

GRADUATE AFFAIRS COUNCIL

Friday, March 4, 2011

1:00 p.m. – Heth 044

PRESENT: Dennis Grady, Chair, Matthew Brunner, Virginia Burggraf, Lori Elis, Ann Elliott, Vincent Hazelton for Kristin Froemling, Kathryn Hoover, Laura Jacobsen, Elizabeth Jamison, Kay Johnson, Donald Langrehr, Diane Millar, Alison Pack, Holly Cline, Fran Steigerwald, Ed Swanson, Lynne Taylor, Jim Werth, Paul Witkowsky.
Staff: Nora Reilly, Sandy Steele.

1. CALL TO ORDER

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

2. MINUTES

A motion was made and seconded to approve minutes from the February 11, 2011 meeting.

The motion was amended to approve the minutes with the addition “Sarah Hastings for Jim Werth” in the record of those present. The amended motion was seconded and approved unanimously.

3. SUB-COMMITTEE REPORTS

Academic Course and Program Review – Nora Reilly reported no activity since the last meeting. The next meeting is scheduled for March 18, 2011.

Graduate Faculty – Dr. Grady discussed a report of activity since the last Graduate Affairs Council meeting. Three applications not requiring subcommittee review were presented. The applications were approved as presented (see attached). A report of Graduate Faculty Application Terms Expiring Spring/Summer 2011 was distributed. Council members were asked to take the information back to their departments and remind faculty to submit renewal applications. An email reminder will be sent out to faculty and their chairs/deans following Spring break.

Graduate Student Council (GSC) – No report.

4. OLD BUSINESS

Provost Search – Paul Witkowsky reported that the Provost candidate decision is now public. Prior to that the search committee was asked to submit an unranked list of names to President Kyle. Paul stated that the committee consensus was to select Dr. Sam Minner.

Parameters of Online Thesis/Dissertation Defenses – Dr. Grady reported doing some research on the parameters of online thesis/dissertation defenses. He basically found that we are charting new ground. As of last week Dr. Grady had no new information.

ACTION: Dr. Grady will research further and report back at a future meeting.

Appalachian Studies Program Move from CHBS to CEHD – Dr. Grady discussed a revised handout distributed at the meeting and by email prior to the meeting.

ACTION: A motion was made, seconded, and approved by consensus to approve the revised handout as presented. Dr. Grady will send a memorandum to the Provost's office stating consensus of approval from Graduate Affairs Council.

Non-Grievable Issues – Academic Dismissal (below 2.0 or more than 2 Cs), Minimum Hours for Program Completion, Minimum 3.00 to Graduate – A draft policy distributed at the meeting and by email prior to the meeting was discussed. Revisions were made and the following policy resulted:

Non-Grievable Issues.

Language to be added to Exception for Academic Policy Section of Graduate Catalog (p.42)

There are several academic requirements for which exceptions are never made, even through the academic petition process: the minimum program grade point average required to graduate (3.0); completion of the minimum number of hours required by the program; and dismissal after a) earning more than two grades of C or lower in any program of study course work taken while a degree seeking student or b) earning a cumulative program GPA below 2.0.

ACTION: A motion was made and seconded to table the revised policy. Discussion followed. The motion was approved by consensus. Nora Reilly will research the graduate catalog to make sure there are no conflicts with the three C's rule for degree-seeking students, and how the revised policy above might affect the program of study and prerequisites.

GPA from Former Graduate Degree Program Excluded - A draft policy distributed at the meeting and by email prior to the meeting was discussed. Revisions were made and the following policy resulted:

GPA from Former Degree Program Excluded from New Program's GPA

Language to be added to section Grading System -

Grades for non-transferrable courses from a former Radford University graduate program will not be included when calculating the GPA for a different Radford University graduate program in which a student has subsequently enrolled.

ACTION: A motion was made and seconded to approve the revised policy. Discussion followed. The motion was approved by consensus.

Internship Credit Commonality and Documentation – Dr. Grady asked Matthew Brunner for follow-up regarding a standard for the number of internship contact hours and credit hours earned. Matthew Brunner had no further information but stated that in some programs at Radford University there are 40 contact hours for every credit earned over the course of the semester for a minimum of 120 credit hours.

ACTION: Matthew Brunner will look for more information about these standards and report at the next meeting.

Transcripts for Non-degree Seeking Students – Dr. Grady reported posing a question about transcripts required for non-degree seeking students to the graduate deans LISTSERV. Most of the schools only require submission of the transcript showing conferral of a bachelor's degree for non-degree seeking students. Discussion followed. There was a question that if the policy was changed would faculty still be able to ask to see other transcripts. The answer was yes.

ACTION: A motion was made and seconded to approve the policy change to require only submission of the transcript showing conferral of a bachelor's degree for non-degree seeking students. The motion was approved by consensus.

Deleting Courses No Longer Offered – Dr. Grady reported that many universities have rules to eliminate courses that are no longer being offered. Discussion followed. A suggestion was made to notify the department/program/school in advance to consider the elimination of older courses before actually deleting them. This would give departments/programs/schools the option to update the syllabus and keep the course or discontinue it. Matthew Brunner stated that this could be done. He added that there are 140 courses on the books that haven't been offered in the past six years. Signature approval of suggested course deletions was recommended.

