

Minutes

Attendees: Ken Smith, Bruce Parsons, Sara Rabe, Maneesh Thakkar, Lurne Flora, Shuo Yao, Lori Elis, Jeff Pittges, Ryan Smith, Max Yurkofsky, Brian Kitts, Sean Keck, Kim Baskette, Robert Trent, Carey Cole, Deidra Pennington, Jenessa Steele, Stirling Barfield, Kaite Hilden, Melinda Cruz, Philip Mongan, Stacey Allen (for Registrar), Kay Johnson (Library) Ben Caldwell (Dean), Agida Manizade (Interim Assoc. Dean), Michele Ralston (CGS), Emily Close (CGS), Elizabeth Rice (CGS), Becca Conner (CGS)

- Call to Order 1:03 PM
- Approval of minutes from October 13, 2023 meeting
- Announcements
 - Curriculum Deadlines:
 - Feb 1 – final launch date for proposals requiring SCHEV approval
 - March 18 – final launch date for all others
 - Commencement – December 8, 5 PM, Bondurant Auditorium
 - Upcoming Professional Development Opportunities and Social Events –
 - **Wednesday, November 8;** 2:00pm - 3:00 pm
Afternoon Coffee at the new Highlander Hotel (*our treat, meet us there - 604 Tyler Ave, Radford*)
 - **Wednesday, November 15;** 12:00 - 12:30 pm
Mindfulness Meditation for Graduate Students (Zoom)
 - **Monday, November 27;** 6:00 - 7:00 pm
Finding publishing opportunities over break (Zoom)
 - **Wednesday, November 29;** 3:00 pm
Campus Scavenger Hunt (Radford University Campus)
 - Graduate Student Lounge is now open, room 139 in Whitt Hall. Many thanks to Interim Associate Dean Agida Manizade for leading this project.
- Old Business
 - Revision of Directed Study policy – no discussion at this time
- New Business
 - Subcommittee Reports:
 - Academic Course and Program Review –
 - Motion to approve all Physician Assistant proposals (S. Rabe/S Keck)
All proposals approved unanimously.
 - Motion to approve deletion of PHSC 601 and 607 courses (S Keck/R Trent). Proposals approved unanimously.
 - Policies and Procedures Committee -
 - a. Motion to Waive Residential Credit Requirement for DAIM Transfer Students – Motion (S. Rabe/S Keck) – motion passed

b. Dean Caldwell presented Academic Forgiveness policy to university-wide Academic Policies and Procedures Committee (Nov 2nd)

- APPC requested additional background to be included
- APPC requested addition of statement disqualifying dismissals for violation of professional standards specified in specific program student handbooks.
- APPC requested review by university counsel to ensure there are no legal issues
- Dean Caldwell presented proposed language as a friendly amendment to meet the requests from APP followed by discussion – Motion to accept added language (S Rabe/S Yao) – motion passed
- Dean Caldwell will forward to legal counsel for review and then refer back to APPC for reconsideration.

○ Grievance Committee – See attached report

- Reviewed concerns and potential recommendations of committee outlined in report.

○ Ad hoc By-Laws Committee – See Attached Report

- Committee reviewed Overview of Academic Governance document (2021) as a guide to refining proposed bylaws
- Discussion related to Faculty Qualifications – Dean Caldwell requested inclusion of language specifying how faculty can demonstrate keeping current in their fields.

○ Within recent 5 year period faculty must demonstrate currency in their field by one of the following:

- 1) One publication (or equivalent) or 2 or more conference presentations
- 2) Engagement in professional activities at the state, regional or national levels
- 3) Unique training/certification or similar in specified are they will be teaching

- Discussion of process for Amending/Ratifying – committee recommends majority vote of
- Committee will attempt to have a new draft for GAC members to review before December meeting.

○ Ad hoc Diversity, Equity, & Inclusion (DEI) – No Report

○ Ad hoc Thesis Manual Committee – update - Emily Close – updating thesis and capstone submission process,

- Graduate Faculty – See attached list for graduate faculty approved since Oct 13 GAC meeting

- Adjourn 2:05 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. Physician Assistant

A. Course Revision Proposals

1. **PHYA 701.** PA Program needed to update the Course Description and the Course Outcomes to better align with accreditation standards. **ACPR GAC Approved November 3, 2023**
2. **PHYA 702** PA Program changed the Course Description and the Course Outcomes to better reflect accreditation standards. Course title change from Primary Care Clinical Rotation to Family Medical Clinical Rotations. **GAC Approved November 3, 2023**
3. **PHYS 703** PA Program changed Course Description and Learning Outcomes to align with accreditation standards. **GAC Approved November 3, 2023**
4. **PHYA 704** PA Program changed Course Description and Learning Outcomes to better align with accreditation standards. **GAC Approved November 3, 2023**
5. **PHYA 705** PA Program changed Course Description and Course Outcomes to better align with accreditation standards. **GAC Approved November 3, 2023**
6. **PHYA 706** PA Program changed Course Description and Course Outcomes to better align with accreditation standards. **GAC Approved November 3, 2023**
7. **PHYA 707** PA Program changed the Course Description and the Course Outcomes to better align with accreditation standards. **GAC Approved November 3, 2023**
8. **PHYA 708** PA Program changed Course Description and Course Outcomes to better align with accreditation standards. **GAC Approved November 3, 2023**
9. **PHYA 709** PA Program changed Course Description and Course Outcomes to better align with accreditation standards. **GAC Approved November 3, 2023**
10. **PHYA 710** PA Program changed Course Description and Course Outcomes to better align with accreditation standards. **GAC Approved November 3, 2023**
11. **PHYA 711** PA Program changed Course Description and Course Outcomes to better align with accreditation standards. **GAC Approved November 3, 2023**

