

GRADUATE AFFAIRS COUNCIL

Friday, September 14, 2012

1:00 p.m. – Heth 043

PRESENT: Dennis Grady (Chair), Roann Barris, John Brummette, Matthew Brunner, Virginia Burggraf, Rana Duncan-Daston, DAK for Joan Dickinson, Wendy Eckenrod-Green, Lori Elis, Ann Elliott, Rodrigo Hernandez, Kay Johnson, Doug Mitchell, Kristan Morrison, E. Koehler Slagel, III, Ed Swanson, Brenda Tyler, Paul Witkowsky.
Guest: Pat Shoemaker. Staff: Julie Boone, Becca Conner, Patricia Phillips, Donna Spradlin, Ryan Phillips, Sherry Wade.

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 April 6, 2012 meeting. The minutes were approved by consensus.

3. ANNOUNCEMENTS

Introduction of New Staff – Please welcome: Julie Boone, Patricia Phillips and Sherry Wade.

Electronic Catalog – Matthew Brunner, Wendy Eckenrod-Green and Patricia Phillips have been working with Acalog to launch the new on-line catalog. Departments will need to check their information and report any errors that may have been made.

Wendy demonstrated how to get to the Graduate Catalog on the Registrar's website. She also gave a handout on how to handle errors that have been made in the catalog.

Discussion was held on having a PDF file for the Library and an Official Catalog of Record. Matthew Brunner stated that a PDF or Word Document file can be provided to the Library. Matthew also stated that once a catalog is locked and published, that is the Official Catalog.

McConnell Scholarship – Handouts explaining the McConnell Scholarship were provided to GAC members. One minor correction was made to the hand out; Dr. Bill Kennan will replace Dr. Steve Lerch on the committee.

Grad. Assistant Assessment & Graduate Students Reports - Lori Elis presented reports on Graduate Assistant Assessment and Graduate Student Exit Survey.

Graduate Handbooks – Please send handbooks to Lori Elis. She has only received 13 out of 19 thus far.

Recruitment – Donna Spradlin reported that there are several Graduate Recruitment fairs scheduled for the same day. If there is anyone that would be willing to help with these, it would be greatly appreciated.

Recruitment funding meetings will be held the first part of October. We are currently advertising on: K92, Q99, WVTF, The Alt Project and on Facebook. We are working with WDBJ7 on the iPad apps and mobile apps.

Enrollment – The count for Fall is a little low right now at 964 students. This number is due to: 30 students who are enrolled at VCU for course work, and 50 students that were enrolled for Spring and Summer, but did not graduate, but are not enrolled this semester. If these numbers were added together the enrollments number would be average.

Orientation – All incoming students, from Spring, Summer and Fall 2012 are required to take the online orientation. Need to check with Charlie Cosmato to see if emails are out.

Attend to Due Dates

- **Fall Graduation Applications:** September 10, 2012. Applications will be accepted until **October 10, 2012** with an academic petition attached justifying the reason for being late.
- **For Thesis Students** – We are now accepting all Thesis/Dissertations Electronically. The deadline for the Draft Copy is **November 16, 2012**. The final approved copy is due to the Library **December 7, 2012** by 5:00 p.m. for fall graduation.
- Spring Graduation Applications: February 5, 2013
- Summer Graduation Application: May 31, 2013

4. SACS & Syllabi

Dr. Pat Shoemaker gave a presentation on SACS reports that have been received. Some of the issues presented in the report were: missing syllabi, graduate courses that are cross listed, use of current literature, and course learning outcomes.

Dr. Shoemaker presented a handout with recommendations about the Course Syllabi. This discussion paper includes issues and recommendations for changes to course syllabi.

See attachment.

5. STANDING COMMITTEE COMPOSITION

Dr. Grady asked for volunteers for 2012-2013 Graduate Affairs Council standing sub-committees. Membership was determined as follows:

Academic Course & Program Review

Kay Johnson
Matthew Brunner
Ed Swanson
Lori Elis
Wendy Eckenrod-Green
Roann Barris
Rodrigo Hernandez
Nora Reilly (ex-officio)

Graduate Faculty

Doug Mitchell
Brenda Tyler
Diane Millar
Chris White
Joann Dickinson/David Kopec
Dennis Grady (chair)

Student Grievance Committee

Paul Witkowsky
Ed Swanson
Brenda Tyler
Chris White

Policies and Procedures

Paul Witkowsky
Kristan Morrison
Ann Elliot
Chris White
Rana Duncan-Datson
Chris Niles (ex-officio)
Nora Reilly

The Policies and Procedures committee is new this year. Kristan Morrison raised the question; Can a faculty member be chair of this committee? Dean Grady responded, “yes”. Dean Grady will empanel the first meeting.

