

GRADUATE AFFAIRS COUNCIL

Friday, February 8, 2013

1:00 p.m. – Heth 043

PRESENT: Nora Reilly (*chair pro tem*), Roann Barris, Brad Bizzell, John Brummette, Matthew Brunner, Virginia Burggraf, Joan Dickinson (*ex officio*), Rana Duncan-Daston, Lori Elis, Ann Elliott, Lauren Flora, James Gumaer, Rodrigo Hernandez, Laura Jacobsen (*ex officio*), Kay Johnson, Jennifer Jones, Brenda Tyler, Patricia Winter, Rosemary Guruswamy for Paul Witkowski.

Staff: Julie Boone, Becca Conner, Jeanne Cox, Patricia Phillips (*recorder*), Ryan Phillips, Donna Spradlin.

1. CALL TO ORDER/INTRODUCTIONS

The meeting was called to order at approximately 1:00 p.m.

2. MINUTES

A motion was made and seconded to approve the minutes from the November 2, 2012, meeting. The minutes were approved by consensus.

3. DISCUSSION WITH PROVOST MINNER

Dr. Sam Minner, Provost, joined our meeting for an open discussion session. The following topics arose.

- The overall plan for enrollment management is to increase student headcount to 10,000, mostly at the undergraduate levels and by increasing incoming class size. Part of the overall plan in terms of enrollment management is the continued growth of graduate programs.
- The Deans have developed priorities for growth in graduate enrollment. This list includes about six or seven programs in the future. The first is the doctor of education (Ed.D.). Most of the growth in graduate programs will be in professional degrees.
- Dr. Jacobsen asked about the implications of adding of more doctoral programs. Specifically, would it change our Carnegie classification and our peer group? The Provost indicated that he thought it would but how that process would unfold was not clear to him at the present.
- Dr. Hernandez opened a discussion on the security of online testing or practices for securing online tests. Nora Reilly responded by stating that she submitted a query to the Council of Graduate Schools about the best practices for online testing. She received no response at all. There is no current best practice at this point and, thus, we will have to come up with our own policy. Dr. Minner and Dr. Cline pointed out that new technology (e.g., retinal scans, keyboarding analysis) may address this problem in the next few years. Dr. Cline also pointed out that many of the same concerns regarding test security apply to traditional courses.
- The Provost has requested monies for a part-time person to help lead RU and work with faculty on how to interact with MOOCs (Massive Open Online Courses). Several universities are considering awarding credit for

MOOCs. It is only a matter of time when the free courses result in credit at the university level. Should we award credit and how?

- Dr. Guruswamy questioned the reason for the limit on out-of-state tuition waivers for students who earn more than \$4,000 from the university when programs are being asked to increase out-of-state enrollments. To help clear up the confusion on the availability of out-of-state tuition waivers, the Provost offered to invite Ms. Lisa Ridpath to a future GAC meeting.
- Waiver of the RU \$50 application fee for McNair Scholars was still under consideration.
- In closing, Provost Minner expressed his appreciation with the work of the GAC and the quality of the graduate programs at RU.

4. ANNOUNCEMENTS

Timeline for ACPR proposals – The timeline for submitting a new Graduate Program in order to receive SCHEV approval was attached to the agenda. A program planning to start in fall 2014 would have to be before its College Curriculum Committee now. It takes 9-12 months to get through SCHEV's curricular approval process.

McConnell Scholars – The deadline for nominating students is February 15th. There are six positions available. Instead of paying the entire award as a work stipend, the awards will be adjusted so students will receive 9 credits of tuition each fall and spring term and the remainder will be paid via a work stipend. The total amount is equivalent to that received by a GTF.

New Members to GAC – Please welcome the newest members of GAC: Dr. Lauren Flora, Communication Sciences and Disorders, and Ms. Patricia Winter, Music.

New Budget Initiatives - The following are the top two budget initiatives submitted by the Graduate College. Approval is pending.

- The tuition awards offered to GTAs and GTFs would automatically cover the number of credits we pay for each, respectively.
- Based on the fact that GTFs teach two courses and take 3 courses, an initiative was submitted to add \$1,000 to their work stipends.

Assistantship offers - The Dean's should have distributed the assistantship allocations. Discussion was held that they have not been received and therefore will be sent out again.

