

Minutes

Attendees: Ben Caldwell (Chair, Dean), Teri Hills (Graduate College, Recorder), Emily Close (Graduate College), Michele Ralston (Graduate College), Tracey Drowne (Graduate College), Elizabeth Rice (Graduate College), Zach Johnson (Graduate College), Agida Manizade, Pam Frasier, Carries Sanders, Euna Lee, Karen Mullenbach, Eric Mesmer, Lisa Allison-Jones, Stirling Barfield, Ben Biermeier-Hanson, Jason Browning, Carey Cole, Melinda Cruz, Lori Elis, Rebecca McIntyre, Kevin Parcetich, Ryan Smith, Ken Smith, Sarah Rabe, Shuo Yao, Alan Forrest, Sean Keck, Bruce Parsons, Philip Mongan, Matthew Brunner (Registrar's Office), Karen Douglas, Kay Johnson (Library), Lauren Flora, Robert Trent

- Meeting was called to order at 1:03 p.m. by Dr. Ben Caldwell, Dean
- Approval of minutes from April 29, 2022 – minutes were approved
- Announcements –
 - Change in Dates of GAC meeting for the 2022-2023 Academic Year

Fall 2022
September 2
October 14
November 4
December 2

Spring 2023
February 3
March 3
April 7
April 28

- 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.
 - **October 5th** to go on the **October 14th** GAC meeting.
 - **October 26th** to go on the **November 4th** GAC meeting.
 - **November 30th** to go on the **December 2nd** GAC meeting.
 - **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.
- Graduate College Report –
 - Dean Caldwell started off by introducing the staff of the Graduate College with a brief overview of our job duties.
 - Dean Caldwell mentioned that a search for the Graduate College's Associate Dean position was conducted over the summer, and they were finalizing that process and he would make an announcement when it was finished.

- Dean Caldwell then went over the slides for Graduate Admissions announcing that we have admitted our first class for the Athletic Training program, all of the certificates for Special Education were finally approved through SHEV and a reminder of the new changes to the Probation/Dismissal Policy. We will also be implementing the Applicant Portal soon so that students will receive their admissions packet through there and will no longer be sending out paper packets.
- Dean Caldwell then announced that the next application cycle will open after the Fall 2022 census date if your program does not have an alternate cycle.
- We had 30 graduate students that were dropped for non-payment, Michele Ralston has already emailed their program coordinators to let them know.
- Reminded GAC members of the StandOut Software for Asynchronous Interviewing that Zach Johnson presented on last academic year and if they are interested in it to please contact Zach. Mentioned that Global Ed. may actually be interested in using this software as well, so there may be a possibility of us sharing the cost with them.
- The criminal history questions have been removed from the application. Questions may be asked of admissions into the program if there are issues and offers may be rescinded.
- We are down in applications. The marketing that we were using didn't work. We are exploring a new option for marketing.
- Enrollment numbers can be found in the PowerPoint slides that were presented during this meeting and were emailed out to the GAC members on September 14, 2022.

Graduate Enrollment as of 8/29/2022

RU	RUC	Total	Change from Prior Year
1037	427	1463	-1%
			-28 students (vs. 8/29/21)

- There has been a slower increase in the AP, fast-track programs than we had hoped for. However, AP said that this is not uncommon. We do have almost 100 students in the grad fast-track programs.
- Recruitment updates – targeting undergraduates, online fairs didn't work as well. We are going back to in-person. We are trying to shift to targeting more programs directly outside of just fairs but we need help identifying these other options.
- Fair being held on October 4th, free of charge, encouraged programs to attend and contact Carolyn Sutphin to get registered.
- RU is now a member of the Montgomery Chamber of Commerce which may offer potential opportunities to recruit for graduate programs
- Tracey Drowne, Director of Graduate Recruitment, will be visiting area schools setting up information tables and trying to recruit more educators.

- Dean Caldwell is working with Stephanie Jenelle to create more student pipelines. He has assisted programs in formalizing partnership agreements with Hollins University guaranteeing seats for qualified Hollins graduate in MSW, MOT, and COED programs. Working on possible partnership with Emory and Henry College and Carilion Clinic.
- New marketing for recruitment is going to be done with Niche.com. Recommended the programs go take a look at their information on the site and send Tracey suggestions with what they may want to include with program listings.
- We will be trying to create a calendar on our website for events.
- Funding requests were due on 8/31/2022. Be sure to use the funds out of the FOAP that Teri sends to you.
- Tracey Drowne has created an Ambassador and Leadership Program in which students will assist with recruitment. Selected students will commit to working 12 hours per semester and receive a stipend. Taking applications through Sept. 15th and will be reviewing those soon.
- Request that programs take a close look at their websites the SACSCOC review is coming in March 2023. Need to make sure all links are up to date and working properly and that their contact information is correct.
- About 97% of non-degree applications are STEL students.
- We still need GAs. We have mostly 10- hour positions left. They can be split hours if okay with the supervisors.
- Total number of GAs can be found on the slides that were shown during the meeting and that were sent to the GAC members on September 14, 2022.
 - 142 GAs, 42 GTAs, 27 GTFs, 11 PysD GAs = 222 total
- Dean Caldwell went over student engagement such as the 3MT, mindfulness meditation groups, the student needs assessment, GTA/GTF experience surveys, the graduate student survey, and contests and giveaways done for graduate students. Mentioned that we need to do another student needs assessment survey this year.
- Trying to get a graduate student council/association started again. Students need a voice and pipeline to address their concerns and have a place that they can socialize and network with other students in different programs.
- Went over a review of the Graduate Assistant Distinction Program and Excellence Award. Who is eligible, what it focuses on, and what students will get if they complete the program.

