

**RADFORD UNIVERSITY  
ACADEMIC AFFAIRS COMMITTEE  
BOARD OF VISITORS**  
2:15 p.m., April 23, 2008  
MINUTES

**APPROVED**

**Committee Members present:**

Ms. Nancy E. Artis, Chair  
Ms. Nancy H. Agee  
Mr. Stephen A. Musselwhite

**Other Board Members present:**

Mr. Thomas E. Fraim, Jr., Vice Rector  
Mr. Randal J. Kirk, Rector  
Dr. James Lollar, Faculty Representative  
Ms. Juliann Abercrombie, Student Representative

**Others Present:**

Penelope W. Kyle, President  
Dr. Steve Lerch  
Dr. Wilbur Stanton, Provost  
Tim Thornton, Reporter for *The Roanoke Times*

**CALL TO ORDER**

Ms. Nancy Artis, Chair, called the meeting to order at 2:15 p.m, Wednesday, April 23, 2008, in the Board Room in Martin Hall.

Ms. Nancy Artis called for a motion to approve the meeting agenda. Ms. Nancy Agee made the motion; Mr. Stephen Musselwhite seconded and the motion carried.

Ms. Nancy Artis called for a motion to approve the minutes of the January 28, 2008. Ms. Nancy Agee made the motion; Mr. Stephen Musselwhite seconded and the motion carried.

**FACULTY SENATE REPORT**

Dr. James Lollar, President of the Faculty Senate, reported that the Senate had committed to addressing the following for the upcoming academic year:

- Faculty Salary Inversion and Compression: a model to examine the issue was developed and applied, and inversion and compression issues were addressed in fall 2008.
- Faculty Workload Issues: data collection is underway; analysis and recommendations will follow.
- Internal Governance: an ad hoc committee representing all of the institution's senates is reviewing the current IG structure and process

within the context of the RU 7-17 Strategic Plan. The Faculty Senate would like to have a governance model that is collaborative and insures that decisions are well informed, timely, and effective in moving the university forward. Options should be available for consideration by the end of August.

- Strategic Plan: progress has been made but much work still remains, especially in the area of prioritizing goals and objectives, and acquiring and aligning resources to succeed in a timely manner.
- General Education/Core Curriculum: remains a work in progress
  - GECAC recommended a framework and timeline that was subsequently approved by the Faculty Senate by an overwhelming majority.
  - GECAC subsequently delivered to the Faculty Senate and Provost a set of learning objectives for each of the competency areas. These were developed based upon input from faculty, SCHEV, accreditation standards, and other university models.
  - The process of finalizing the learning objectives continues, and input from departments that will be heavily impacted by the new Core Curriculum will continue to be accepted through early summer. Once the learning objectives are finalized, GECAC will commence the process of reviewing existing proposals and working with faculty to develop new course proposals in which students will be expected to achieve the objectives.
  - The development of the new Core Curriculum is very important to both the faculty who must deliver it and the Board of Visitors who must insure that the University is meeting the educational needs of the Commonwealth. Both perspectives are essential and mutually beneficial.
  - Dr. Lollar expressed his appreciation for the BOV's desire to be engaged in such an important endeavor, and to keep faculty accountable for moving forward, while also entrusting them to deliver the work for which they have been trained.
  - He asked the BOV to join him in commending GECAC for laying aside the constraints that so often act as a barrier to change, and for working diligently and in good faith to be responsive to the charge it was given.
  - On April 24, the Faculty Senate elected new leadership, and the composition of GECAC will change as well due to staggered terms for faculty. Everyone will need to remain totally committed to finish the process that has begun, and Dr. Lollar expressed his appreciation for the BOV's understanding and respect for the processes the faculty believe will result in the very best educational experience for RU students.

## ACADEMIC AFFAIRS REPORT AND RECOMMENDATIONS

### 1. Tenure Recommendations

#### A. Tenure-Track Faculty

Tenure-track faculty are appointed initially on one-year contracts. Throughout the probationary period, which is normally six years, they are subject to reappointment annually upon recommendation by the Department Personnel Committee, the Department Chair, the College Dean, the Provost, and the President.

#### B. New Faculty Appointments with Tenure

In accord with Section 1.7 of the Teaching and Research Faculty Handbook the decision to grant tenure is an affirmative decision and is available only to tenure-track faculty, College Deans, the Provost, and the President of the University.

