

## GRADUATE AFFAIRS COUNCIL

Friday, February 19, 2010

1:00 p.m. – Hurlburt 248

**PRESENT:** Dennis Grady, Chair, Elizabeth Altieri, Matthew Brunner, Ann Elliott, Lori Elis, Wayne Gallops, Gerald Gordon, Elizabeth Jamison, Eric Mesmer, Kristan Morrison, Lisa Onega, Eloise Philpot, Nora Reilly, Matt Shelor, Laura Spielman Jim Werth, Paul Witkowsky.  
Guests: Richard Alvarez, Rebecca Conner.

### 1. PRESENTATION

Mr. Richard Alvarez, Vice President for Finance and Administration discussed the budget and gave a presentation to include a handout, *Summary of Major Items in the Governor's Introduced Budget for Higher Education Operations in the 2010-12 Biennium (General Fund)*. There have been two budget reductions thus far totaling 29% of E&G funding. It could be April before the next biennium budget is finalized and we would know anything about additional cuts, stimulus funding, etc. The loss of 300 freshmen over projections has negatively affected auxiliary funds for each semester by (\$2,369,535).

A request has been submitted to set aside funding for summer coordinator stipends. Mr. Alvarez would like to see this funding institutionalized in the College budget at the beginning of each budget year.

Mr. Alvarez answered a question about allocations of one time assistantship funding. Additional funding in the fall was intended for undergraduate and graduate financial aid. By the time it was received there wasn't enough time to use it for recruiting. Instead, current students received additional stipends. Additional funding was earmarked for spring semester but we aren't certain at this time whether those funds will be made available. Mr. Alvarez stated that this is contingent upon the finalized budget. He added that he would have preferred to have more funds to spend and to allocate them earlier. Based on the circumstances he made decisions with the information he had to work with. The same problem could occur with stimulus money next year.

Dennis Grady asked Council members if they'd like to invite Mr. Alvarez back in the spring. Mr. Alvarez said he would be glad to return.

### 2. MINUTES

Minutes from the January 22, 2010 meeting were approved unanimously as presented. The draft copy will be updated on the graduate college website.

### 3. ANNOUNCEMENTS

**Paper Copies of Applications** –Dennis Grady reported that transition of paper to a virtual application process has been postponed to work out processes and complete

staffing transitions in Graduate College Admissions. Sharon Gunter, Coordinator of Graduate Admissions, will retire on February 24<sup>th</sup>. The college is in the process of hiring and changing job responsibilities. Xtender, a Banner application to receive, store and share application materials is not yet ready for implementation. It is hoped to be available by the end of the year. There was some concern about increased paper/printing costs within departments and the need to share application information. Representatives from Psychology asked that all faculty in the department have access to electronic applications rather than just the program coordinators. Education representatives asked to be included in this potential process change. Matthew Brunner from the Registrar's Office said there could be some logistic problems and training would be necessary. He asked departments to provide a list of names and user names of those who would need access to Rebecca Conner. The Graduate College paper copy process will continue during the spring semester.

**Cognos Reports on Applicants and Enrollment** – Rebecca Conner reported that a temporary applicant report generated through Cognos was recently emailed. Everyone now has access to Cognos. She will send out enrollment reports later this afternoon. There are some coding issues with the report but all other student information is correct. The reports are sorted by college first, then by major. If there are questions email or call Rebecca at [rconner2@radford.edu](mailto:rconner2@radford.edu) /831-6296. Rebecca asked Council members if they'd like to continue to receive applicant and enrollment reports on Wednesday/Friday respectively. There was no preference. Anyone who no longer wants to receive these reports should email Rebecca. Graduate admission applications increased by 16% college-wide. Currently reports will still be sent as attachments; however, in the near future the reports will be sent as links that will require your RU network username and password for increased security. Again, everyone has access to Cognos.

**Summer GA Allocations** – Nora Reilly reported that there are a limited number of graduate assistantships available for the summer. Students must be enrolled in six credit hours during the summer to be eligible. Applications are available on the graduate college website. Once selected, supervisors will be notified. First priority is assisting in Academic Advising offices during summer orientation. Wayne Gallops asked if there are any assistantships available to help with Governor's School. Nora Reilly will check.

Graduate assistantship allocation information presented to coordinators for the next academic year will provide the total number of hours allocated per program. Current students returning for their second year will be included in this number. If programs need help in understanding this information the graduate college will be available for assistance. Any assistantship funding not used will be returned to the graduate college with two rollback dates - June 15<sup>th</sup> for fixed admissions programs and August 15<sup>th</sup> rolling admissions programs.

Laura Spielman asked if certificate program coordinators would receive summer stipends. Dennis Grady will consider this in the allocations. He noted that faculty cannot receive more than 133% of their salary within a year including all sources.