One term only stipend increase – This semester there is a one term only stipend increase due to an unexpected surplus. GTFs will receive an additional \$1,200 this term. All GTA, that work 20 hours/week will receive an additional \$900 this term. A GA that works 20 hours/week will receive an additional \$700. GTAs and GAs that work fewer than 20 hours/week will receive a proportional increment.

Interpretation of percentiles on GRE report – ETS is building up its database for the new GREs. The effect of this is that a score taken on a given test date last year may have a different percentile associated with it compared to the same score/test/date associated with a more recent score report.

Deleting courses – Many programs have courses that need to be deleted from the graduate catalog. Cover sheets listing these courses have been typed up and, since the list came from departments, Dr. Reilly suggested that the forms be sent to the Dean's Council for their signature. Dr. Grady agreed to distribute the proposals at that meeting.

Applications for Graduation and Participation in Commencement due February 5th

CollegeNet "Admit" Product – This product is an extension of our current CollegeNet contract. It will let you review applications online next spring semester. Rebecca Conner stated that as long as you have internet service you will be able to log into the secure website and review applications. It will also allow students to receive emails informing them where their application is in the process.

Electronic Thesis and Dissertation directions – The revised manual needs to be edited and uploaded onto the Graduate College website. Gene Hyde has workshops scheduled, but the dates will need to be changed because the draft deadline for thesis and dissertation submission is April 12th. Dr. Reilly will ask Gene Hyde to schedule four workshops; three before the April 12th deadline and the last around the 15th.

Non-Native RU Survey (email attachment with agenda) – The majority of people hear about the graduate programs from websites and referrals from friends or family. The numbers in this survey have been consistent over the last three or four years.

Coordinator duties: attachment – A list of Graduate Program Coordinator was attached to the agenda. Dr. Reilly suggested – particularly to new coordinators/directors – that they make sure they delegate tasks. Anne Elliott raised the concern about compensation for having to fulfill all these duties as coordinators. Dr. Elliott was also concerned that future assessment of these duties would become part of a coordinator's/director's evaluation, suggesting there were several duties that were not their job. Dr. Reilly responded by stating that assessment is typically covered in other venues.

Student survey of current placements and supervisors – Dr. Reilly will be sending out a survey to all GAs, GTAs, and GTFs asking for basic information in order to fill in gaps in the master file with their position descriptions, contract hours and direct supervisors.

GSC – Dr. Reilly introduced Amanda (Mandy) Adams – except she could not attend - as the new president the Graduate Student Council.
(madams48@radford.edu) Mandy would like to establish a Graduate Dean

Advisory Committee with a representative from each program to get together to discuss general graduate student issues. Also, she would like to initiate a “Lunch with the Dean” where four-five students from different programs get together to talk about their graduate experience.

5. NEW BUSINESS

Separate J-Board for Graduate Students – Dr. Reilly presented the following: Motion, That a separate judicial board for graduate student conduct be established and comprised of graduate faculty and graduate students. The details may need to be worked out by the Policies and Procedures Committee, but Dean Grady would first speak with Vice-President Mark Shanley to discuss the issue.

Medical Withdrawal – Discussion of readmission after a medical withdrawal was revisited from a prior GAC meeting.

Graduate policy to “challenge” the content of a course – Currently, the Graduate Catalog does not provide for a student to challenge the content of a course. Matthew Brunner, Registrar, reported that some institutions waive the requirement of taking the course, but the credit, while others award credit for a successful challenge. Dr. Reilly suggested that this topic be sent to the Policies and Procedures Committee for review.

6. SUBCOMMITTEE REPORTS

Graduate Faculty - A report of 18 graduate faculty applications processed since the last GAC meeting on November 2, 2012. The report was accepted as presented. (See attached). Minor corrections were made to add specific departments for faculty in the general MBA program.

Academic Course and Program Review – Dr. Reilly presented the report from the November 16th and February 1st subcommittee meetings, as attached. The report was approved as presented.

Policies and Procedures Committee – The following motion was made by the committee:

Remove the current wording about the awards from the Graduate Catalog and encourage colleges to provide awards to students during their ceremonies. Names of these award recipients should be sent to the Graduate College in time for the names to be announced and recognition given at the hooding ceremony.

The motion was seconded and passed.