When a faculty member's previous experience and/or extraordinary contributions warrant such action, tenure may be awarded upon appointment. This can occur, though, only with the recommendation of the Department Personnel Committee and the Chair of the department in which the faculty member seeks appointment.

It is requested that the recommendations for the award of tenure to the tenure-track faculty and the new faculty appointments in accord with Section 1.7 of the *Teaching and Research Faculty Handbook* be approved.

Ms. Nancy Artis called for a motion to approve the faculty tenure recommendations. Ms. Nancy Agee made the motion; Mr. Musselwhite seconded and the motion carried. The recommendations will go forward to the Board of Visitors on April 24, 2008.

### 2. Proposed Changes to the Teaching and Research Faculty Handbook

All proposed changes to the *Teaching and Research Faculty Handbook* must be managed in accord with §5.0 of that handbook.

#### Recommendation to Approve Revision of Section 1.4.2.B of the Faculty Handbook

Currently, the introductory paragraph in Section 1.4.2.B of the Faculty Handbook (page 19) dealing with the Quadrennial evaluation of chairs states:

*Every four years, in spring of the third year of the Department Chair's or School Director's four-year term, in lieu of the annual evaluation as chair or director described in section A, an in-depth formal evaluation as chair or director shall be conducted by the Dean in consultation with the faculty of the department or school.*

It is proposed that this be changed to:

*Every four years, in spring of the third year of the Department Chair's or School Director's four-year term, in lieu of the annual evaluation as chair or director described in section A, an in-depth formal evaluation as chair or director shall be conducted by the Dean **with input from** the faculty of the department or school.*

**Recommendation to Approve Revision to Section 2.9 of the Teaching and Research Faculty Handbook**

Currently, section 2.9 of the *Teaching and Research Faculty Handbook* (page 51) states:

Faculty members are expected to give an examination or a similar summary evaluation of the students' work in each class during the scheduled exam period. No faculty member may change the time of a scheduled final examination without the permission of the College Dean. Students must take examinations with their regular class at the regularly scheduled time unless prior permission for alternative arrangements is obtained from the instructor. Lists of final grades must be submitted to the Registrar's Office as soon as possible after each final exam is given, but no later than forty-eight hours after the close of the last final examination.

It is proposed that this be changed to:

Faculty members are expected to give an examination or a similar summary evaluation of the students' work in each class during the scheduled exam period. No faculty member may change the time of a scheduled final examination without the permission of the College Dean. Students must take examinations with their regular class at the regularly scheduled time unless prior permission for alternative arrangements is obtained from the instructor. *Faculty members are asked to make every effort to accommodate individual students requesting alternative final exam arrangements because they are scheduled to take three or more examinations on the same day. All alternative arrangements must be made prior to the beginning of Finals Week and documented on the "Request for Change in Final Examination Schedule" form (available in department offices), with copies of the form going to the instructor, the student, and the department chair/school director who has oversight for the course.* Lists of final grades must be submitted to the Registrar's Office as soon as possible after each final exam is given, but no later than ~~forty-eight hours after the close of the last final examination.~~ *the time and date indicated by the Office of the Registrar in the memo to faculty that accompanies the final grade rosters.*

Ms. Nancy Artis called for a motion to approve the proposed changes to sections 1.4.2.B and 2.9 of the *Teaching and Research Faculty Handbook*. Ms. Nancy Agee made the motion; Mr. Stephen Musselwhite seconded and the motion passed. The recommendation will go forward to the Board of Visitors on April 24, 2008.

3. **Recommendation to Submit the Doctorate of Nursing Practice Proposal (DNP) to SCHEV**

Congruent with the mission and strategic plan of Radford University, this proposal was developed in response to regional needs and professional-based standards for preparing advanced practice nurses. It has been unanimously supported by the RU School of Nursing Graduate Committee, RU School of Nursing Faculty Organization, Waldron College of Health and Human Services Curriculum Committee, RU Graduate Affairs Committee, the Faculty Senate Curriculum Committee, the Faculty Senate, the Provost, and the President.

Ms. Nancy Artis called for a motion to approve the submission of the Doctorate of Nursing Practice proposal to State Council of Higher Education for Virginia. Ms. Nancy Agee made the motion; Mr. Musselwhite seconded and the motion passed. The recommendation will go forward to the Board of Visitors on April 24, 2008.