12. **PHYA 712** PA Program changed Course Description and Course Outcomes to better align with accreditation standards. **GAC Approved November 3, 2023**

2. Physics

A. Course Deletion Proposals

1. **PHSC 601** This class has not been offered in at least a decade and needs to be deleted. **GAC Approved November 3, 2023**
2. **PHSC 611** This class has not been offered in at least a decade and needs to be deleted. **GAC Approved November 3, 2023**

Policy and Procedure Committee Meeting

10/20/2023; 1:00 PM
Zoom/ In-person.

Participants:

Agida Manizade (Host)
Sean Keck
Emily Close
Maneesh Thakkar
Carey Cole
Karen Douglas
Jeff Pittges

Purpose of Meeting:

- Consider the draft motion that Jeff has proposed.
- Group dissertations

Topics Discussed:

- Draft Motion

Motion to Suspend the Policy for Students in the Data Engineering Accelerated Program

Policy: Accelerated Bachelor's/Master's/Doctorate Programs; General Eligibility for Current Radford University Undergraduate/ Transfer Students

Background:

We are currently working on the approval of the articulation agreement between the Virginia Community College System and Radford University. In accordance with the Virginia State Policy on College Transfer, the Virginia Community College System (VCCS) and Radford University (RU) recognize the need for and importance of facilitating the transfer of students from one institution to the other as they pursue their educational goals. The VCCS and RU will enter into this Agreement to provide all students an opportunity for guaranteed admission into the Master of Science in Data and Information Management at the university. This agreement will enable students who follow the terms of the agreement, and who have strong endorsement

from faculty members in the partnering institutions to optimize the completion of a Master of Science degree after transfer.

The current Policy (Accelerated Bachelor's/Master's/Doctorate Programs: General Eligibility for Current Radford University Undergraduate/ Transfer Students) requires transfer students to complete 24 hours of coursework at Radford before they may be eligible to enroll in graduate classes as an accelerated student. DAIM is requesting that the 24-hour residency requirement be waived for 18 months so as not to delay the recruitment of students.

Suspending this policy for transfer students wishing to enter the DAIM program would allow transfer students to take one graduate class per semester during their junior and senior years. This would help prevent student burnout and could increase recruitment and retention.

Once the partnership agreement is formalized, the exemption to the 24-credit requirement for transfer students will become part of the partnership agreement.

Motion:

Motion to waive, for 18 months (from the date of approval), the portion of the Accelerated policy that requires a minimum of 24 credit hours of full-time undergraduate enrollment at Radford University for transfer students entering the DAIM/ Data Engineering Accelerated Program.

- Group Dissertations
 - Dean Caldwell talking to Amanda Bozack to figure out if group dissertations will become common practice.
 - Virginia Graduate College Counsel: asked about what is typical relating to dissertations.
 - None in attendance have experience with group dissertations.
 - Katie Hilden will be invited to the next meeting.

Decisions and Actions to be Taken:

Vote on Motion:

- Motion to approve: Sean Keck
- Seconded: Carey Cole
- All in approval (Unanimous)

Meeting Adjourned

Next Meeting: November 17th, 1:00 pm, Whitt Hall 116 or at <https://radford.zoom.us/j/776801752> (no password required)

Student Grievance Committee Agenda **Friday October 27, 2023, 1PM**

Zoom: <https://radford.zoom.us/j/92770658896>

Attendees: Jason Browning, Ken Smith, Ben Caldwell

1. Review Minutes from Sept 22, 2022 Meeting
2. Update on Grievance Related Activities
3. Old Business
 - Continue review of procedures and recommend changes to make process more clear and understandable.
 - Compare with University Discrimination and Harassment policy for formatting
 - General Recommendations
 - o Recommend definitions of terms
 - Employee vs. Program → respondent, complainant?
 - Student → victim, plaintiff,
 - Class days as the standard unit of process timeline
 - o Break large sections of text into smaller paragraphs or bullet points to improved readability (large paragraphs perceived as difficult to read and follow)
 - o Use of outline format (numbering and lettering to define process steps, particularly for outline of Formal Hearing)
 - o Use gender neutral language – they, them, theirs or student(s)
 - o For Formal hearing process (step 4) – recommended removal of references to physical spaces or rooms since current technology allows for use of virtual meetings.
 - Topics of discussion regarding specific sections
 - Informal Resolution process – questions raised about evidence needed to demonstrate an attempt to resolve a dispute had been attempted
 - o Grievance form specified that by signing the form the student verifies an informal resolution was attempted .
 - o Suggested that a similar statement be inserted for the Department chair/School Director
 - References to Graduate Student Grievance committee or Department/School Committees be shortened or abbreviated for ease of reading
 - Timeline:
 - o No time period defined for Chair to respond acknowledging receipt and acceptance of filed formal grievance.
 - Recommend allowing 5 days to acknowledge receipt of formal grievance by department chair/school director
 - o Noted differences in time allowed for individual employees response (5 days) vs. program response (10 days)
 - Not clear why individual response would have less time to respond.
 - Recommended allowing respondent (employee or program) same time period (10 days) to respond.