7. ADJOURN

Dr. Reilly adjourned the meeting at 2:36 p.m.

January 25, 2013
Graduate Faculty Application Status
 (Approved Since Last Graduate Affairs Council Meeting)

Full Graduate Faculty Status - 5 year term

Name	Dept	Limitation(s)
Rodrigo Hernandez	FINC & MBA	
Steven Beach	FINC & MBA	
Kerry Vandergrift	SOWK	
Virginia Burggraf	NURS	
Lisa Onega	NURS MGNT &	
Iain Clelland	MBA	
Tim Polland	ENGL	
Abhay Kaushik	COBE	
Alan Forrest	Counselor Education	
Felix Amenkhienan	ACCT & MBA	
Axel Grossmann	FINC & MBA	
Zheng Feng	MFA	
Patricia Talbot	Elementary Education	
Dennis Grady	POSC	

Associate Graduate Faculty Status - 3 year term

* Designates Applications Recommended by the Graduate Faculty Sub-Committee

Name	Dept	Limitation(s)
Evelyn Hamilton	Counselor Education	COED 641, 642, 611, 690
Timothy Channell	Music	MUSC 698, 553
Jennifer Slusher	Counselor Education	COED 650, 690, 641, 642
Erica Sipes	Music	MUSC 558, 671, 672

MINUTES
ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE
Friday, November 16, 2012
1:00 p.m. – Lucas Hall Conference Room

In Attendance: Olga Pogorelsky for Matthew Brunner, Lori Elis, Roann Barris, Michael Chatham for Rodrigo Hernandez, Kay Johnson, Edward Swanson, Nora Reilly (presiding, ex-officio), Patricia Phillips (recorder)

I. Communication

A. New Course Proposal

COMS 01-13-110212 COMS 665 “Seminar in Health Communication”
Tabled

B. Course Deletion

COMS 02-13-110212 COMS 565 **Approved**

II. Music

A. New Course Proposal

MUSC 02-13-111412 MUSC 680 “Special Topics in Music” **Approved and sent forward for Dean Grady’s approval. The proposal was then sent to the Registrar’s office, so students could start registering for this course for spring semester.**

III. STEL

A. Program Revision

STEL 01-13-103112 M.S. Ed. **Approved**

MINUTES
ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE
Friday, February 1, 2013
1:00 p.m. – Lucas Hall Conference Room

In Attendance: Roann Barris, Brad Bizzell, Lori Elis, Rodrigo Hernandez, Ed Swanson, Kay Johnson, Matthew Brunner, Nora Reilly (presiding, ex-officio), Patricia Phillips (recorder), Wally Scott (guest)

I. Appalachian Studies

A. Certificate Revision

APST 01-13-011413 **Approved, but need to insert APST 595 into the optional certificate courses or potentially remove it from the catalog.**

B. New Course Proposal

APST 02-13-011413 APST 590 “Highland Summer Conference Writer’s Workshop” **Approved**

APST 03-13-011413 APST 610 “Foundations of Appalachian Studies” **Approved**

APST 04-13-011413 APST 620 “New Perspectives in Appalachian Studies” **Approved**

APST 05-13-011413 APST 630 “Political Economy & Community Development in Appalachia” **Approved**

APST 06-13-011413 APST 640 “Community-Based Research & Grant Writing” **Approved**

II. COED

A. New Course Proposal

COED 01-13-120312 COED 655 “Mindfulness and Counseling” **Approved.**

III. COMS

A. New Course Proposal

COMS 01-13-110212 COMS 665 “Seminar in Health Communication”
Approved

IV. ENGL

A. Course Deletion

ENGL 01-13-121012 ENGL 509, 510, 546, 547, 549, 550, 564 **Approved**

V. MBA

A. Catalog Revisions

MBA 01-13-111612 **Approved**

VI. MUSC

A. Course Credit Hour Change; Course Description Change

MUSC 03-13-013113 MUSC 680 “Special Topics” **Approved**

VII. SOWK

A. New Course Proposal

SOWK 01-13-101512 SOWK 650 “Disability in Human Services: Policy,
Theory and Practice” **Approved**

Graduate Program Coordinator Guidelines

Fall and Spring Expectations

Throughout the academic year, Graduate Coordinators are responsible for numerous activities. Some of the activities may vary by department, but include:

Student Recruitment/Admissions

- Development of recruiting plans
- Recruiting and following up with good prospects
- Communicating assistantship offers to qualified prospects, through a competitive selection process
- Process applications and make recommendations for admission
 - Establish criteria for recommending admission first. Admission recommendations should be done by committee, not a single person.
- Academic advising (or designating advisors) to incoming students

Assistantships

- Make determinations, along with a graduate committee, about students who should receive assistantship offers, and whether it will be a GA, GTA, or GTF.
- Provide orientation for all incoming graduate assistants, regardless of classification (GA, GTA or GTF)
- Training (or designating training responsibilities) for Graduate Teaching Fellows and Graduate Teaching Assistants.
- Communicate with the Graduate College regarding the students who have been offered an Assistantship.

Student Academics

- Provide new student orientation to the program: address expectations and requirements
- Academic advising for continuing students
- Mentoring new students (or designating this to the student's advisor) and new faculty members
- Potentially have program faculty as a whole evaluate continuing students and provide feedback "before it is too late"
- Alert students to internal grant and travel support opportunities
- Provide information about job and career opportunities to students
- Coordinate assessment measures of program quality
- Coordinate the Comprehensive Exam Process to ensure quality and consistency

Administrative Paperwork Regarding Students

- Remind students and program faculty to get and submit forms, especially ones that need the Coordinator's and/or Chair's signature. They are available at <http://gradcollege.asp.radford.edu/> under Forms and Policies. Specific dates for when official forms are due can be found on the Graduate College website under Dates and Deadlines. These forms address such things as:
 - Program of Study (due after 9 credit hours completed; this is particularly important)

- Petition for program changes
- A Change of Advisor (all new students will be assigned to the Coordinator, who will then distribute students among the program's faculty)
- Comprehensive exams
- Thesis, Capstone or Dissertation Committee
- Directed studies
- Grade appeals
- Graduation participation and application (students always forget to apply – their programs of study need to be checked out to verify that they have completed requirements)
- Grievances
- Health form
- Overloads

Administrative Responsibilities regarding Faculty/Graduate College

- Discuss with faculty members any departmental policies that need to be revised or implemented
- Communicate with faculty regarding revisions or implementation of Graduate College policies
- Attend the Graduate Affairs Council meetings
- Communicate requirements and application deadline for Graduate Faculty Status
- Oversee Academic Course and Program Review submissions
- Communicate with Graduate College regarding students completing the Comprehensive Exam process each semester

Summer Expectations

Summer stipends are recommended for Graduate Program Coordinators by the Graduate College and approved by Deans and the Provost. Variations in stipend amounts are based on the amount of summer activity estimated for each program. Activity is measured by the number of full- and part-time students in each program who may need advising, the number of applications requiring attention and the number of graduate courses planned for the upcoming summer and fall. However, programs differ greatly in how they are coordinated - some by Chairs, Directors or designated Faculty Members – and what is required of the Coordinators. Note that neither Chairs nor Directors are granted stipends since their contracts already cover summer employment.

During the summer, Graduate Program Coordinators are typically responsible for:

- Advising and handling registration permissions for summer enrollees (e.g., directed studies, prerequisite approvals, continuous enrollment forms, etc.);
- Advising fall enrollees;
- Advising and handling registration permissions for new and continuing students;
- Responding to inquiries from prospective students who are considering future application;
- Graduation clearance for summer graduates (e.g., amended programs of study, transfer forms, comprehensive exam forms, grade changes, thesis forms, etc.).

These duties are necessary, but by themselves do not proactively promote our graduate programs. They are also generalizations of the activities in which Coordinators engage due to the varied nature of our graduate offerings and graduate students. So that the Graduate College can better understand the actual work required during the summer across graduate programs,

those who receive a summer stipend document their activities via a brief, online Graduate Coordinator Summer Activities Survey.

Time line for getting **new** programs approved through SCHEV.

For programs intending to start in Fall 2014.

- College Curriculum January or February 2013
- ACPR recommendation March or April 2013 (depending upon the changes required)
- GAC recommendation September 2013
- Senate recommendation October 2013
- BOV approval November 2013
- SCHEV approval January 2014 (SCHEV requires submission 9 months prior to program beginning.)
- Program starts September 2014