

GRADUATE AFFAIRS COUNCIL

Friday, April 5, 2013

1:00 p.m. – Heth 043

PRESENT: Dean Grady (presiding), Nora Reilly (*ex officio*), Amanda Adams, Roann Barris, Brad Bizzell, John Brummette, Matthew Brunner, Virginia Burggraf, Joan Dickinson (*ex officio*), Rana Duncan-Daston, Lori Elis, Ann Elliot, Lauren Flora, Laura Jacobsen (*ex officio*), Alison Armstrong for Kay Johnson, Douglas Mitchell, Chris Niles (*ex officio*), Ed Swanson, Brenda Tyler, Tracy Cohn for James Werth, Chris White, Paul Witkowsky

Staff: Patricia Phillips (*recorder*), Becca Conner, Jeanne Cox, Ryan Phillips

Guests: Lisa Ridpath, Associate V.P. for Finance and Administration

Dr. Don Apparius, Associate V.P. & Dean of Students

Dr. Susan Trageser, Associate Dean of Students

Amber Mullen, Director of Residential Life

Jeff Orzolek, Director of Housing Operations

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 March 1, 2013 meeting. The minutes were approved by consensus.

3. DISCUSSION WITH LISA RIDPATH

Lisa Ridpath, Associate V.P. for Finance and Administration, joined our meeting for an open discussion regarding out-of state tuition waivers.

- If a graduate assistant is making more than \$4,000, the Appropriations Act states that they *may* be considered eligible for in-state tuition. At Radford University, however, there is a fixed amount built into the budget that cannot be exceeded to cover out-of-state tuition differentials for a set number of GTAs and GTFs.
- If the number of positions changes, then a budget adjustment would need to be requested.

4. DISCUSSION WITH AMBER MULLEN & JEFF ORZOLEK

Amber Mullen, Director of Residential Life and Jeff Orzolek, Director of Housing Operations joined our meeting for a discussion on Resident Director positions.

- RDs need to know about acceptance to programs in a timely manner, so they can make a decision about the offer of being an RD which generally occurs by March.

- RDs cannot hold assistantship positions, due to the time requirements of their job. They get full room and board, tuition waiver and a \$5700 stipend.

5. **DISCUSSION WITH MR. DON APPIARIUS & DR. SUSAN TRAGESER**

Mr. Don Appiarius and Dr. Susan Trageser joined our meeting for a discussion on medical withdrawal.

- A handout was given to members of the meeting regarding the practice that is in place regarding medical withdrawals.
- An emergency medical withdrawal process is different from a leave of absence. Emergency medical withdrawals are basically for acute/chronic long term conditions and require thorough medical documentation.
- There is a readmission process that the student must follow to return to the university. Students must supply documentation that they are able to return to school.

6. **ANNOUNCEMENTS**

Lunch with the Dean: Mandy Adams announced that there are 4 dates set for “Lunch with the Dean”: April 8th, 11th, 15th, and 18th. Six students have signed up already and there are approximately 5-6 slots left.

McCConnell Scholars: Three out of the five students offered awards have accepted.

Assistantship Awardees: Please send names of fall assistantship awardees. Funds will be rescinded if not awarded by June 14. Send names to slwade@radford.edu using the Excel spreadsheet for your program. Also, if you do not use an out-of-state tuition waiver, please let the Graduate College know as soon as possible.

Commencement: Will begin at **5:00 PM** in Dedmon Center, Friday May 10th – **NOTE NEW TIME.**

Orientation: Orientation for new Graduate Assistants is Sunday, August 25th from 1:00 – 5:00. The orientation for Graduate Teaching Assistants is Saturday, August 24th from 1:00 – 5:00.

7. **OLD BUSINESS**

Enrollment deposits – The following motion was presented by the Policies and Procedures Committee:

Upon the applicant’s acceptance of the offer of admission from the Graduate College, new students may have to pay an enrollment deposit. Information on whether a deposit is required, the amount required, and the deadline for payment is program-specific and included in a student’s acceptance letter. The

enrollment deposit will be credited to the student's first semester tuition and is non-refundable.

Discussion regarding the motion ensued. The motion was voted and passed.

Conditional Letters of Admission: Are you willing to provide an international student who has language deficiencies, but is otherwise qualified for admission to your program a “conditional letter of acceptance?” That would allow the student to get visa status that they need to learn the English language through ELS. A sample letter from ETSU will be sent out to the members of GAC. Please let us know through email by May 1st if you are interested in using this program.

8. NEW BUSINESS

Ad-hoc Committee for GAC/ACPR: For curricular proposals to be approved or consideration of time-constrained issues pertaining to graduate affairs, an ad hoc committee needs to be established for the summer with a representative from each college, the Registrar's office, and the Library. At the next meeting a motion needs to come forward to establish such an ad-hoc committee for this summer.

