

## **GRADUATE AFFAIRS COUNCIL**

Friday, November 5, 2010

1:00 p.m. – Heth 044

**PRESENT:** Dennis Grady, Chair, Matthew Brunner, Virginia Burggraf, Lori Elis, John Brummette for Kristin Froemling, Kathy Hoover, Laura Jacobsen, Elizabeth Jamison, Pete Petruski for Kay Johnson, Eric Mesmer, Diane Millar, Cynthia Creighton for Douglas Mitchell, Kristan Morrison, Paul Park, Lennie Scott-Webber for Joan Dickinson, Fran Steigerwald, Ed Swanson, Lynne Taylor, Jim Werth, Rosemary Guruswamy for Paul Witkowsky.  
Staff: Nora Reilly, Donna Spradlin, Sandy Steele.

### **1. CALL TO ORDER/ PRESIDENT KYLE**

The meeting was called to order at approximately 1:00 p.m. Introductions followed. Dr. Grady introduced speaker, President Penelope Kyle. President Kyle expressed her appreciation to Council members and all graduate faculty. She reported having already attended many department and special purpose meetings. President Kyle stated that not investing in graduate programs would be a mistake. She envisions a goal of 2,000 graduate students in addition to 2,000 students per undergraduate class. President Kyle stated that adding new degrees and programs is good. She is relying on the graduate college staff and faculty to provide information about existing programs and where we want to grow. From past experiences we've learned how to proceed with other program proposals to avoid being overwhelmed or inadequately funded. Going forward programs should build the total cost of the program in the proposal, e.g., scholastically, academically, financially, and availability of classrooms and faculty. Detailed planning is a must. Discussion followed.

There was a question about the priorities of financial support after students are recruited. President Kyle stated that those needs should be part of program planning. It was suggested that in a five year plan programs can only commit from a budget standpoint to a year at a time. President Kyle stated that programs should look further out in regard to planning, realistically and optimistically. From the initial question clarification was requested regarding financial support for programs experiencing growth that already exist. President Kyle stated that funding for those needs should be presented to the department chair and dean to take forward to the Council of Deans. She added that numbers talk.

President Kyle discussed in-state rates and out-of-state revenue streams. Radford University is focusing on recruiting and retention. A question was asked about who is the Foundation representative for the Graduate College. President Kyle stated that Robyn Porterfield is the Foundation Officer for the Graduate College.

A question was posed about the number of new faculty to be hired. President Kyle reported that 32-34 will be hired 2011-2012. The Provost's office is moving forward in this process for Fall 2011. In Fall 2012 and 2013 there will be little to no new faculty hired unless there is sustained growth.

There was a question about consideration of differences in the graduate tuition rate. President Kyle stated that this is an option and she'd like to hear from programs

regarding potential changes. Many universities do not have a set graduate credit hour rate across the board. Dr. Grady stated that already at Radford University the DNP, DPT and MOT graduate tuition is based on market values. President Kyle suggested that the GAC look at, 1) what we are charging for graduate programs; 2) what we are charging within each program; 3) how much of program tuition is in-state and out-of-state; 4) what the competition is doing. President Kyle stated that, "Our board would be open to intelligent discussion about what needs to be done with graduate admission."

There was discussion regarding the graduate program coordinator retreat and emphasis on a good website. President Kyle reported that a demo of the University website project will be presented by Danny Kemp at the Board of Visitors meeting next Friday. The new website is targeted for roll out in January 2011. A Webmaster has been hired for the University. In addition, content developers will be assigned to specific areas.

Discussion followed regarding salaries for new hires and current faculty. President Kyle reported that failure to attend peer group meetings in Richmond in 2003-2004 resulted in Radford University staying in the same peer group for ten years which resulted in little to no across the board faculty salary increases. President Kyle reported that we are now in a new peer group which includes some aspirational schools; however we are still furthest away from the 60<sup>th</sup> percentile for funding than our Commonwealth peers. President Kyle reported that she was asked to provide a list of funding priorities to Richmond if money becomes available. Her number one priority was to bring faculty salaries above the percentile. That request was rejected as expected because it is a continuing cost. Now the University needs to find alternatives ways to supplement salaries. She will be meeting with SCHEV to see if they can help find ways to increase faculty salaries. She suggested starting with faculty at 10% and below their peer benchmarks. President Kyle stated that Radford University currently has no endowed chairs or professorships. Private money could be a good source to supplement salaries. President Kyle stated that faculty salaries are a high priority.

## 2. MINUTES

A motion was made and seconded to approve the minutes from the October 8, 2010 meeting. The minutes were approved as presented by unanimous consent.

