Graduate Affairs Council
March 5, 2021

ZOOM Meeting: https://radford.zoom.us/j/96998148893   Password: 923819

Minutes

Attendees: Ben Biermeier-Hanson, Jason Browning, Riane Bolin, Ben Caldwell, Tracy Cohn, Becca Conner, Tom Duncan, Jeannine Everhart, Laruen Flora, Phil Hardy, Teri Hills, Zach Johnson, Kay Johnson, Sean Keck, Wil Kolb, Anna Marie Lee, Eric Mesmer, Phil Mongan, Sara Nicely, Bruce Parsons, Patricia Phillips, Jennifer Powell, Michele Ralston, Amy Rubens, Carrie Sanders, Ken, Smith, Robert Trent, Patty Vari, Shuo Yao, Marjorie Young.

- Call to Order

- Approval of minutes from February 5, 2021 meeting

- Announcements

  - Sharon Gunter, a long-time member of the Graduate College, 32 years in Graduate Admission, passed away Feb 20th.
  - Library – Ben Caldwell was appointed interim Dean of Libraries and will serve until permanent Dean is in place
  - Graduate College Newsletters – asked
  - Spring 2021 Three Minute Thesis Competition Update
    - ○
  - ICPSR Database (https://www.icpsr.umich.edu/web/pages/)
    - ○ Inter-university Consortium for Political and Social Research (ICPSR)

- Old Business – none

- Subcommittee Reports
  - Graduate Faculty – See attached listing; APPROVED
  - Academic Course and Program Review – see attach lit of proposals; All proposals APROVED
  - Policies and Procedures Committee – see attached meeting report

- New Business
  - Policies and Procedures Motion – Revise graduate faculty application approval procedures to allow for more responsive and rapid processing and approval of applications while still allowing faculty input into the process. See attached Policies and Procedures Committee report Appendix for proposed revisions. – Proposed change APPROVED

- Adjourned 2:37pm

March 5, 2021
Graduate Faculty Application Status

Full Graduate Faculty Status - 5 year term

Name	Dept	Limitation(s)
Marium Abdelaziz	COSD	

Associate Graduate Faculty Status - 3 year term

Name	Dept	Limitation(s)
Michelle Lenhart	COSD	COSD 640

AGENDA/MINUTES
ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE

A. EDEC
1. New Course Proposal
   a. EDEC 01-20-03012021 EDEC 601 Holistic Approach to Early Childhood Reciprocal Relationships Approved by ACPR; GAC APPROVED

2. Course Title and Description Change
   b. EDEC 02-20-03012021 EDEC 602 - revision to align with VDOE requirements Approved by ACPR; GAC APPROVED

B. EDEL
1. New Course Proposal
   a. EDEL 01-20-03012021   EDEL 880 Special Topics in Education Approved by ACPR; GAC APPROVED

C. EDSP
1. Course Revisions
   a. **EDSP 01-20-03012021 EDSP 648** – revision of syllabus to align with VDOE requirements Approved by ACPR; GAC APPROVED

   b. **EDSP 02-20-03012021   EDSP 686** – revision of syllabus to align with VDOE requirements Approved by ACPR; GAC APPROVED

   c. **EDSP 03-20-03012021   EDSP 637** - – revision of catalog description and syllabus to align with VDOE requirements   Approved by ACPR; GAC APPROVED

D. EDUC
1. New Course Proposal
   a. **EDUC 01-20-03012021   EDUC 510** Methods for Elementary Mathematics Instruction – consolidates requirements for licensure in Early Childhood Education with Special Education endorsement and licensure in Elementary Education Approved by ACPR; GAC APPROVED

   b. **EDUC 02-20-03012021   EDUC 530** Field Applications of Professional Studies in the Elementary Classroom - consolidates requirements for licensure in Early Childhood Education with Special Education endorsement and licensure in Elementary Education Approved by ACPR; GAC APPROVED

E. ITEC
1. New Course Proposal
   a. **ITEC 01-20-03022021 ITEC** 543 Cloud Database Architecture – provides experience in cloud computing and NoSQL database and emerging technology Approved by ACPR; GAC APPROVED

   b. **ITEC 02-20-03022021 ITEC 655** Information security Management – provides continuing education for K-12 teachers and supports Commonwealth Cyber Initiative Approved by ACPR; GAC APPROVED

F. NURS

    1. Course Revisions

        a. **NURS 01-20-02222021 NURS 760** New Course Title: Advanced Nursing Practice in Psychiatric Mental Health: Theory and Practice Across the Lifespan Approved by ACPR; GAC APPROVED

        b. **NURS 02-20-02222021 NURS 761** Revision of course description to better reflect course content and requirements Approved by ACPR; GAC APPROVED

        c. **NURS 03-20-02222021 NURS 762** Revision of course description to better reflect course content and requirements Approved by ACPR; GAC APPROVED

        d. **NURS 04-20-02222021 NURS 763** Revision of course description to better reflect course content and requirements Approved by ACPR; GAC APPROVED

        e. NURS **05-20-02222021 NURS 764** Revision of course description to correct errors and better reflect course content and requirements Approved by ACPR; GAC APPROVED

        f. **NURS 06-20-02222021 NURS 824** Revise course Title and Course number (tot 830) and course description to enable use by both FNP and PMHNP DNP programs Approved by ACPR; GAC APPROVED