- A reminder of the Graduate Student Professional Development Award (student travel). Up to \$500 per student; will reimburse conference registration costs, hotel, and meals. Will NOT reimburse airfare.
- Reminder on obtaining Graduate Faculty Standing. Anyone teaching a 500-level course or above must hold graduate faculty status. Application and most recent CV or resume must be submitted. For Associate Status, must also have a memo submitted.
- Went over GAC meeting dates for the academic year. As well as a reminder of submitting proposals through Curriculog for approval.
- February 1st is the last day to submit curriculum proposals through Curriculog that will need SCHEV approval
- March 20th is the last day to submit any curriculum proposal through Curriculog for GAC approval to go into the next academic year's catalog.
- Lastly, Dean Caldwell went over a few topics for Policies and Procedures committee to take into consideration:
 - Course Retake Policy – grades are averaged, and we would like for them to be replaced instead;
 - Grade forgiveness policy.
- Will be sending out a Qualtrics survey for committee preferences. Committee assignments will be finalized by next GAC meeting (Oct 14).
- Old Business –
 - Showed list of Graduate Faculty that had been approved since the last GAC meeting.
- Adjourn – Meeting was adjourned by Dr. Ben Caldwell, Dean at 2:011 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)
Kyshawn Smith	CRJU	
Corey Cassidy	COSD	
Melinda Cruz	Ed.S.	
Matthew Smith	Strat. Comm.	
Matt Dunleavy	STEL	
Joseph Chase (Approved 6/2020)	ITEC	
Kevin Chui	DPT	
Kimberly Baskette	DHSc	
Julia Castleberry	DHSc	HSCI 870 - Capstone
David Zuschin (Approved 11/2020)	MUSC	
Tracy Cohn	PSYC	
Lori Elis	CRJU	
Robert Trent	MUSC	
Ian Barland	ITEC	
Gaston Dembele	STEL	
Angela Stanton	MBA	
Wil Stanton	MBA	
Lisa Aker	STEL	
Susan Schoppelrey	MSW	
David Beach	ENGL	
Jolanta Wawrzycka	ENGL	
Matthew Eckard	PSYC	
Stirling Barefield	PsyD.	
Lisa Baker Webster	Strat Comm	
Nadine Hartig	COED	
Deidra Pennington	Nursing	
R. Stockton Maxwell	Geospatial Science	

Associate Graduate Faculty Status – 3-year term

Name	Dept.	Limitation(s)
Rebecca Duff	Health Sciences	Capstone Committee
Virginia Madorin	STEL	EDSP 625
Emily Fielder	STEL	EDEF 600 & 607
Rebecca Carter	Health Sciences	Capstone Committee
Marrieth Rubio	Health Sciences	Capstone Committee
Robin Marcom	Health Sciences	Capstone Committee
Jamie Price	Library	Capstone Committee
Rachel Greene	COSD	COSD 640
Soterios Gyftopoulos	Health Sciences	Capstone Committee

Peter Shanahan	MUSC	MUSC 694; 553; 671; 695; 697; 698 & 672
Kristy McCowan	STEL	EDSP 600; 663; 664; 791; 792
Benjamin Hull	DHSc	HSCI 870 – Capstone Committee
Kathleen Sullivan (approved 9/2021)	DSN	DSN 600; 605; 700; 705; any and all 611& 615; 645; 670 & 740
Sarah Garrison	MOT	OCTH 613; 615; 617; 623; 627; 629; & 632
Leslie Davidson	Public Health	External Capstone Committee
Donald Martin, Jr.	Criminal Justice	CRJU 655
Laura Mear	MOT	OCTH 613, 609, 623, 633, 629, 647, 657
Hazel Batrezchavez	Art – Studio Art	Art 600
Sally Ryman	Social Work	
Morgan Greer	Social Work	
Kimberly Herbert	Strat Comm.	COMS 508 539; 559; 615; 650; 606