

Minutes

Attendees: Ben Caldwell (Chair, Dean), Stirling Barfield, Matthew Brunner, Theresa Burris, Carey Cole, Zach Collier, Emily Close (Graduate College), Karen Douglas, Lori Elis, Jeannine Everhart, Lauren Flora, Katie Hilden, Teri Hills (Recorder, Graduate College), Zach Johnson, Sean Keck, Shelia Krajnik, Agida Manizade (Graduate College), Philip Mongan, Sara Nicely, Kevin Parcetich, Jeff Pittges, Sarah Rabe, Ken Smith, Robert Trent, Shuo Yao, Judy Jenks

- Meeting was called to order at 1:01 p.m. by Dr. Ben Caldwell, Dean
- Dean Caldwell opened the floor to discussion of the February minutes. There was no discussion and approval of minutes from February 3, 2023, were unanimously approved.
- Announcements –
 - Dean Caldwell welcome Dr. Zach Collier to the GAC. Dr. Collier is representing the MBA department while Dr. Dogan is on leave.
 - Dean Caldwell mentioned that President Danilowicz is looking for a graduate student to be a representative on the college's Sustainability committee and if anybody has a student that they would like to nominate to serve, Dean Caldwell needs their name by Wednesday, March 8th.
 - Proposed Deadlines for proposal submissions in Curriculog for ACPR review for the 2022-2023 Academic Year. Please note that it must be at the ACPR approval level by the date listed below for it to go on the following GAC date. If not, then it will move to the following GAC meeting date.
 - **March 20th** to go on the **April 7th** GAC meeting.
 - Zach Johnson reminded the committee that last fall the State of Virginia passed a law that a student cannot be denied admissions based on their criminal history. Colleges and Universities are, however, able to resend the offer of admissions afterwards. Changes have been made to the application but when coordinators look in Admit the language there doesn't currently align with the application. The application just has an acknowledging statement listed.
 - Someone inquired if their would-be additional GA's for the summer and Dean Caldwell said they would inform them soon once they received final approval of the budget transfer.
- Old Business

- New Business
 - Subcommittee Reports:
 - Academic Course and Program Review – See attached.
 - Went over all proposals and opened up for discussion.
 - Question was asked about the Public Health Certificate and what credentials would the students be coming in with. Dean Caldwell confirmed they would enter with a master’s degree.
 - All proposals were approved by unanimous vote. DPT was voted on contingent of getting the overall program revision proposal in and approved at the next GAC meeting.
 - Policies and Procedures Committee – See attached report.
 - Dr. Manizade went over the minutes for the Policy and Procedures Committee and gave an overview of the purpose of an Academic Forgiveness Policy.
 - Matthew Brunner did confirm that we are able to apply forgiveness to specified semesters.
 - It was confirmed that a program’s forgiveness policy could be stricter than the Graduate College’s but it needed to be listed in the department’s handbooks.
 - Discussed how committee felt about allowing students to use this policy to return to the same program they were dismissed from.
 - The intention of special circumstances needed to be listed in the document to avoid loopholes and petitions needed to be built into the policy.
 - For higher credit programs, would petitions still be allowed? Answer - Yes.
 - Committee felt that 2 years was too long and the college should consider doing a 1-year separation in order to keep more students.
 - Committee wants 12 credits to be an option instead of 9.
 - Dr. Manizade will work on a draft of the new policy and send out to the committee for review.
 - Grievance Committee – None at this time.
 - Ad hoc By-Laws Committee – See attached report.
 - Dean Caldwell went over the minutes from the by-laws committee and opened it up for discussion and input from the GAC committee.
 - a. GAC membership – Art department would like to keep it where both of their concentrations have a representative on the committee, since their programs, although, have the same degree, are very different in nature and have very little overlap for communication.
 - b. Departments could choose who would represent at the GAC for their department.
 - c. Summer attendance listed as a part of the expectations was a question.
 - d. GAC members suggested that one charge of the committee that should be added is someone overseeing the GA/GTA/GTF process.

e. Graduate Faculty Status was discussed and suggested that part of the requirements be a faculty member must be active in their field recently within 5 to 7 years. Waldron has a lot of special purpose faculty who are full status and they have separate expectations. We may need to look at those and make sure they align to the graduate faculty status criteria.

○ Ad hoc 3MT – None at this time.

○ Ad hoc Diversity, Equity, & Inclusion (DEI) – None at this time.

- Graduate Faculty – See attached

- Adjourn – Meeting was adjourned at 2:06 p.m. by Dr. Ben Caldwell, Dean.