Enrollment After Census Date: There is a proposal underway to prohibit enrollment after the census date. If tuition is not paid within eight days of the beginning of the fall/spring terms, a student is automatically dropped and charged \$75 to cover late payment processing (only if there is a balance of more than \$750). Problems with this proposal include:

- continuous enrollment charges to students
- mistaken enrollment (enrolled in wrong class for some reason that usually gets corrected once noticed)
- grant-related courses that pay tuition for students

If there other issues were identified, the Graduate College was asked to be informed.

Application Deadlines: For graduate programs to recruit the best students possible, it is suggested that the application deadline be moved to February 15th, preferably December 1st. There was discussion about GRE scores being available before mid- to late January.

9. SUBCOMMITTEE REPORTS

Graduate Faculty – Nine graduate faculty applications were processed since the last GAC meeting on March 1, 2013. The report was accepted as presented. (See attached).

Academic Course and Program Review – Dr. Reilly presented the report from the March 29th subcommittee meetings, as attached. The report was approved as presented.

Policies and Procedures Committee – MOOC Policy: Same as for Challenge Courses: Waiver by Examination

Challenge examinations provide a mechanism for students to demonstrate knowledge they have acquired through work, life or educational experiences. Students who are able to justify that their previous academic preparation and/or life experiences are relevant to a particular course may choose to seek exemption from that course and substitute a course (with approval of their program) for those credits in the program of study. Challenge examinations are comprehensive and carry a processing charge. Each graduate program determines its own policies regarding which courses may be challenged, which students are eligible to take challenge examinations, and which experiences (if any) can form the basis for a challenge. Students cannot challenge a course for which they are currently enrolled nor can they challenge a course they have already completed. Students must earn a grade of “B” or better on a challenge exam in order to be exempted from that course, and challenge exams may not be repeated.

Since there was not a quorum, the motion will be tabled until the May 3rd GAC meeting.

Graduate Student Council – Reported earlier in the meeting.

10. ADJOURN

Dr. Grady adjourned the meeting at 3:05 p.m.

April 5, 2013
Graduate Faculty Application Status
 (Approved Since Last Graduate Affairs Council Meeting)

Full Graduate Faculty Status - 5 year term

Name	Dept	Limitation(s)
Donald Hall	PSYC	
Gaston Dembele	STEL - Elementary & Literacy Education	
Tamara Wallace	STEL - Elementary Education	

Associate Graduate Faculty Status - 3 year term

* Designates Applications Recommended by the Graduate Faculty Sub-Committee

Name	Dept	Limitation(s)
Holley Vaught	COSD	COSD 640
		Will only serve as committee member on comprehensive exam committee
Steve Jackson	COMM	
William Lewis	SOWK	SOWK 632, 641, 642, 791, 792
Anne Dornberg	SOWK	SOWK 641, 642, 791, 792
Joey Fronheiser	SOWK	SOWK 601, 602, 611, 641, 642, 791, 792
Brenda Anderson	SOWK	SOWK 641, 642, 791, 792

MINUTES
ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE
Friday, March 29, 2013
1:00 p.m. – Heth 018

I. Biology

A. New Course Proposal

1. BIOL 01-13-021513 BIOL 641 “Human Genetics and Genomics” *Approved*

II. ITEC

A. New Program

1. Data Management – brief description for context

B. New Course Proposal

1. ITEC 01-13-032013 ITEC 541 “Advanced Database Management Systems” *Approved*
2. ITEC 02-13-032013 ITEC 542 “Data Warehousing, Mining, and Reporting” *Approved*
3. ITEC 03-13-032013 ITEC 641 “Distributed Database Management Systems” *Approved*
4. ITEC 04-13-032013 ITEC 643 “Database Performance and Scalability” *Approved*
5. ITEC 05-13-032013 ITEC 645 “Information Security, Privacy, and Reliability” *Approved*
6. ITEC 06-13-032013 ITEC 647 “Enterprise Information Architecture” *Approved*
7. ITEC 07-13-032013 ITEC 660 “Algorithms and Data Structures for Large Data Sets” *Approved*
8. ITEC 08-13-032013 ITEC 685 “Information Analysis” *Approved*
9. ITEC 10-13-032013 ITEC 699 “Thesis” *Approved*

III. Music

A. Prereq./Description Change

1. MUSC 04-13-032013 MUSC 585 "Psychology of Music I"
Approved

B. New Course Proposal

1. MUSC 05-13-032113 MUSC 586 "Psychology of Music II"
Approved

IV. STEL

A. Program Revision

1. STEL 02-13-032013 *Approved*