

Graduate Affairs Council

October 2, 2020

ZOOM Meeting

Minutes

- The meeting was called to order at 1:00 PM
 - Present:
 - Members: Ben Biermeier-Hanson, Brad Bizzzell, Rian Bolin, Jason Browning, Matthew Brunner (Registrar, *ex officio*), Ben Caldwell (Dean, *ex officio*), Tracy Cohn, Darryl Corey, Joan Dickinson, Karen Douglas, Tom Duncan, Lauren Flora, Kay Johnson (Library), Amanda Kellogg, Eric Mesmer, Kristen Morrison, Sara Nicely, Bruce Parsons, Jennifer Powell, Amy Rubens (interim Assoc. Dean, *ex officio*), Carrie Sanders, Patty Vari, Shuo Yao, Marjorie Young, Angela Mickle
 - Graduate College Staff: Becca Conner, Phil Hardy, Zach Johnson, Patricia Phillips
 - Guests: Sean Keck, Anna Marie Lee
- Approval of minutes from September 4, 2020 meeting - **approved**
- Announcements
 - Welcome new GAC members
 - Bruce Parsons – Design Thinking
 - Angela Mickle - MS Athletic Training approved by SCHEV, program will begin Summer 2021
 - Faculty Senate Curriculum Committee representative (*ex officio*) - Alyssa Archer
 - Commencement & Hooding postponed for all 2020 graduates to spring, ceremonies to be held April 29 - May 2, times and dates to be determined
 - Writing Center is offering online writing support to graduate students – see attached flier
 - Graduate and Professional School Fair – Monday October 5th – contact Carolyn Sutphin in Center for Career and Talent Development
 - Funding requests for recruitment due by October 15 to Phil Hardy.
 - Graduate College Student Advisory Board – group of students met with Dr. Rubens and Dr. Caldwell
- Old Business
- Subcommittee Reports
 - Graduate Faculty – See attached; motioned for approval and approved by GAC.
 - Academic Course and Program Review – See attached listing, all proposal reviewed and approved by Graduate College review
 - All listed proposals changes were motioned for approval and approved by GAC.
 - Policies and Procedures Committee – See attached
 - Proposals A, D, E, F were motioned for approval and approved by GAC.
- New Business
 - Policies and Procedures Motions for Approval – See Attached

- Marjorie Young – some potential nursing applicants have reported experiencing some difficulties with navigating through web page links to get to the application.
 - Will set up meeting with Becca Conner and Patricia Phillips to determine what issues there may be and how to resolve them.

- Adjourn – 2:30 PM

October 2, 2020
Graduate Faculty Application Status

Full Graduate Faculty Status - 5 year term

| Name | Dept | Limitation(s) |
|------------------|------------------|---------------|
| Feifei Zhu | Finance | |
| Gregory Sherman | EDUC | |
| Theresa Burriss | STEL | |
| Shala Cunningham | Physical Therapy | |
| Shuo Yao | COMM | |
| Tingyao Xiong | MATH | |
| Keith Davis | COED | |
| Louis Gallo | ENGL | |
| Sekyung Jang | Music Therapy | |

Associate Graduate Faculty Status - 3 year term

| Name | Dept | Limitation(s) |
|-------------------|------|---|
| Elizabeth Arthur | SOWK | SOWK 641, 642, 720, 792, 784, 791 |
| Elizabeth Deskins | SOWK | SOWK 641, 642, 791, 792 |
| Alan Seibert | EDEL | EDEL 630, 810, 840 |
| Jason Browning | OCTH | OCTH 602, 644, 620, 611, 641 |
| Emily Bowling | EDRD | EDRD 641, 688, 689, 695, 697 |
| Carol Cox | EDSP | EDSP 651, 672 |
| Kurt Grosshans | EDUC | EDUC 558, 648, 668 |
| Amy Jarrell | EDRD | EDRD 630, 641, 688 |
| Gregory Brown | EDEL | EDEL 612, 614, 616, 618, 620, 621, 624, 630, 635, 690 |
| Tracey Nielsen | EDSP | EDSP 526, 527, 628, 700 |
| Michael Powers | EDSP | EDSP 504 |
| Maureen Powers | EDSP | EDSP 504 |