AGENDA/MINUTES

Graduate College **ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE**

I. STEL

A. New Course

1. EDRD 625 – Creating a new practicum course to focus more on a focus on literacy coaching. - ACPR **Approved on 3/1/2023 - GAC Approved - 3/3/2023**
2. EDRD 671 – Creating this course as a follow up to EDUC 670 is needed to equip candidates with the knowledge and skills necessary to support the literacy development of culturally and linguistically diverse multilingual learners - ACPR **Approved on 3/2/2023 - GAC Approved - 3/3/2023**

B. Course Revision

1. EDRD 630 – Making updates to the catalog description and course syllabus to better align with VDOE’s requirements - ACPR **Approved on 3/1/2023 - GAC Approved - 3/3/2023**
2. EDRD 641 – Making updates to the catalog description and course syllabus to better align with VDOE’s requirements - ACPR **Approved on 3/1/2023 - GAC Approved - 3/3/2023**
3. EDSP 755 – Making updates to the catalog description and course syllabus - ACPR **Approved on 3/1/2023 - GAC Approved - 3/3/2023**
4. MATH 681 – Updating updates to the catalog description; updating the course syllabus; changing the course title and updating the prerequisites – ACPR **Approved on 3/2/2023 - GAC Approved - 3/3/2023**

C. Program Revision

1. Reading Specialist Certificate – Updating the course requirements and removing the practicum requirement- ACPR **Approved on 3/2/2023 Additional proposals are in the works to complete this overall program change - GAC Approved - 3/3/2023**
2. Literacy Education, M.S.- Updating the course requirements; changing the total number of credits required from 33 to 30 and updating the comprehensive exam requirements- ACPR **Approved on 3/2/2023 - Additional proposals are in the works to complete this overall program change - GAC Approved - 3/3/2023**

II. PA

A. Admission Requirements Revisions

1. To temporarily remove the GRE requirement for the application/admissions for the 2023-2024 cycle that begins April 2023. ACPR **Approved on 3/2/2023. - GAC Approved - 3/3/2023**

III. MUSC

A. Course Deletion

1. MUSC 555 – Deleting course. Not required for either the MA or MS degrees - ACPR **Approved on 3/2/2023. - GAC Approved - 3/3/2023**

IV. ITEC

A. Program Revision

1. ITEC 543- Adding ITEC 543 as an OR option for the restricted electives - ACPR **Approved on 2/27/2023 - GAC Approved - 3/3/2023**

V. SOWK

A. New Course Proposal

1. SOWK 530- Creating a new cross-listed elective for grads and undergrads to take together focusing on the growing population of older adults and their families - ACPR **Approved on 3/2/2023 - GAC Approved - 3/3/2023**

B. Program Revision

1. SOWK – Adding an online modality option to the current MSW programs offered on main campus and Roanoke hybrid options - ACPR **Approved on 2/28/2023 - GAC Approved - 3/3/2023**

VI. DPT

A. New Course Proposal

1. AHPT 861- Creating a new course, the second in this sequence, that will define the expectations of professional development in entry-level DPT education with emphasis on the core competencies of professionalism, and communication - ACPR **Approved on 3/1/2023. - GAC Approved - 3/3/2023**
2. AHPT 881- Creating a new course, the final course in this sequence, that will define the expectations of professional development in entry-level DPT education with emphasis on the core competencies of professionalism, and communication - ACPR **Approved on 3/1/2023. - GAC Approved - 3/3/2023**

B. Course Revision

1. AHPT 830- Updating the course syllabus - ACPR **Approved on 3/1/2023. - GAC Approved - 3/3/2023**

2. AHPT 870- Updating the course syllabus and changing the number of credits from 10 to 9.- ACPR **Approved on 3/1/2023. - GAC Approved - 3/3/2023**
3. AHPT 888- Updating the course syllabus; changing the number of credits from 2 to 3; and updating the catalog description. - ACPR **Approved on 3/1/2023. - GAC Approved - 3/3/2023**
4. AHPT 890- Updating the course syllabus and changing the number of credits from 10 to 9.- ACPR **Approved on 3/1/2023. - GAC Approved - 3/3/2023**

C. Course Deletion

1. AHPT 892- Deleting course due to other course revisions that better align with the programs curriculum - ACPR **Approved on 3/1/2023. - GAC Approved - 3/3/2023**

VII. Public Health and Healthcare Leadership

A. New Certificate

1. Certificate of Advanced Graduate Study in Health Professions Education – will prepare individuals with experience in their professional health sciences disciplines for faculty roles. - ACPR **Approved on 3/2/2023 - GAC Approved - 3/3/2023**

