



**Graduate Affairs Council
February 2, 2024
Heath 043, 1PM**

or

Zoom: <https://radford.zoom.us/j/94294098505> Password: Graduate

Minutes

GAC Members present: Ken Smith, Bruce Parsons, Maneesh Thakkar, Shuo Yao, Kieth Davis, Jeff Pittges, Ryan Smith, Max Yurkofsky, Brian Kitts, Sean Keck, Kim Baskette, Robert Trent, Carey Cole, Dee Pennington,, Judy Jenks, Jason Browning, Kevin Parcetich, Sara Nicely, Jessica Steele, Stirling Barfield, Katie Hilden, Melinda Cruz, Karen Douglas, Melissa Douglas, Kay Johnson, Lori Elis.
From Graduate College: Caldwell (Dean/Council Chair) , Agida Manizade (Interim Assoc. Dean), Becca Conner, Elizabeth Rice, Emily Close, Michel Ralston, Tracey Drown
Guests: Dr. Dannett Beane (VP for Enrollment Management)

- Call to Order (1:03 PM)
- Approval of minutes from December 1, 2023 meeting
- Guest: Dr. Danette Beane, VP for Enrollment Management and Strategic Communication – Announced decision to change admission systems from CollegeNet to Slate, the system currently used for undergraduate admissions;
 - Change should allow greater integration between CAS's (used by DPT, PA, MOT, COSD, MSAT), and more support from Enrollment Management for graduate admissions processing and recruitment. Change should allow elimination of supplemental application. – CAS applicants will not be charged an additional application fee as before
 - Dr. Hilden asked if the application fee would be removed in general?
ANS: fee will remain for all programs except CAS application programs (listed above)
 - Dr. Trent asked if there would be a change in out-of-state tuition waivers.
ANS: Dean Caldwell indicated current fee waiver pool of funds should remain in place. No indication of change to that source of funds. Requests for out-of-state waivers should be made to Michele Ralston as has been done in the past.
 - Also announced that admissions and recruitment personnel from Grad College would be moving under Enrollment Management
 - Dr. Beane also discussed website redesign: After March 11, **no changes** will be made to the web site. All web resources will be targeted at finalizing the new website design efforts. Only changes made before March 11 will be incorporated into the new website.
- Announcements
 - Curriculum Deadlines:
 - Feb 1 – final launch date for proposals requiring SCHEV approval
 - March 18 – final launch date for all others
 - Spring Enrollment:
 - 1388 – up 88 students YTD from 2023 (+6.8%)

- Travel Award changes – please include the following with Travel applications
 - evidence of presentation acceptance (i.e. email or other notification)
 - evidence of conference registration fee
 - Presentation Title and Abstract – included for tracking \$\$ supporting student research activities (includes travel to present);
 - NO need to include copies of travel/lodging expenses.
- Interim Associate Dean Manizade mentioned that the deadline for application for Graduate Student Awards had closed
 - Applications for Highlander Research Blitz Competition will be taken until Feb 19th. She asked GAC members to encourage their students to apply by submitted sample videos. Finalists for the April 3 competition would be made in March.
 - Graduate Student Appreciation week will be held April 1-5. Events will be held on main campus and at RUC
- Old Business
 - Bylaws
 - GAC representative options – See Table 1 (attached)
 - Discussion at Dec GAC raised a concern over the large size of the council as proposed in the draft bylaws – one rep per degree or program
 - Dean Caldwell indicated that draft of bylaws had been discussed with the Provost. He described the Provost’s concern about the relatively large number of faculty proposed, and asked if a smaller number could be chosen to not dedicate so much faculty time to the council.

Dean Caldwell Presented Table 1 showing possible models for member representation (summarized below)

- By Degree offered - 27
- By program – 48
- By Department/School – 18

Discussion

- Current practice has allowed each program/concentration to have a representative. For department with multiple degrees or programs/concentrations, a single faculty member may act as a representative (still only one vote per rep). Ex. Psychology has two programs (I/O & Experimental) but only one representative (J. Steele) may not all programs. Health Science has both MS and DHS degrees but only one rep.
- It was discussed that some department with multiple programs would be allowed multiple reps which could become a large voting block – examples could include College of Nursing and STEL
- Several members stated that there are rarely controversial or contentious issues brought to the GAC; GAC members have trust their colleagues to manage their programs, but also to be good stewards of policies and curriculum. Most votes are nearly always unanimous.
- Many council members indicated single representation by departments could work, and would be less taxing on faculty demands.
- Dean Caldwell said he would bring the matter to the Bylaws committee for further discussion.

- New Business
 - Thesis Editing Discussion
 - Subcommittee Reports:
 - Academic Course and Program Review – see attached report.
 - All presented proposals were motioned/seconded for vote of approval
 - All proposals passed unanimously.
 - Policies and Procedures Committee - no report
 - Grievance Committee – no report
 - Ad hoc By-Laws Committee – no new report
 - Ad hoc Diversity, Equity, & Inclusion (DEI) – No report
- Graduate Faculty – See attached listing of graduate faculty approved since Dec 1, 2023
- Adjourn – 2:11 PM

Dates and Deadlines

Graduate Affairs Council Meeting

Important Dates to Remember:

February 1st – Recommended last day to launch any proposals in Curriculog that will need to go to Faculty Senate and SCHEV for approval.