AGENDA/MINUTES
ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE

I. MBA

A. Other Changes

1. MBA 01-20-09222020 Change in admission standards – ACPR Approved
 - Change admission requirement for student who complete the Business Analytics certificate with B or better in all courses to allow GMAT requirement to be waived.
 - Motioned for approval – **GAC APPROVED**
2. MBA 02-20-09222020 Change in admission standards – ACPR Approved
 - Change admission requirement for Radford students who graduate as members of Davis Fellows Program, the honors college or Beta Gamma Sigma to allow GMAT requirement to be waived.
 - Motioned for approval – **GAC APPROVED**

B. Prerequisite Change

1. MBA 03-20-09222020 Business 694 – remove the STAT 205 requirement – ACPR Approved
 - Motioned for approval – **GAC APPROVED**

II. NURS

A. Delete program/certificate

1. NURS 0120-09222020 Remove the Post Graduate Certificate in Gerontology – ACPR Approved
 - Motioned for approval – **GAC APPROVED**

III. Waldron

A. New Concentration

1. Waldron 01-20-09222020 MSHS-CRA Concentration – ACPR Approved
 - Create new concentration within MS Health Science for Clinical Research Administration
 - Requires creation of 5 new courses (see below)
 - Motioned for approval – **GAC APPROVED**

B. New Course Proposals

1. Waldron 02-20-09222020 HSCR 555 “Clinical Research Methods” – ACPR Approved
 - Waldron 03-20-09222020 HSCR 565 “Clinical Research Administration I” – ACPR Approved - Motioned for approval – **GAC APPROVED**
 - Waldron 04-20-09222020 HSCR 575 “Clinical Research Administration II” – ACPR Approved Motioned for approval – **GAC APPROVED**

- Waldron 05-20-09222020 HSCR 635 "Medical Product Development and Regulation" - ACPR Approved - Motioned for approval - **GAC APPROVED**
- 2.
- Waldron 06-20-09222020 HSCR 695 "Clinical Research Administration Internship" - ACPR Approved Motioned for approval - **GAC APPROVED**

**POLICIES AND PROCEDURES COMMITTEE
GAC 10/2 MINUTES**

I. Motions*

**For motions marked "GAC APPROVED," see the "Proposed Revisions" section for more information.*

- a. Indicate that a copy of the thesis/dissertation proposal no longer needs to accompany the Thesis/Dissertation Proposal Defense form submitted to the Graduate College. **GAC APPROVED.**
- b. Indicate a specific deadline for submitting the Thesis/Dissertation Proposal Defense form to the Graduate College. *Motion tabled on 9/25 for additional discussion at GAC on 10/2.*
 - i. The committee learned more from GAC members about the thesis/dissertation timeline for students and/or programs that do not follow the traditional Fall-Spring semester schedule.
 - ii. Some GAC members voiced concern about the implied role of the student. Faculty, not the student, should be responsible for returning the form and, by extension, should be held accountable for not doing so.
- c. Limit the dissertation/thesis committee chair role to one individual. *Motion tabled on 9/25 for additional discussion at GAC at 10/2.*
 - i. Several GAC members spoke out against limiting the chair role to one individual. Co-chairs are essential for some programs, mainly because this configuration allows for a new(er) chair to be mentored by a more faculty member who has more experience in that role.
- d. Indicate in the Graduate Catalog that all requirements for certificates must be completed within six (6) years. **GAC APPROVED.**
- e. Indicate in the Graduate Catalog that approved non-academic (e.g., medical) withdrawals do not count towards the three (3) "W" limit for graduate students. **GAC APPROVED.**
- f. Require students to wait 30 calendar days before retaking a failed comprehensive exam, unless approved by the graduate dean to retake it earlier. **GAC APPROVED.**
- g. At the instructor of record's discretion and in consultation with the program/department chair, permit non-degree students to be dropped from a course roster before the end of the add-drop period if they have not satisfied course pre-requisites. *Motion tabled on 9/25 for additional discussion at GAC on 10/2.*
 - i. Discussion centered around the extent to which this motion was necessary – that is, with what frequency is this happening, and in which programs?

- ii. From the Grad College's perspective, a sufficient loop hole exists that makes this motion necessary. It is not necessarily a "one off" issue, and it is not something that can be attributed to the occasional rare administrative error (e.g., at the Registrar level).