B. Course Revision

1. HADM 760 – Changing the course title; Updating the catalog description; and updating the course syllabus - ACPR **Approved on 3/2/2023. - GAC Approved - 3/3/2023**
2. HADM 740 – Changing the course number from 630 to 740; Updating the catalog description and removing prerequisites – ACPR **Approved on 3/2/2023. - GAC Approved - 3/3/2023**
3. HADM 780 – Changing the course number from 680 to 780; Updating the catalog description; deleting the prerequisites and updating the course syllabus - ACPR **Approved on 3/2/2023. - GAC Approved - 3/3/2023**
4. HSCI 600 – Changing the course number from 501 to 600; Updating the catalog description; and updating the course syllabus - ACPR **Approved on 3/2/2023. - GAC Approved - 3/3/2023**
5. HADM 770 – Changing the course number from 670 to 770; Updating the catalog description - ACPR **Approved on 3/2/2023. - GAC Approved - 3/3/2023**
6. HSCI 790 – Changing the course number from 690 to 790; Removing the prerequisites - ACPR **Approved on 3/2/2023. - GAC Approved - 3/3/2023**

VIII. MOT

A. New Course Proposal

1. OCTH 606 – Creating a new course to be a part of the OTA to MOT bridge track that is in the process of being created - ACPR **Approved on 3/2/2023.** - **GAC Approved - 3/3/2023**
2. OCTH 608 – Creating a new course to be a part of the OTA to MOT bridge track that is in the process of being created - ACPR **Approved on 3/2/2023.** - **GAC Approved - 3/3/2023**
3. OCTH 618 – Creating a new course to be a part of the OTA to MOT bridge track that is in the process of being created - ACPR **Approved on 3/2/2023.** - **GAC Approved - 3/3/2023**
4. OCTH 636 – Creating a new course to be a part of the OTA to MOT bridge track that is in the process of being created - ACPR **Approved on 3/2/2023.** - **GAC Approved - 3/3/2023**
5. OCTH 638 – Creating a new course to be a part of the OTA to MOT bridge track that is in the process of being created - ACPR **Approved on 3/2/2023.** - **GAC Approved - 3/3/2023**

Policy and Procedures Meeting

February 17, 2023

ZOOM Meeting: <https://radford.zoom.us/j/94289247377> Password: 069649

Minutes

Attendees: Teri Hills (Recorder); Agida Manizade; Ben Caldwell; Sean Keck; Bruce Parsons; Emily Close (Grad College); Zach Johnson (Grad Admissions); Jeff Pittges; Carey Cole; Karen Douglas

- Dean Caldwell called the meeting to order at 1:00 p.m.
- Dean Caldwell had to leave the meeting early to attend another meeting, so he quickly went over the agenda for the meeting and showed a spreadsheet of comparisons from other colleges about their Academic Forgiveness Policy for the committee to refer to as well. Interim Associate Dean, Dr. Agida Manizade, then took over the meeting and led the discussion.
- The committee discussed creating an Academic Forgiveness Policy for the Graduate College.
- The committee suggested that we only allow students to apply for forgiveness one time.
- The committee discussed and agreed that students should be allowed to pick and choose either a) a semester(s) or b) the option to have all prior academic work forgiven. They preferred the language of “any or all” language from NCCU’s (North Carolina Central Univ) policy.
- The committee agreed that they would want to keep the time frame in which a student has to be separated from the college to apply for forgiveness in line with our current dismissal period of 2 calendar years.
- The committee discussed having credit restrictions on students who apply for forgiveness when they return. Being restricted to taking no more than (?) 6 to 9 credits their first semester. But allowing flexibility for our part time students that would allow them to take 3 credits a semester.
- It was questioned if we don’t approve the forgiveness prior to a student returning, how would we track that the conditions are met? Such as meeting GPA conditions, especially if we allow them to choose only certain semesters to forgive. The committee assumes it would have to be done by manually calculating the GPA.
- The committee also discussed and agreed that they would like for the policy to apply to students applying to return for the same program they were dismissed from or for students who want to come back and enroll in a different program.
- The committee then discussed what kind of documentation do we want to require with submission of the academic forgiveness, if any. Is the application to reapply enough? Do we want them to write a statement stating how their situation has improved and ways that they

are not going to get in the same situation again? Do we need/want something from the program they are reapplying?

- Committee then agreed that they would want the students to be restricted to either 6 or 9 credits upon their return with no other conditions other than what regular conditions that they would put on a student in their first semester. They would want the academic forgiveness approved before the student is re-admitted.
- Dr. Manizade then discussed that there are some inconsistencies with information on all of our different webpages and catalogs. She has recommended that if a program doesn't have a more stringent policy than the corresponding Graduate College policy, then the program should post that it follows the Graduate College policy. This is a way to be clearer to our students and list a link to our policy on their page as well.
- Dr. Manizade will be following up on the inconsistencies that she finds and will reach out to the departments and work with them on getting everyone on the same page.
- The last topic that the committee discussed was adding accelerated programs to the catalog and what programs are really accelerated. That once we determine these things, we may need to come up with a policy on how to handle accelerated changes or this may just be something that we need to go through Curriculog. Dr. Manizade mentioned that it might be good for us to add the definition of accelerated to our catalog definitions and to make sure the others were clearly defined. This way there was no confusion, everyone would be better informed, and terms would no longer be interchangeable.
- Dr. Douglas asked if at our next meeting we could discuss the policy on the number of transcripts that are required of students applying directly to certificate programs.
- Dr. Manizade adjourned the meeting at 1:57 p.m.