March 18th – Last day to launch **any** proposals in Curriculog to be approved for the next academic year.

The full Graduate Affairs Council meets on dates below with additional Fridays (*) reserved for sub and/or ad-hoc -committee meetings and full Graduate Affairs Council meetings as necessary.

- **First Friday of the month – GAC**
- **Second Friday of the month – By-Laws (as needed)**
- **Third Friday of the month – Policy and Procedures**
- **Fourth Friday of the month – DEI and Grievance (as needed)**

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

September 1 - GAC
September 8* - By-Laws
September 15* - Policy and Procedures
September 22* - DEI/Grievance
October 13- GAC
October 20* - Policy and Procedures/Bylaws
October 27* - DEI/Grievance
November 3 - GAC
November 10* - By-Laws
November 17* - Policy and Procedures/Grievance
December 1 - GAC

February 2 - GAC
February 9* - By-Laws
February 16* - Policy and Procedures
February 23* - DEI/Grievance
March 1 - GAC
March 15* - Policy and Procedures
March 22* - DEI/Grievance
April 5 - GAC
April 12* – Policy and Procedures
April 19 – Last Regular GAC
April 26 – Alternate Last GAC

ACADEMIC COURSE AND PROGRAM REVIEW

1. Criminal Justice

A. Course Revision Proposals

- CRJU 672** – Remove pre-requisite CRJU 670 (course being deleted), update catalog description and course title to more accurately reflect course content.
Current title: Applications in Crime Analysis
New Title: **Crime Analysis and Criminal Intelligence**
- CRJU 673** – Update catalog description and revise course name.
New Title: Crime Mapping
New Title: **Crime Mapping and Spatial Analysis in Criminal Justice**
- CRJU 676** – revise catalog description to more accurately reflect course content.

B. Program Revision Proposals

- Crime Analysis Certificate** – reduce total credits from 15 to 12 to assist student in time to completion, program cost and align with other Crime Analysis certificate programs. Removes CRJU 670 Research Methods course.
- Criminal Justice, M.S.** – reduce program from 36 to 30 credits to align with other similar programs in the state; New program design will allow full time students to complete the program in one calendar year

C. Program Deletion Proposal

- Criminal Justice, M.A** – with reduction in credit hours from 36 to 30 credits for the master’s program, the thesis requirement is being eliminated. M.A. degree will no longer needed.

2. STEL

A. Course Revision Proposal

- EDUC 615** – Catalog description change, syllabus revision and course title change to address Va Dept Education requirements.
Current title: Principles of Curriculum Development and Instruction

3. Music

A. Course Revision Proposal

1. **MUSC 546** – Change course title and catalog description to better reflect course content.

Current title: - Methods and Practicum for General Music

New title: **Methods and Practicum for Primary Music**

4. Physician Assistant Studies

A. Program Revision Proposal

1. **Physician Assistant, M.S.** Change Admission requirement to remove GRE requirement.

5. English

A. Program Deletion Proposal

1. **Teaching Language Arts in the Digital Age Certificate** – applicant pools and enrollment are not large enough to sustain the certificate program. Last term of enrollment will be Fall 2024 and will begin teach out process beginning Spring 2025.

Table 1. Listing of Graduate Programs

Dept/Sch	#Degrees	College	Dept/Sch	RU Degree	Conc.	Cert.
Art	1	Artis	SCIS	Data and Information Management, MS		
COED	1	CEHD	HHP	Athletic Training, MSAT		
CON	2	CEHD	COED	Counseling and Human Development, MS	2	
COSD	1	CEHD	STEL	Education, MS	4	
CRJU	1	CEHD	STEL	Educational Leadership , MS		
DCOBE	1	CEHD	STEL	Literacy Education, MS		
Design	1	CEHD	STEL	Special Education, MS	5	5
ENGL	1	CEHD	STEL	Doctor of Education, EdD		
HHP	1	CHBS	CRJU	Criminal Justice, MA/MS		1
MUSC	1	CHBS	ENGL	English, MA/MS		1
OT	1	CHBS	PSYC	Psychology MA/MS	2	
PHHL	3	CHBS	PSYC	School Psychology (EdS)		
PSYC	3	CHBS	SCOM	Strategic Communication, MS		
PT	1	CoN	CON	Master of Science in Nursing	2	
SCIS	1	CoN	CON	Doctor of Nursing Practice, DNP	5	
SCOM	1	CVPA	Art	Master of Fine Arts	2	
SSW	1	CVPA	Design			1
STEL	5	CVPA	MUSC	Music, MA/MS	2	
		DCOBE	DCOBE	Business Administration, MBA	2	1
		Waldron	COSD	Communication Sciences and Disorders, MS		
18	27	Waldron	PHHL	Health Sciences, MS	2	1
		Waldron	PHHL	Healthcare Administration, MHA		
		Waldron	SSW	Master of Social Work, MSW		
		Waldron	OT	Occupational Therapy, MOT		
		Waldron	PT	Physician Assistant, MS		
		Waldron	HPPL	Doctor of Health Sciences, DHSC	3	
		Waldron	PSYC	Doctor of Psychology, PsyD		
		Waldron	PT	Doctor of Physical Therapy, DPT		
				Total	47	-