5. SUB-COMMITTEE REPORTS

Graduate Faculty – A report of 21 graduate faculty applications processed during the summer, not requiring subcommittee review were presented. The report was accepted as presented with a minor corrections. (see attached).

Academic Course and Program Review

- September 21, 2012 – Lucas Hall Conference Room – Lori Elis reported that no electronic documents have been submitted. Next week’s meeting will be cancelled if none are submitted by Tuesday.
- October 19, 2012 – Lucas Hall Conference Room

See attached for deadlines and meeting dates.

Graduate Student Council (GSC) – No report.

6. NEW BUSINESS

- Paul Witkowsky, Graduate Program Coordinator, Department of English, presented a motion to change a section of the Graduate Catalog, under the heading “Awards”. The motion stated changing the wording from three graduate awards, to each program designating an outstanding student who has completed their degree.

ACTION: There was a motion and second to table this discussion until the next meeting. The motion was approved by consensus.

7. FOR THE GOOD OF THE ORDER

- Wendy Eckenrod-Green addressed that a policy for incomplete grades should be looked again, since it was lost in the shuffle last year. Wendy will send documents regarding policy to the Policies and Procedures Committee.
- Becca Conner addressed the issue of incomplete grades with probationary students. Since there is a policy for undergraduate students, there should be a policy in place for graduate students.

8. ADJOURN

Dr. Grady adjourned the meeting at 2:30 p.m.

Atta. (3)

Recommendations

COURSE SYLLABI

Draft 02-15-2012 Updated 6-11-2012; 7-17-2012; 9-13-12

The AALT discussed ways to address the following issues which emerged from the SACS Off-Site and On-Site Reaffirmation Reviews. Provost Minner intends to discuss these recommendations with the Faculty Senate President to determine how to proceed.

Issues:

1. The current "Official Course Syllabi" posted on-line are outdated and not sufficiently descriptive. Some are missing.
2. Several courses listed in catalogs have not been taught recently—within the last five seven years or more.
3. Faculty-developed course 'outlines' distributed in class include more information but they do not always address SACS requirements (see #4).
4. Content of syllabi:
 - a. Student learning outcomes: SACS reports stated that course syllabi did not always include student learning outcomes that are "pedagogically sound" and measurable.
 - b. Differentiated: student learning outcomes for UG/GR and masters/doctoral students in 400/500 level courses should define different expectations (a few course outlines address different "work required" but that was not sufficient).
 - c. Higher level thinking skills in graduate courses: student learning outcomes should address higher-level thinking skills and ensure students are using contemporary literature ("periodicals") to learn about their field/discipline.
5. We need to ensure that RU has a system for archiving "Official Detailed Course Descriptions" and faculty-developed Course Syllabi.

How do we create a system that will address these issues with efficiency and least burden?

Recommendations:

1. Redefine "Official Course Syllabi" as "Official Detailed Course Descriptions" which will include the following (this is the same outline we use for "Official Course Syllabi" except for #5):
 - (1) Discipline code; course number; catalog entry (course title, credit hours, prerequisites, and course description);
 - (2) Detailed description of the content of the course;
 - (3) Detailed description of the conduct of the course;
 - (4) Course Goals (if needed)
 - (5) Student Learning Outcomes (new) (could replace "Course Goals")
 - (6) Assessment measures
 - (7) Other course information
 - (8) Review and approvals (date, review action, reviewer and role)
2. **Official Detailed Course Descriptions** will be available on-line to the Radford academic community but not posted for public access (?).

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- a. Proposed curriculum changes will include a copy of the **Official Detailed Course Description** showing the proposed modifications.
 - b. New course proposals will include an **Official Detailed Course Description** (as well as an evaluation of library resources and faculty resources available for the new course or new program).
 - c. The Registrar's Office will ensure that **Official Detailed Course Descriptions** reflecting approved curriculum changes will be posted and will replace the old descriptions. (Would the Registrar manage this for both graduate and undergraduate curriculum approval processes?)
3. Faculty instructors use the **Official Detailed Course Descriptions** as the basis for developing **Course Syllabi**.
 4. Do we need a template for **Course Syllabi**?
 5. 400/500 courses have two separate **Official Detailed Course Descriptions** and **Course Syllabi** that differentiate student learning outcomes and, as appropriate, assignments/tasks, and assessments.
 6. Graduate **Official Detailed Course Descriptions** and **Course Syllabi**—as appropriate to the course—should include student learning outcomes, assignments/tasks, and assessments related to research, higher-level thinking skills and the students' use of contemporary literature in learning about the discipline. Not all courses must address these student learning outcomes but they must be clearly addressed within courses in the program.
 7. Programs and departments would identify any additional departmental or program-specific requirements to be incorporated in the **Official Detailed Course Descriptions** or **Course Syllabi**.