- Step 2: Question raised about referring grievance to a department of school based grievance committee to determine if grounds for a formal hearing are evident.
 - Concern about potential bias and/or conflict of interest.
 - Suggestion of possibly removing unit level grievance committee and moving review to the GAC Grievance Committee directly.
- Step 4 – Outcomes from the formal Hearing: If majority find in favor of the student, the issue is sent back to the department/school for “reconsideration”
 - Strong concern that reconsideration will not result in a different decision
 - Suggestions of allowing Grievance Committee or the Graduate Dean to make determination of the final resolution.

4. New business – None presented

5. Future Meetings, 1PM

- Nov 17
- Feb 23
- Mar 22

Meeting adjourned 2:05 PM

GAC Bylaws subcommittee Meeting Minutes

October 20, 2023, 1 PM

Attendees: Charles Manyara, Kim Baskette, Ben Caldwell, Katie Hilden

Absent: Judy Jenks, Ben Biermeier-Hanson

1. Review Minutes from Sept 22, 2022
2. Discuss the suggested changes from the previous meeting;
 - Compare with Overview of Academic Governance document (2021) – referred to as OAG below
 - Terms – 2 yrs - specified in OAG doc
 - Attendance – may be replaced for excessive absences
 - Chair, Co-chair, secretary
 - o OAG doc – position are elected;
 - o Bylaws – sets who will have those roles (Dean, Assoc Dean, Admin Assist to Dean)
 - Meetings
 - o Specify minimum (2 meetings/semester); however, GAC would typically meet once per month
 - o Summer meetings – not usually (most faculty are not under contract), but chair could call GAC meeting under extenuating circumstances
 - o Quorum – simple majority (specified in OAG doc)
 - Voting
 - o Allow Proxy Voting ? → OAG doc does not permit proxy voting
3. Items not discussed previously:
 - Graduate Faculty Criteria
 - Dean Caldwell is requesting specification of a time period for faculty to demonstrate evidence of continuing research/creative activity (5-7 yrs)

Example:

Graduate Faculty should demonstrate evidence of scholarly/creative activity, including a minimum of one of the following:

- 1. At least one peer reviewed publication or creative activity in one's content discipline within the past five years; or, two or more conference presentations within the past five years and/or**
 - 2. Relevant professional service and leadership in one's discipline at the regional or national level. There must be evidence of keeping current in one's content discipline and/or**
 - 3. Possessing special or unique content related qualities contributing to a particular graduate curriculum. Normally this will be non-academically recognized experience/expertise related to the teaching area such as (e.g. certification, training or credentialling).**
- Dean Caldwell indicated that on rare occasions some graduate faculty applications did not demonstrate evidence for professional contributions over long periods of time (>10 years in some cases). Current qualifications provide no stringency for denying graduate faculty status. Major requirement is terminal degree with no additional qualifications.
 - Response from committee was generally positive – faculty should provide evidence of staying current in their field in order to teach at the graduate level.
 - General feeling that one publication within five years, or 2 or more presentations, was fairly generous.
 - Item 2 allows faculty to demonstrate activity in their field through service to the discipline.

- Item 3 allows for alternate options for faculty to demonstrate relevance to field or discipline. This option is typically used by professionals working in the field who are not within academia.

- 4. Curriculum
 - Defines types of proposals considered by GAC – new courses, course revisions, course deletions,
 - Curriculum review will follow defined academic governance pathways.

- 5. Amendments – discussion resulted in recommendation of approval by a majority of full active GAC membership and not a quorum at a meeting.

- 6. Ratification – recommendation of approval by majority of full active GAC membership (same as above)

- 7. Approval after GAC?
 - a. Discussion of Academic governance document requirements
 - i. Question of need for review by Faculty Senate?

OAG document indicates only necessary to be reviewed and approved by the designated administrative official (p7, OAG, 2021)

Parliamentary Authority

Robert’s Rules of Order, in the form of its most recent edition, will govern all committee proceedings. Additionally, committees that have or develop internal policies for carrying out their responsibilities will submit those documents and any subsequent revisions to the appropriate Designated Administrators for review and approval. A copy of these documents is to be filed with the Designated Administrator and forwarded to all committee members.

- o Recommend approval by Provost

Meeting adjourned at 2:05 PM