## 3. SUB-COMMITTEE REPORTS

**Graduate Faculty** – Dr. Grady discussed a report of activity since the last Graduate Affairs Council meeting. Two applications requiring subcommittee review were presented. The applications were approved as presented, as previously moved and seconded (see attached). Cynthia Creighton asked about a pending application for Occupational Therapy (Miear). Douglas Mitchell will send further justification.

**Academic Course and Program Review** – Nora Reilly discussed subcommittee activity since the last meeting. Reports from the October 15<sup>th</sup> and 29<sup>th</sup> meetings were distributed. ACTION: A motion was made, seconded, and unanimously approved to accept the activity and reports as presented.

**Graduate Student Council (GSC)** – Paul Parks reported that a proposal for the GSC budget dated October 19<sup>th</sup> was approved. Upcoming events include a graduate game

night on November 11<sup>th</sup> from 6 pm – 8:30 pm. Council members were asked to tell their students. There will be free bowling, pool, and food. A guest speaker is coming to speak on “7 Keys to Success in Your Career” on Tuesday, November 30<sup>th</sup> from 4 pm to 5 pm in Heth Hall. The speaker is an alumnus of Radford University, Chris Tunstall. Flyers for both events will be distributed.

#### 4. OLD BUSINESS

**Graduate Forgiveness Policy** – Previously distributed information about other university forgiveness policies was discussed. The precedence at JMU, Virginia Tech and ODU is that courses over 6, 7, or 8 years old, while on the transcript are not considered part of the graduate student transcript. Discussion followed.

**ACTION:** A motion was made to institute a formal policy to exclude grades from prior RU coursework as part of the current graduate GPA, at the discretion of an individual program, if the following amount of time had elapsed: 6 years for the Masters, 7 for the Educational Specialist, or 8 years for the Doctorate. The motion was seconded and approved unanimously.

**ACTION:** A motion was made to exclude RU undergraduate courses from the RU graduate GPA. However, the undergraduate course(s) will appear on the graduate transcript if taken after matriculation to the Graduate College. The motion was seconded and approved unanimously.

**Headcount Report** – Discussion followed regarding a headcount report distributed prior to the meeting (maintained on file in the Graduate College). The report listed graduate degrees earned by major at Radford University during graduation years from 2005-06 to 2009-10.

**Outstanding Application Rubrics** – Dr. Reilly reported that several programs/ concentrations have not submitted student selection rubrics. This includes not just the selection criteria, but the decision process and those involved in making the decision. Dr. Reilly asked Lennie Scott-Webber to provide information for Design Thinking. Dr. Reilly will send a follow-up email reminder to programs/ concentrations.

**Seven Year Model** – A PowerPoint presentation, “Radford University Financial Outlook”, presented by Mr. Alvarez to the RU Board of Visitors on September 16, 2010 was discussed (previously distributed via email).

#### 5. NEW BUSINESS

**Discussion of Online Thesis/Dissertation Defenses** – Council members were asked to request feedback from their programs (those that require a thesis or dissertation) about the appropriateness of an online thesis/dissertation defense. Information gathered will be discussed at the December 10<sup>th</sup> meeting.

**Richmond Forum** – Dr. Reilly discussed the annual VCGS Research Forum in Richmond, Virginia on February 3, 2011. The Graduate College will be sponsoring four students this year. Nominations should be sent to Dr. Reilly before the Thanksgiving

holiday. Dr. Reilly will send out more information via email. Students nominated should have measurable research results in their presentation.

**Thesis Hours and the IP Grade** – Dr. Reilly discussed 699 Thesis and Research course listings in the Graduate Catalog. Currently, some of these courses are listed as 6 credit hours. Course proposals need to be processed to change that language to 1-6 credit hours, thereby allowing students to enroll in less than 6 credit hours in a semester. The originally signed proposals and Word documents should be sent to the Graduate College as soon as possible.

Dr. Grady asked Council members to remind their faculty that the appropriate grade for students taking field experiences, practica, and other courses that might extend beyond one semester, that the correct grade for those not completing the course in any specific semester is “IP” (In Progress) and not “I” (Incomplete) since “I’s” automatically turn into “F’s” after one semester. A few students have recently been surprised to see “F’s” on their transcripts when they thought they were making good progress toward their degrees.

**Commencement and Hooding** – Dr. Grady discussed the commencement and hooding ceremony slated for Friday, December 17<sup>th</sup> at 6:00 p.m. Faculty were asked to arrive by 5:30 p.m. The ceremony will be smaller this semester and will be held in the Bondurant Auditorium. There will not be a speaker and tickets will not be issued. President Kyle will attend and there will be bagpipe music. Council members were asked to remind students who wish to participate to make sure Jeanne Cox has the necessary paperwork.

## 6. OTHER

**Assistantship Evaluations** – Dr. Reilly reported that GTF, GTA and GA evaluation forms will be emailed to all supervisors next week.