Recommendations regarding process

1. Include a review of **Official Detailed Course Descriptions** as part of the five-year program review. *The Academic Program Review plan document would need to be changed to reflect this.*
 - a. Courses not included as program requirements (e.g., Core Courses) would be reviewed on a 5-year cycle aligned with Five-Year Academic Program Review for appropriate departments.
 - b. During Five-Year Program Review, program coordinators and chairs or their designees would review the **Official Detailed Course Descriptions**. If there are no changes, the reviewer would sign and date. If changes are needed, these would be processed as usual through the curriculum approval process.
2. Monitoring courses not taught: The Registrar's office will track and notify the deans of undergraduate courses that have not been taught for 5 years and graduate courses that have not been taught for 7 years. Deans would forward to chairs and the chairs or their designees would reply whether the program or department wishes to keep the courses in the catalog or delete them. Deans report to the Registrar's office.
3. Archiving **Official Detailed Course Descriptions** and **Course Syllabi**: develop an on-line system for archiving syllabi to bring to AAET and Faculty Senate for discussion. Questions at this time:
 - i. Should ODCCs be archived with each course syllabi (doubles the time for uploading) or should there be a separate archive for ODCC's within the system?
 - ii. Who will upload? Administrative assistants? Some are already archiving within the department. What is current practice? How might this impact work load?

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Septemeber 14, 2012
Graduate Faculty Application Status
 (Approved Since Last Graduate Affairs Council Meeting)

Full Graduate Faculty Status - 5 year term

Name	Dept	Limitation(s)
Lori Elis	Criminal Justice	
Eric Mesmer	Psychology	
Helen Roybark	Accounting and Finance	
Allison Wisecup	Sociology	SOCY 580
Yumika Ichikawa	Art	
Matt Dunleavy	STEL	
Carol Geller	STEL	
Doug Schuch	STEL	
		COED 610, 616, 611, 612, 613, 641, 642, 690, 691, 692, 693
Sharon Blackwell-Jones	Counselor Education	
Kurt Metz	STEL	
Rebecca Bryant	Nursing	
Gary Pillow	COSD	

Associate Graduate Faculty Status - 3 year term

* Designates Applications Recommended by the Graduate Faculty Sub-Committee

Name	Dept	Limitation(s)
Eloise Philpot	Art	
Brandi Holland	COSD	COSD 640
Johnna Elliott	STEL - Special Education	EDSP 670
Michael King	Management	MGNT 624
Jeffery Willner	Psychology	
Zetta Nicely	Psychology	PSYC 641
Emily Dove	Psychology	PSYC 635
		ESDP 791, EDSP 792, EDSP 651, EDSP 672, EDSP 504
Suzanne Graham	STEL - Special Education	
Jennifer Wagstaff	Counselor Education	COED 642

GRADUATE COLLEGE
Dates and Deadlines
Academic Course and Program Review (ACPR) Process

- January 31, 2013** Final submission date for 2012-2013 Course/Program Proposals
- February 22, 2013** ACPR meeting to Review Final 2012-2013 Course/Program Proposals
- March 8, 2013** GAC meeting for final approval of ACPR committee recommendations
- April 12, 2013** Deadline for 2013-2014 Graduate Catalog Revisions: Changes and/or additions other than Course/Program Proposals.
- Signed originals for all GAC approved Course/Program Proposals due in the Graduate College.

The full Graduate Affairs Council meets on bolded dates below with additional Fridays* reserved for sub-committee meetings and full Graduate Affairs Council meetings as necessary.

All meetings begin at 1:00 p.m. on the dates below unless cancelled or otherwise notified.

Graduate Affairs Council (GAC) Meeting Schedule for 2012-2013	
September 14	Heth 043
September 21*	Lucas Hall Conference Room
October 12	Heth 043
October 19*	Lucas Hall Conference Room
November 2	Heth 043
November 16*	Lucas Hall Conference Room
January 25	Heth 043
February 8	Heth 043
February 15*	Lucas Hall Conference Room
March 1	Heth 043
March 15*	Lucas Hall Conference Room
April 5	Heth 043
April 19*	Lucas Hall Conference Room
May 3	Heth 043
May 10*	Lucas Hall Conference Room