

## GRADUATE AFFAIRS COUNCIL

Friday, April 1, 2011

1:00 p.m. – Heth 044

**PRESENT:** Dennis Grady, Chair, Matthew Brunner, Lori Elis, Ann Elliott, Sandra French for Kristin Froemling, Kathryn Hoover, Laura Jacobsen, Elizabeth Jamison, Kay Johnson, Donald Langrehr, Diane Millar, Douglas Mitchell, Kristan Morrison, Holly Cline, Fran Steigerwald, Ed Swanson, Lynne Taylor, Jim Werth, Paul Witkowsky.  
Guest: Rana Duncan-Daston. 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 March 4, 2011 meeting. Discussion followed. Ann Elliott asked that language be added to the record on page 5 (Out-of-State Tuition Waivers) to better reflect the discussion. This section should now read:

**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.

### 3. SUB-COMMITTEE REPORTS

**Academic Course and Program Review** – Nora Reilly presented reports from sub-committee meetings on March 18 and March 25, 2011 (attached). The reports were approved as presented.

**Graduate Faculty** – Dr. Grady discussed a report of activity since the last Graduate Affairs Council meeting. Six applications not requiring subcommittee review were presented. The report was approved as presented (see attached).

**Graduate Student Council (GSC)** – In Paul Park’s absence, Nora Reilly reported that Paul is in the process of recruiting officers for next year.

### 4. OLD BUSINESS

**Non-Grievable Issues – Academic Dismissal (below 2.0 or more than 2 Cs), Minimum Hours for Program Completion, Minimum 3.00 to Graduate** –

ACTION: A motion to un-table this agenda item as tabled at the March meeting was made, seconded, and approved by consensus. Discussion followed. A motion was made to approve the language as written and amended, and to be added to the *Exception for Academic Policy* section of the Graduate Catalog (p.42). The motion was seconded and approved by consensus.

**Internship Credit Commonality and Documentation** – In follow-up to the last meeting Matthew Brunner reported that Radford University’s most “common practice: for the number of internship hours to earn 1 credit hour is 40 hours. That would be 3 credit hours for 120 hours of an internship during a semester. This is a minimum requirement. There are no SACs or SCHEV standards.

**Deleting Courses No Longer Offered** – Dr. Grady reported that in follow-up to the last meeting Matthew Brunner provided a report of graduate courses that haven’t been taught in five or more years. Matthew Brunner recommended no action at this time, except to urge departments to take a close look at courses on the list and to delete those they are reasonably sure they are no longer going to offer, then take the proper steps to delete them next year.

ACTION: During the summer Matthew Brunner will gather information from other schools about their course “shelving” policies (courses that haven’t been taught for a specific time). Matthew will work with the Graduate College to draft

a Radford University policy to propose to the Graduate Affairs Council in the fall. The list of courses will be distributed for programs to review during the summer.

Dr. Grady mentioned that although the catalog was not an agenda item, the potential of moving towards electronic catalogs looks promising. Jeff Douglas is working on the project. Costs are estimated at \$50,000 for software and \$20,000 a year for maintenance.

**Accepting Non-expired Coursework for Readmitted Students** – Dr. Grady reported that in follow-up to the last meeting, Eric Mesmer and Paul Witkowsky have not met to develop language in an effort to clarify the acceptance of non-expired coursework. Discussion followed. It was noted that program handbooks could include more but not less stringent standards than the Graduate College.

**Videographer – John Woody** – A schedule for next week’s video interviews with John Woody has been developed. There will be a series of interviews beginning with the College of Visual and Performing Arts to include deans, program coordinators, students, etc. Campus shots will be taken. Resulting videos will be available to all programs to use as recruiting tools. John Woody is a professor emeritus from James Madison University. He recently completed similar videos for the Virginia Council of Graduate Schools.

## 5. NEW BUSINESS

**Graduate Student Awards** - Nora Reilly requested volunteers for the annual graduate student commencement awards committee. Volunteers include Nora Reilly (ex-officio chair), Roann Barris, Diane Millar, Rodrigo Hernandez, Matt Dunleavy, and Paul Witkowsky. Nominations are due to the Graduate College on Tuesday, April 12<sup>th</sup>. Information was distributed and is posted on the Graduate College website.