ACTION: Pending further discussion within departments/programs/schools a motion was made, seconded, and approved by consensus to table action until the next meeting.

IELTS plus TOEFL – In follow-up to the last meeting, Nora Reilly reported that it was difficult to determine a difference in using IELTS or TOEFL test scores. Both tests have good and bad points. She added that there was no reason found not to accept either test score, and offered to provide statistics. Discussion followed and a question was posed whether programs would need to submit proposals to change the language in their admission requirements if approved to accept either test score. Dr. Grady stated that since both tests are comparable proposals would not be necessary.

ACTION: A motion was made, seconded, and approved by consensus to approve the option of submitting IELTS or TOEFL test scores for admission.

Accepting Non-expired Coursework for Readmitted Student – Dr. Grady discussed a draft policy provided by Eric Mesmer and emailed to Council members prior to the meeting. Discussion followed. The result was the following revision:

Acceptance of non-expired coursework for readmitted students

In general in the event that a graduate student is granted a leave of absence from a program, coursework in which credit was earned prior to the leave of absence will continue to be accepted if the credits earned for the course fall within the 6 year (Master's and Educational Specialist) or 8 year (Doctoral) time-frame required for program completion. However, individual programs may adhere to more stringent requirements to determine competency.

There was not a consensus to approve the revised policy. It was agreed that further clarification be given to readmitted students vs students that never left the University.

ACTION: Eric Mesmer and Paul Witkowsky were asked to work together to develop language to clarify the acceptance of non-expired coursework and email it to Council members for review prior to the next meeting.

5. **NEW BUSINESS** (None)

6. **ANNOUNCEMENTS**

McConnell's New Scholars Funding – Dr. Grady announced that new scholars funding in the amount of \$150,000 is available for up to ten \$15,000 assistantships. New incoming students from under-represented groups are eligible for the funding with the exception of students in online programs. It is hopeful that the funding will help recruit students from schools we haven't been reaching. March 18th is the date for nominations to be sent to the Grad College.

Handbooks – Nora Reilly asked Council members to submit program handbook documents via email. There was a question about handbooks being revised. In those cases programs were advised to send what they have and send updates as they are completed.

Academic Course and Program Review – Nora Reilly stated that there will be a meeting of the Academic Course and Program Review subcommittee next Friday.

Commencement Speaker - Carey Peerman has been selected as the spring Graduate College Commencement speaker. Cary received a BSN and an MBA from Radford University. In addition to being an administrator and the Director of the Radford Health and Rehab Center, she has engaged in many public service activities.

Videographer – Donna Spradlin is coordinating the development of four, three-minute videos focusing on graduate education. The videos will be available

through a contract with John Woody and will be provided to programs as a recruiting tool.

Summer Coordinator Stipends – Nora Reilly announced that information about summer program coordinator stipends will be available soon.

Math Education - Dr. Grady commended Laura Jacobsen for her efforts to secure a legislative appropriation for the Secondary Math Education Master of Science concentration at Radford University that will be a state-wide consortium. The initial program will be a partnership with VCU to serve the Richmond area.

Out-of-State Tuition Waivers – Dr. Grady reported that due to budget concerns for the next two years, this year's number of out-of-state tuition differential awards for GTFs and GTAs will be limited to the current number of 25 going forward. In planning for next year, thirteen awards are reserved to honor commitments to current GTA's who will become GTF's next year. Of the remaining twelve, five will be reserved for awards from the new McConnell Scholars funding. This will leave seven out-of-state tuition waivers to be used for program recruiting purposes. All out-of state differential tuition waivers are awarded for nine credit hours although a GTA may enroll for up to 12 credit hours. The remaining credits would need to be paid at the full out-of-state rate. Coordination of the remaining seven awards needs to be done with the Graduate College. The targeted deadline for offering awards is the end of March.

Dr. Grady stated that this was an internal financial decision over which the Graduate College had no control. The faculty expressed strong concern that the impending cap would greatly limit the recruiting efforts toward out-of-state students. Several programs have successfully targeted better and different students from out-of-state in no small part due to the differential tuition waiver. A limit would negate these efforts in the future.

Ann Elliott asked that specific language for recruiting within these parameters be provided. Nora Reilly will provide specific language. It is uncertain what if any additional out-of-state tuition waivers will be available for next year. More information is expected in April. Jim Werth suggested that programs track recruiting numbers of students receiving tuition waivers over the next year, e.g., those that continue, leave, are recruited, decline recruitment, etc.

The motion was amended to approve the minutes with an addition on page five to include language about out-of-state differential tuition waivers. Minor corrections were made to clarify Section 4. Old Business: Non-grievable Issues. The amended motions were seconded and approved unanimously.

7. ADJOURN

The meeting was adjourned at approximately 2:45 p.m. The next meeting is April 1 at 1 p.m. in Heth 044.

Atta. (1)

March 4, 2011

Graduate Faculty Applications Not Requiring Sub-Committee Review

(Approved Since Last Graduate Affairs Council Meeting)

Full Graduate Faculty Status - 5 year term

Name		Dept	Limitation(s)
Gallo	Louis	English	
LeShock	Edward	Art	
Trent	Robert	Music	

**Recommendations from Graduate Faculty Sub-Committee
Graduate Affairs Council Meeting**

Associate Graduate Faculty Status - 3 year term

Name		Dept	Limitation(s)
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