**RU Native Survey** – Dr. Grady reported that Donna Spradlin has started the RU native survey of full-time graduate students. A report will be provided at the December 10<sup>th</sup> meeting.

## 7. ADJOURN

The meeting was adjourned at approximately 2:49 p.m. The next meeting is scheduled for December 10, 2010 at 1 pm in Heth 044.

**November 5, 2010**  
**Graduate Faculty Applications Not Requiring Sub-Committee Review**  
 (Approved Since Last Graduate Affairs Council Meeting)

<b>Full Graduate Faculty Status - 5 year term</b>		
Name	Dept	Limitations

**Recommendations from Graduate Faculty Sub-Committee**

<b>Associate Graduate Faculty Status - 3 year term</b>		
Name	Dept	Limitation(s)
Sabrina Sidden	Social Work	SOWK 772 (with further justification approved by Dean)
Ronald Herring	Social Work	SOWK 791, 792.

Graduate College  
Academic Course and Program Review Minutes  
Date - October 15, 2010 - 1 pm  
Location - Lucas Hall

Present: Matthew Brunner, Joan Dickinson, Kay Johnson, Nora Reilly, Ed Swanson Nozar Hashemzadeh, Bill Flora. Recorder: Sandy Steele

**Applied Health Physical Therapy**

New Course Proposals (approved unless noted differently)

New Course Proposals

- 08-AHPT-10 AHPT 824, Clinical Medicine II
- 11-AHPT-10 AHPT 830, Clinical Internship I
- 18-AHPT-10 **AHPT 852, Research/ Scientific Inquiry I**  
*(To be reconsidered 11/19/10)*
- 19-AHPT-10 AHPT 860, Advanced Orthopedics
- 20-AHPT-10 AHPT 862, Differential Diagnosis/ Imaging
- 21-AHPT-10 AHPT 864, Health Policy and Administration
- 22-AHPT-10 AHPT 866, Neuromuscular Development/  
Control II
- 23-AHPT-10 AHPT 867, Principles of Teaching and  
Learning
- 24-AHPT-10 AHPT 870, Clinical Internship II
- 25-AHPT-10 AHPT 880, Cardiopulmonary Patient Care  
Management
- 26-AHPT-10 AHPT 882, Comprehensive Patient Care
- 27-AHPT-10 AHPT 884, Pediatrics
- 28-AHPT-10 AHPT 886, Preventative Health and Wellness
- 29-AHPT-10 AHPT 890, Clinical Internship III

Other: Proposals for Design Thinking will be presented at the next meeting, Friday, October 22nd at 1 pm in Lucas Hall. Four scientific courses to include reconsideration of AHPT 852, and a catalog copy proposal for DPT will also be presented 11/19/10.

Adjourn: The meeting was adjourned at 1:45 p.m.

Respectfully submitted for approval, \_\_\_\_\_  
Sandra Steele, Executive Secretary

**Graduate College**  
**Academic Course and Program Review Minutes**  
**Date - October 29, 2010 - 1 pm**  
**Location - Lucas Hall**

Matthew Brunner, Sally Strauss, Joan Dickinson, Kay Johnson, Nora Reilly, Ed Swanson, Nozar Hashemzadeh,  
**Present:** Lennie Scott-Webber. Recorder: Sandy Steele

**Design Thinking (MFA in Art)**

New Course Proposals (approved unless noted differently)

01-ART/DSN-10 ART/DSN 550, International Art History I

02-ART/DSN-10 ART/DSN 555, International Art History II

03-DSN-10 DSN 575, Design Theory & Research

04-DSN-10 DSN 600, Advanced Studio I

05-DSN-10 DSN 605, Advanced Studio II

DSN 611, Special Topics in Design Thinking

06-DSN-10 Seminar I

07-DSN-10 DSN 640, Design Thinking

08-DSN-10 DSN 645, Team Wisdom

09-DSN-10 DSN 670, Environment Behavior

10-DSN-10 DSN 700, Advanced Studio III

11-DSN-10 DSN 705, Advanced Studio IV

12-DSN-10 DSN 740, Design Management

13-DSN-10 DSN 770, Research Methods

14-DSN-10 DSN 790, Research Project/Thesis

Program Revision (approved unless noted differently)

Program Revision for Art - to Add Design

15-DSN-10 Thinking Concentration

**Other:** Joan Dickinson gave an overview of the concentration. Note: Change all course proposals leaving the course number but deleting the Course Title in the prerequisite section fo the Catalog Entry.

**Adjourn:** The meeting was adjourned at 2:30 p.m.

Respectfully submitted for approval, \_\_\_\_\_

Sandra Steele, Executive Secretary