Will check and see how other institutions conduct voting?
- When discussing membership, the entire committee agreed that it should be in the by-laws and that membership is key. But who should have representation on the committee is a bigger discussion due to the unique set up of the Graduate College's programs. For example, do we have a representative committee for every degree regardless of how many concentrations they have within that one degree, or do we have a representative for each concentration? Should there be representatives for certificate programs? Do we let each representative have a vote?
- What would an Executive Committee add to the GAC committee that we don't have now? Should committees have chairs that would report back to the main representative for GAC?
 - How should the sub-committees be run? Should there be a representative from the Graduate College to convene committee meetings or could we just elect a chair to run that committee and someone from the Graduate College doesn't have to be there for every meeting and the chair would report back to the Dean?

- Teri Hill's only concern was making sure that these expectations were clearly defined and laid out as we currently have issues getting GAC members to attend main GAC meetings, much less the sub-committee meetings.
- Dr. Everhart suggested that maybe there should be term limits set for the members? This way they know there is a light at the end of the tunnel so-to-speak, but allow members to serve longer if they wanted to and the programs approved it. Just have it all clearly defined in the by-laws.
- Do we need language on cancelling meetings? Faculty Senate doesn't currently have this, but they do have language on how and when to convene a special meeting.
- We should define how we are votes are conducted; in person; electronic; do we allow proxy votes and what does that look like?
- Does there need to be a minimum number of meetings that members must attend? What would be consequences for not attending regularly.
- Participation needs to be defined in by-laws and what their commitment looks like in terms of sub-committees as well.
 - What actions will be taken to ensure everyone is getting fair representation if members are not meeting participation requirements.
 - Dean Caldwell is going to research more in depth but saw that some places if 4 consecutive meetings are missed their chair would be notified. We need to determine what we want.
 - A suggestion of doing a percentage instead of numbers based on how our meetings are scheduled now.
- Dr. Hilden agreed to check Faculty Senate rules and how it handles voice votes vs. closed votes. Currently Faculty Senate's quorum is higher than Robert's Rules- theirs is about 60%.
- A Doodle poll will be sent out to see what time the committee can meet again on either January 20th or 27th.
- Dean Caldwell adjourned the meeting at 2:00 pm and thanked everyone for their participation.

Dean Caldwell gave an oral report of the Dec.1, 2022 meeting of ad hoc committee of Diversity Equity and Inclusion – 11 AM 12/1/2022

Attendees; Ben Caldwell (convener), Teri Hills, Shuo Yao, Becky McIntyre, Holly Cline, Brad Bizzell

- Brief discussion of DEI efforts in programs represented by faculty members present
 - Some efforts in recruiting students of color or from non-traditional areas of the state
 - Curricular inclusion of DEI topics – working with diverse learners, case studies
 - Some programs have diversity statements
- Discussion on creating sense of belonging within programs; most attendees agreed a sense of belonging within the University was much less than belonging within programs
 - Inclusion of online students – online programs often include live activities for students to engage
- Discussion on areas of support that the committee could look for input
 - Institutional Research – provide demographic data on graduate student makeup
 - Center for Diversity and Inclusion – are there tools available (surveys) that could be used to gather input from students?
 - Waldron Center for Interprofessional Education and Practice
- Action itmes

- General agreement that Graduate College needs a statement on diversity – but need to gather more information before developing a statement.
 - Statement should align with university DEI goals to provide framework and consistency.
- Set up meeting with Ashely Offutt, Director for Ctr for Diversity & Inclusion.

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)
Thomas Castor	Public Health	
Adrian Aron	DPT	
Sarah Knoeckel	School of Nursing	
Ali-Sha Alleman	MSW	
Associate Graduate Faculty Status – 3-year term		
Name	Dept.	Limitation(s)
Cindy Allen	PA	PHYA 626; 627; & 628
Daniel Nassif	PA	PHYA 641; 642; & 643
Pamela Richardson	MSW	SOWK 641; 642; 791; & 792
Andria Golusky	MSW	SOWK 641; 642; 791; & 792
Allyson Yeats	MSW	SOWK 641; 642; 791; & 792
Deborah Echternach	DPT	AHPT 884
Jill Thompson	DPT	AHPT 812
Rachel Rotert	MUSC	MUSC 564; 647; 563
Tammy Epperly	MSW	SOWK 601
Rebekah Bunn	MOT	OCTH 629; 617; 630; 632; 652; 655
Vesna Cotic Costello	MOT	All MOT EXCEPT FOR: OCTH 625; 641; 671
Steven Pino	Public Health	HSCI 870 – External Committee Member Only