Minutes

Attendees: Ben Caldwell, Teri Hills (Recorder); Jeannine Everhart, Charles Manyara, Judy Jenks

- Dean Caldwell called the meeting to order at 12:08 p.m.
- The minute from the previous meeting (Jan were approved.
- Dean Caldwell opened the conversation about GAC membership to get clarification about where the committee stands on if representation of the GAC should consist of 1 person per degree or 1 per concentration. Used the example that we have one degree with 2 concentrations that has 1 representative and yet we have another degree that has two concentrations that has 2 representatives.
 - Faculty resources was also discussed as a possible issue with determining fair representation for some of our smaller programs.
 - Nursing has discussed that they would like to have one representative for each one of their 5 concentrations.
 - Dean Caldwell will bring suggestions to GAC and would like for further conversation to happen about committee selection.
- Next topic discussed was terms.
 - It was suggested that GAC follow the 2-year term like Faculty Senate does. This way there is an out for those who may become overwhelmed with other duties but also allows for some consistency and help with historical information.
 - It was discussed that the selection of representatives would still come from the department level.
 - Question – could you be re-elected to serve another 2-year term? Some programs may have issues. Some may have to do this, based on faculty shortages or not. Committee is okay with members serving longer than 2 years as determined by their department.
- The next topic discussed was attendance.
 - It was suggested that we look at Faculty Senate for reference on how they handle the attendance of members.
 - Should there be a minimum number of meetings that are mandatory for members to attend and retain voting privileges?
 - What are the expectations of the committee members? Once this is decided it may help departments better determine who they would have serves as the representative.

- Would members be allowed to have an alternative to represent them in their absence? Would that person be allowed to vote or would we allow a proxy vote?
 - Dean Caldwell will take this topic to the GAC council for further discussion about proxy voting.
- Next the topic of discussion was about the need for an Executive Committee.
 - Possible suggestion of committee would usually consist of President/Chair, Vice President/Vice Chair, Secretary, and two members at large. This is what Faculty Senate follows.
 - Would we want this for GAC for summer terms?
 - Dean Caldwell would like more faculty input on the GAC.
 - Some committee members don't feel like GAC would need an executive committee.
- GAC committee would be run by the officers, primarily the Dean, and in their absence then the associate dean would run the meetings.
- Meeting frequency would be 4 times a semester, for fall and spring terms. Should probably add language along the lines of typically meets four times but should meet at least two times per semester, fall and spring.
 - Summer meetings would be called on an as needed basis, but quorum could be an issue.
 - Point was made that some graduate programs operate on a continuous basis and that meeting in the summer should be taken under consideration.
 - Dean Caldwell is going to work on more information about meeting in the summer.
 - Who can call meetings or request meetings?
 - Committee felt that a meeting should not be called by anybody without prior knowledge to the Dean of the Graduate College.
 - Clarification – who is allowed to request a special meeting out of normal operations, faculty members, provost, etc. Committee is okay with anybody being able to request meetings, but meetings should be called by the Dean.
- The next topic discussed was what the charges of the committee would be.
 - From the Over of Academic Governance document (Dec 2021) the charges for the committee are as listed below:
 - admissions,
 - recruitment and retention,
 - academic standards (including advising, transfer credit; class attendance, student expectations, experiential learning experiences, etc.),
 - student financial aid,
 - program and curriculum development and revision,
 - graduate faculty membership, and
 - student research and creative activity

- No additional charges were suggested
- The last topic discussed was if the qualifications of graduate faculty should be listed in the by-laws. This is a recommendation of Dean Caldwell so that we have a policy on record to show SACSCOC and new faculty members instead of just having them listed on a form.
 - Committee found this to be very reasonable.
 - Also suggested that there be graduate faculty should demonstrate evidence of being active in their field or discipline within a particular time
 - Full graduate faculty are expected to be current and active within their field or discipline; however, some faculty have not been active in scholarly or professional service other than in teaching for many years.
 - Dean Caldwell suggested faculty should have documented (within their CV) evidence of active scholarly or professional service to the field within 5 -7 years prior to applying for or renewing graduate faculty status.
 - It was brought up that this may be different for different programs. For example, so many years active for one program may look very different for someone in a different program, like Nursing.
- Dean Caldwell thanked everyone for their attendance and participation and adjourned the meeting at 1:01 p.m.