Proposed Revisions (in **BOLD** or ~~strikethrough~~) to the Graduate College Catalog and Forms

A. Indicate that a copy of the thesis/dissertation proposal no longer needs to accompany the [Thesis/Dissertation Proposal Defense form](#).

Remove the following in the "Thesis/Dissertation Proposal Defense" form: Item III ("Attach one typed copy of your thesis/dissertation proposal...").

Change the following in the "Thesis/Dissertation Proposal Defense" form: THE THESIS/DISSERTATION ADVISORY COMMITTEE MET ON____ (date). WE **REVIEWED THE PROPOSAL FOR THE ABOVE PROJECT. WE** APPROVE THE ~~ATTACHED~~ PROPOSAL AND AGREE THAT THE STUDENT MAY PROCEED WITH THIS PROJECT.

D. Indicate in the Graduate Catalog that all requirements for certificates must be completed within six (6) years.

Change the following in the Graduate Catalog under "Withdrawal Procedures" → "Leave of Absence": Students have six years to complete a **certificate or the** master's degree, and eight years to complete a doctoral degree. Taking a leave of absence for any length of time does not extend these time frames. Graduate students are granted a leave of absence by their program and are subject to the policies and procedures of the Graduate Catalog of the year of their original admission or a subsequent catalog as long as it is within six ~~or eight~~ years of enrolling in a **certificate or** master's **program**, or **within eight years of enrolling in a** doctoral program,~~;~~ **respectively.**

Change the following in the Graduate Catalog under "Retention Policies" → Time Limit: All requirements for a **certificate, the** master's degree, or Educational Specialist (Ed.S.) degree must be completed within six years starting from the beginning of the semester in which the student completes graduate level courses. Neither Radford University courses nor transfer courses more than six years old at the time of graduation will be allowed as part of the hours required for graduation.

Change the following in the Graduate Catalog under "Last Semester of Enrollment": Or the individual may elect to meet the requirements in any subsequent catalog published between enrollment and graduation as long as the catalog is no more than six years old for students in a **certificate or** master's program, or eight years old for students in a doctoral program.

E. Indicate in the Graduate Catalog that approved medical withdrawals do not count towards the three (3) "W" limit for graduate students.

Change the following in the Graduate Catalog under "Withdrawal Procedures" → "Withdrawal from One or More but Not All Courses": A graduate student may not withdraw from more than three graduate classes during their Radford University career. Anything beyond the third withdrawal results in an automatic "F." **When a student is granted an approved withdrawal from**

all courses for medical or other non-academic reasons, the withdrawal grades will not count towards the three "W" limit.

F. Require students to wait at least 30 calendar days before retaking a failed comprehensive exam, unless approved by the graduate dean to undertake the exam at an earlier date.

Add the following the Graduate Catalog under "Retention Policies" → "Final Comprehensive Examination and/or Thesis/Dissertation": A majority of the committee must recommend "satisfactory" in order for the student to pass. A candidate who fails the defense (if one is required) may request one additional re-examination. A new defense form must be requested from the Graduate College. **The re-examination must be undertaken at least 30 calendar days after the initial exam was completed, unless permission has been obtained by the graduate dean.** A student who fails to pass the defense on the second attempt will be dropped from the degree program.

THE WRITING CENTER



Writing Center Procedures for Fall 2020

In-person Support

Schedule an appointment using our [online schedule](#). We will not have walk-in appointments available this semester.

Please note that in order to maintain social distancing, students must bring two hard copies of their paper and writing assignment to their appointment. Students may print their documents in The Writing Center for 10 cents per page. Students also must wear a mask the entire time they are in The Writing Center.

Online Support

Students can schedule and access these appointments through our [online schedule](#). Click [HERE](#) for a video explaining how to set up and access online appointments.

FALL 2020

REGISTER & SCHEDULE

radford.mywconline.com

IN-PERSON HOURS

Tuesdays-Thursdays
10 am - 1 pm

ONLINE HOURS

Mondays & Fridays
10 am - 3 pm
Tuesdays-Thursdays
10 am - 5 pm

LOCATION

CHBS 4800
Above Starbucks