    2. Course Deletion
        a. **NURS 07-20-02222021 NURS 825**_826 Deletion of NURS 825 and 825 used by DNP program. DNP students will use NUR 820, 821 and 822 in place of 825/826. Courses are no longer necessary Approved by ACPR; GAC APPROVED

G. STEL

    1. Program/Certificate Revisions

        a. **STEL 01-20-03022021 Catalog Revision to MS Special Education** to reflect 2020 changes in VDOE regulations, approval of add-on endorsements, and updates to Autism Studies certificate – from Approved by ACPR; GAC APPROVED

        b. **STEL 02-20-03022021 Catalog Revision to MS Special Education** - Spring 2021 Approved by ACPR; GAC APPROVED

        c. **STEL 03-20-03022021 MS Education Revision** – allow three 500-level courses (9 credit hours) in program of study Approved by ACPR; GAC APPROVED

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Policies and Procedures Committee

Minutes

February 26, 2021*

1:00 p.m.

Zoom

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Present: Amy Rubens (Graduate College, presiding), Teri Hills (Graduate College), Tom Duncan (COBE), Jeannine Everhart (RUC), Sara Nicely (Waldron), Bruce Parsons (CVPA), Eric Mesmer (CHBS)

Guests: Becca Conner and Zach Johnson (Graduate College Admissions)

Absent: Patricia Phillips (Graduate College), Amanda Bozack (CEHD), Jeff Pittges (Artis)

*Rescheduled from February 19, 2021 due to inclement winter weather and widespread power outages in the region.

I.   **Attendance and Announcements**

II.   **Additional Spring 2021 Agenda Items**

    a. Improve procedures for approving graduate faculty applications and informing applicants of their status.

III.   **Proposed Motions**

    a. *Streamline the procedures for approving graduate faculty applications while inviting faculty oversight earlier in the process and in a more program-responsive manner;* see the appendix to the minutes for the motion, which outlines proposed changes to the "Graduate Faculty Criteria" document, the Graduate College's website, and the "Graduate Faculty Application Instructions" document.

IV.   **Discussion**

    a. Begin discussing current policy governing the percentage of 500-level courses that can be counted towards a graduate degree: No more than 20% of credit hours in a program can be completed at the 500-level, but programs can choose to allow up to 30% of credit hours to count at the 500-level if it is noted in their program listing in the Graduate Catalog.

- Amy Rubens (Graduate College, Presiding) shares a report, generated by the Registrar, listing all 500-level courses offered between Fall 2018 and Summer 2020; the report also noted undergraduate enrollment in those courses. The report reflected very low numbers on both counts.

- Rubens asks: Would it benefit some programs to offer more 500-level courses, either in terms of resources or meeting students' needs? Could a survey of faculty help better answer these questions?

- The committee discussed the distinction between 500-level and 600-level courses. Rubens indicated that there is no formal distinction made by the Graduate College or the Registrar; instead, that determination likely is based on program- and discipline-specific principles, but historical institutional practices also may underlie the relative lack of and desire for 500-level course options.

b. Continue discussing more regularly enforcing the "continuous enrollment policy" (GRAD 799): Students must enroll in GRAD 799 the semester in which their degree is conferred; the course carries no credit and has a $50 fee. Additionally, "students who are not currently registered for any course work and who have completed all course work but have other outstanding degree requirements (e.g., comprehensive examination, thesis, removal of an I or IP grade)" must register for GRAD 799 *each semester* until the outstanding requirements have been completed. The current policy also allows admitted students to enroll in GRAD 799 if the are "not enrolled in a given semester but…wish to use university facilities and services during that time."

- The committee discussed the motivation for more regularly enforcing GRAD 799 enrollment: to improve time to degree; to create more substantive connections between student and program during an at-risk time; and to allow students all of the protections (e.g., legal) and services official university enrollment provides.

- Rubens specifically addressed the availability of services to graduate students via enrollment in GRAD 799 and shared information gathered from Angela Mitchell, Dean of Students, and Kay Johnson, Head of Collection and Technical Services for McConnell Library. Enrollment in GRAD 799 permits a student to utilize faculty time; patronize university health and counseling services; live in university-owned housing; and use electronic library services (i.e., e-journals, databases, e-books, and streaming media). Note: The Graduate College is in the process of confirming information about technology access with the Division of Information Technology.

- After exploring several options for compelling eligible students to register for GRAD 799, the committee expressed a desire to address this issue through increased education and guidance at the program level.

- The committee also began discussing the need for a formal "leave of absence" policy that could be used along with or as an alternative to GRAD 799; this discussion is ongoing.

Appendix to February 26, 2021 Policies and Procedures Committee Minutes

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

III (a). Streamline the procedures for approving graduate faculty applications while inviting faculty oversight earlier in the process and in a more program-responsive manner.

In the "Graduate Faculty Criteria" document and the Graduate College's website (Forms & Policies → Graduate Faculty Criteria), make the following changes to the section "Part II: Associate Graduate Faculty Membership":

> Approval: Cover sheet and current vita; recommendation by department chair or school director, with justification and specified course limitations; recommendation by college dean; ~~approval by Graduate Affairs Council~~; approval by graduate dean and provost.

In the "Graduate Faculty Application Instructions" document, make the following changes to "Step 3":

> Attach current vita and *if applicable* include **a** written justification **memo from the department chair and/or school director**. **Note: Depending on program/department/school policy, this memo may reflect input from faculty or committees within the program/department/school.**

Motion to approve changes indicated above – APPROVED