#### **4. SUB-COMMITTEE REPORTS**

**Academic Course and Program Review** – Nora Reilly reported that the subcommittee met on Friday, January 29<sup>th</sup> at 8 am in Lucas Hall. The next meeting is scheduled for

Friday, February 26<sup>th</sup> at 1 pm in Lucas Hall. Nora reported that she is scheduled to be out of town. Dennis Grady will chair the meeting. The agenda and proposals being reviewed will be posted to WEBCT for subcommittee review beginning Tuesday afternoon. March 1, 2010 is the deadline for submission of proposal changes to be included in the 2010-11 Graduate Catalog.

The following proposals, presented and recommended for approval at the January 29<sup>th</sup> meeting, were accepted by Council members as previously moved and seconded:

## **SPECIAL EDUCATION**

Certificate Revision 01-EDSP-09	Certificate of Autism Studies
Title, Syllabus, Course Description Changes 02-EDSP-09	EDSP 500. Educators Introduction to Autism Spectrum Disorders to <i>Introduction to Autism Spectrum Disorders</i>
Title, Syllabus Change 03-EDSP-09	EDSP 501. Teaching Students with Autism Spectrum Disorders to <i>Approaches for Supporting &amp; Teaching Individuals with ASD</i>
Syllabus Change 04-EDSP-09	EDSP 502. Expanding Social Competence for Students with Autism Disorders

## **EDUCATION**

Prerequisite, Syllabus Change 01-EDUC-09	EDUC 670. Basic Principles and Practices of Multicultural Education
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## **ART**

Course Deletions 03-ART-09 04-ART-09	ART 614. Packaging & 3-D Design ART 615. Illustration
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## **MBA**

Program Revision 01-COBE-10	Change Program Requirements in current catalog as intended in 2009-10
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## **NURSING**

Course Description, Title, Number and Syllabus Change 01-NURS-10	NURS 631/716. Pharmacotherapeutics for Primary Care Providers/ Advanced Practice Nurses to <i>Advanced Pharmacology</i>
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**Graduate Faculty** – The subcommittee met on Tuesday, January 26<sup>th</sup>. Seven applications requiring subcommittee review and fifteen applications not requiring subcommittee review were presented. The applications were approved as presented, as previously moved and seconded. See attached.

**Graduate Student Council (GSC)** – Matt Shelor reported that he and Nora Reilly meet with the Parents and Family Fund Monday morning. A GSC event is being planned. No other information was available at this time.

## 5. DISCUSSION

**GA/GTA/GTF Graduate Catalog/Website Policy Proposals** – Due to a lack of time and in follow-up to the last meeting, Nora Reilly asked Council members to review current graduate assistantship policies on the graduate college website at <http://gradcollege.asp.radford.edu/assistantships.html>, and send her comments. A handout from that meeting was distributed for further review and consideration.

## 6. OTHER

**Next GAC Meeting** – The next Graduate Affairs Council meeting will be held on March 5, 2010 at 1 pm in Hurlburt 248. Nora Reilly will attend the Graduate Student Forum in Richmond on March 4-5<sup>th</sup>.

## 7. ADJOURN

The meeting was adjourned at approximately 2:39 p.m.

**Recommendations from Graduate Faculty Sub-Committee  
Graduate Affairs Council Meeting  
Friday, February 19, 2010**

**Graduate Faculty Status**

Smith, Kenneth	Art	GF1B
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**Adjunct Graduate Faculty Status**

Pritchett, James	Social Work	AG2B	Limited to practical courses.
MacDonald, Beth	STEL - Special Education	AG2A	Limited to EDSP 445/545.
Minarik, Darren	STEL - Special Education	AG2B	Limited to EDSP 545 and 622.
Wilder, Paula	Counselor Education	AG2A	Limited to COED 663.
McGoldrick, Angela	Counselor Education	AG2B	Limited to practical courses.

**Associate Graduate Faculty Status**

Miller, Kathleen	Social Work	GFA3	Limited to SOWK 742 and 792 only.
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**Graduate Faculty Applications Not Requiring Sub-Committee Review  
(Approved Since Last Graduate Affairs Council Meeting)**

**Graduate Faculty Status**

Robbins, Holly	STEL - Education	GF1A
Stewart, M. Jill	Math & Statistics	GF1A
Barris, Roann	Art	GF1A
Borling, James	Music	GF1B
Park, Boyoung	STEL - Education	GF1A
Hoover, Kathryn	STEL - Education	GF1A
Easterling, Tricia	STEL - Science Education	GF1A
Bay, Richard	Art	GF1A
Menendez, Jose	Math & Statistics	GF1A
Elliott, Ann	Psychology	GF1A
Burke, Tod	Criminal Justice	GF1A
Hodge, Diane	Social Work	GF1A

**Adjunct Graduate Faculty Status**

Knipe, Jim	Art	AG2A
Devlin, Michelle	Music	AG2A
Cohen, Jeradi	STEL - Literacy Education	AG2A

**Associate Graduate Faculty Status**