**Theses – Electronic** – The deadline for spring thesis drafts is Friday, April 8<sup>th</sup>. Laura Dumin, a technical writer with a Ph.D. in English, will review theses this year. Students have the option of submitting theses electronically with feedback provided through Word “track changes.” Laura will be reviewing the theses for format, sentence structure, grammar, etc. Content remains the responsibility of the thesis committee. There are approximately 21 theses going through the process this semester. It is considered a trial in hopes of moving toward a permanent electronic theses and dissertation submission process. Final signed copies on the required document are due in the Graduate College by 5 pm on Friday, April 29<sup>th</sup>. There was some concern over moving the deadline back a week based on completion of research, final edits and the defense. Dr. Grady stated that the main objective is to improve final theses, and the Graduate College would work with programs/departments to implement the new process.

**Scholarships** - As in previous years, the Graduate College will award two scholarships for new students (those enrolling for the first time in summer or fall 2011). There will be a \$1000 scholarship for a full time student taking nine or

more graduate hours each semester and a \$500 scholarship to a part time student. More information will be emailed to colleges, and departments/ programs.

**Catalog Changes (3)** – The following catalog changes were presented and discussed:

- Add statement to p. 35, bottom. “Doctoral students may not enroll for credit in any course that allows undergraduate registration.”
  - There was a suggestion to change the statement to “Doctoral students may not enroll for credit in any 500-level course.”
- p. 38 Directed Study: Last paragraph: Change “12 semester hours” to “9 semester hours”
  - Dr. Grady noted that in the past there was no other reason for “12 semester hours” other than that it had been the typical number of hours in a semester.
- Delete phrase in 4<sup>th</sup> paragraph on p. 39 that states “as long as the content of the directed study is not directly related to the thesis topic.”

Council members were asked to take all three changes and suggestions back to individual colleges/departments/programs for discussion and be prepared to vote at the next meeting.

## 6. ANNOUNCEMENTS

**Internal and External GA Placements** – Placements will be announced next week. Nora Reilly reported that there will definitely be fewer external placements.

**Tuition Waivers** – The number of out-of-state GTF and GTA tuition waivers is contingent upon knowing the number of out-of-state GTFs (should be available and has been requested). The amount of out-of-state GTA tuition waivers depends on the number of out-of-state GTAs who accept offers. All waivers are for 9 credit hours. The number of out-of-state GTF and GTA tuition waivers should be available in a few days.

**McConnell Scholarship Program** – Dr. Grady discussed the McConnell scholarship program and out-of-state tuition differential waiver. The first awardee is coming in the fall. All unused McConnell Award funding is committed toward tuition differential waivers for 2011 – 2012 and 2012 - 2013 academic years. Funding is expected to return to the McConnell Scholarship Program in 2013- 2014. Dr. Grady also noted that as of the beginning of the week graduate college applications are up 13%.

**Summer Assistantships and Coordinator Stipends** – Allocations will be available by Monday, April 11<sup>th</sup>. Advising centers and new student programs will receive the majority of summer assistantships. Overall funding was reduced from approximately \$65,000 to \$40,000 due to the expiration of stimulus funding. Nora Reilly reminded Council members that the summer assistantship application process is different than fall and spring. Students must be enrolled for six graduate credit hours. Paul Witkowsky asked about summer stipends. Dr. Grady stated that awards are forthcoming.

**Graduate Faculty Application – Summer Approval Authority** – At the request of Dr. Grady, a motion was made, seconded and approved to allow the Graduate College to approve and process graduate faculty applications for the remainder of the year

and throughout the summer. Recommendations will be made to the Provost and a report will be presented at the first Graduate Affairs Council meeting in fall 2011.

Council members were reminded to have their departments and programs review expiring graduate faculty application status as at [http://gradcollege.asp.radford.edu/Faculty\\_Documents/gradfaclist\\_001\\_000.pdf](http://gradcollege.asp.radford.edu/Faculty_Documents/gradfaclist_001_000.pdf). Renewals for spring and summer should be submitted by the end of April so applications will be current beginning fall semester 2011.

**Academic Petition and Request for Pass/Fail Form** – Kristan Morrison stated she has three academic petitions for pass/fail. She requested an easier way to process this action on a graduate level, noting that there is a Pass/Fail form on the undergraduate level. Registrar, Matthew Brunner stated that it is easy enough to change the undergraduate form to include graduate level.

ACTION: Dr. Grady stated that the Graduate College will look into developing a comparable pass/fail form for graduate college use.

## **7. ADJOURN**

The meeting was adjourned at approximately 2:15 p.m. The next meeting is April 29 at 1 p.m. in Heth 044.

Atta. (3)

**April 1, 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)
Siyufy	Alex	Physical Therapy	
Wagner	Melinda Bollar	Sociology	
Vehorn	Charles	Economics	
Hartig	Nadine	Counselor Education	
Kopf	Jerry	Management	
Cline	Mark	Biology	

**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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**Graduate College  
Academic Course and Program Review Minutes  
Date - March 18, 2011 - 1:00 pm  
Location - Lucas Hall**

**Present:** Nora Reilly, Kay Johnson, Kathryn Hoover, Matthew Brunner, Jim Werth for Eric Mesmer, Virginia Burggraf.  
Recorder: Sandra Steele

**Sociology**

Prefix, Syllabus and  
Other Catalog Revision

01-SOCY-11            ANTH 511 to SOCY 511, Appalachian Cultures            Approved with typographical changes. SOCY511031811final.docx

Course Syllabus and  
Other Catalog  
Revisions

02-SOCY-11            SOCY 582, Practicing Ethnographic Research  
Methods            Approved with changes.  
SOCY582031811.final.docx

**Design Thinking (MFA)**

Other Catalog Revisions

16-DSN-11            Change catalog description for MFA in Design  
Thinking to revise GPA.            Approved with changes. DSNcatalogrevision031811.final.docx

**Special Education**

New Course Proposal

01-EDSP-11                      EDSP 602, Language Disorders: Birth to Five Years                      Approved with changes.  
EDSP602031811final.docx

Program Revision

02-EDSP-11                      Program Revision, Special Education in Early  
Childhood Special Education                      Approved with changes.    EDSP\_ECSEProgramRevision031811final.docx

**Psychology**

Program Revision

01-PSYC-11                      PsyD Program Revision PSYC 631 as an alternative  
to PSYC 805, and other changes.                      Approved with changes.    PSYDProgRevision031811final.docx

The meeting was adjourned.

Respectfully submitted for approval,

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Sandra Steele, Executive Secretary



**Graduate College**

**Academic Course and Program Review Minutes**

**Date - March 25, 2011 - 1:00 pm**

**Location - Lucas Hall**

**Present:**

Nora Reilly, Kay Johnson, Matthew Brunner, Bill Flora, Eric Mesmer, Virginia Burggraf, Ed Swanson, Nozar Hashemzadeh.  
Guest: Sarah Strauss, Ann Elliott Recorder: Sandra Steele

**Occupational Therapy**

Other Catalog Revisions

01-OCTH-11                      Revision to add information for accreditation, certification and licensure.                      Approved.

**Counselor Education**

Other Catalog Revisions

04-COED-11                      Revision to change admission information.                      Approved.

**Nursing**

Program Revision

02-NURS-11                      Program Revision, To expand three tracks to include PMH (Psychiatric Mental Health) in the DNP program.                      A handout was provided, "Sample Curriculum for the Radford-SU Collaboration: BSN-DNP for PMHNP: Dec 15, 2010". Virginia Burggraf stated that there may be a later document. She will check on that. The committee approved the document NURS-11 after 500 level courses were exchanged with graduate student only and typos were corrected.

Course Number, Description,  
Title, Syllabus Change

03-NURS-11	NURS 790 (590), Special Topics in Advanced Nursing	Approved changing the Course ID number on the cover sheet to 790. Editorial changes to syllabus. Approved with addition of May 2011 as effective date.
04-NURS-11	NURS 697 (897), Independent Practicum	Approved course number with addition of May 2011 as effective date, and addition of terms related to advanced practice nursing.
05-NURS-11	NURS 698 (898), Directed Study	Approved with title change from Directed Study to <i>Directed Study in Advance Practice Nursing</i> and course number change.
02-PSYC-11	PSYC 697, Directed Research in Psychology	Approved.
Program Revisions		
03-PSYC-11	Program Revision, MA specialization in Clinical Counseling to add Required Course PSYC 697 for additional research training.	Approved.
04-PSYC-11	Program Revision, MS in Clinical Counseling to add Required Course PSYC 697 for additional research training.	Approved.

Program and Catalog  
Revisions

05-PSYC-11

Program and Catalog Revisions, MA and MS, Update to Clinical  
Counseling Psychology Specialization to reflect programmatic  
changes.

Approved.

Other Catalog Revision

06-PSYC-11

Clinical Psychology - revision to comprehensive examination  
requirement.

Approved.

It was noted that Psychology and Nursing need to submit originally signed documents to the Graduate College with the exception of 02-NURS-11 previously submitted. Ann Elliott asked that final Word files be emailed to her.

The meeting was adjourned.

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

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Sandra Steele, Executive Secretary