**UPDATES**

- Workforce Transitions Option (WTO)  
The WTO program was first implemented at RU in the late 90's. In 2002 the WTO program was revised and a Business Plan was developed. The purpose is different this time. It's intended to provide RU the opportunity to reallocate resources as the University implements a new Core Curriculum and addresses other strategic needs. Around seventy-five faculty will be eligible to apply for the WTO. It is not a buyout and not early retirement; it is a voluntary separation. The Provost would have the final approval of accepting or denying an applicant in situations in which multiple retirements in a department would affect its ability to deliver its curriculum.

The Academic Affairs Committee concurs with the recommendation for Action in the Business Affairs Committee for a 2008 implementation of a WTO.

- Update of progress being made on Core Curriculum  
Disciplines are coming together to discuss what the possible outcomes. The work will continue through the summer. Academic Affairs is on schedule according to the timeline given at January 28, 2008, committee meeting.
- Academic Impact concerning Students
  - Actions taken to strengthen standard written English this fall and in future years (implementation of new processes and procedures)
  - Appointment of Dr. Laurie Cubbison, Associate Professor of English as the Director of Writing at RU.
  - Review of course descriptions for ENGL 101 and 102 to assess consistency in instruction.
  - Arrangement of training workshops for all English 101/102 instructors; the formalization of contacts with offices critical to the enhancement of writing quality at RU; reviewing archives of the Writing Across the

Curriculum Program that was discontinued in 1995; will examine the impact of the awarding of AP and/or Dual Enrollment credit for writing courses completed in high school; will work with colleagues to develop a program-generated textbook in order to increase consistency in writing instruction.

- Freshman Testing Day
  - Effective in the summer of 2009, the abilities of entering freshmen will be assessed in a variety of areas, and they will be placed in courses commensurate with their abilities.
  
- Career Planning for Students
  - Academic Affairs is currently looking at the Career Center and assessing how to reorganize to meet the needs of RU students.
  - Academic Affairs will consult with the SGA to discuss the services offered for career planning.
  
- Enrollment Projections for Fall Semester
  - Current freshman applications are at 7910 which is a 5% increase over last year
  - Offers of admission to students of color are up by 21% compared to last year and by 38.5% compared to fall 2006.
  - Transfer applications are up by 8.6 % compared to last year.
  
- Classroom Space for Fall Semester
  - Nineteen classrooms offline with Young Hall being renovated
  - Due to security issue, classes have been moved out of the Residence Halls; only University 100 classes will remain in the respective residence halls.
  - Two modular units, providing four classrooms, will arrive during the summer for use beginning fall 2008.
  
- Update on New Programs: Psy.D., DPT, MOT
  - Psy.D. inaugural class will begin in fall 2008; there were 17 applications for the program, eight offers, and six accepted. RU is on track for accreditation, the hiring of faculty, and meeting space needs.
  - DPT and MOT- On January 8, 2008, both programs were approved by SCHEV. RU is in the process of searching for department chairs for the DPT and MOT with an expected start date of July and students would enroll in 2009. DPT accreditation must be in place before students are admitted, but accreditation is not mandatory for MOT.
  
- Dean Searches and Search for Vice Provost for Enrollment Planning and Management
  - Dr. Dennis Grady has accepted RU's offer to become Dean of the College of Graduate and Professional Studies effective June 2008.
  - Dr. Faye Gilbert has accepted RU's offer to become Dean of the College of Business and Economics effective June 2008.

- Dr. Brian Conniff has accepted RU's offer to become Dean of the College of Humanities and Behavioral Sciences effective June 2008.
- Dr. Orion Rogers has accepted RU's offer to become Dean of the College of Science and Technology effective July 2008.
- Academic Affairs Committee recognizes and gives thanks to current interim deans for all of their hard work
  
- Vice Provost for Enrollment Planning and Management
  - First search was unsuccessful and RU has put out an RFP for a search firm to assist in the search.
  - Hope to have a search firm hired by mid May and to have completed the search and then have successful candidate in place by January 2009.
  
- 7-17 Accomplishments
  - Goal 1.1 RU has completed the five-year survey of undergraduate alumni and the results were sent to departments for review. Hard data is needed from VEC; they have other ongoing projects ahead of RU, but data should be available later. The Academic Affairs Committee would like to get the survey results from Institutional Research by August.
  - Goal 1.2: Bullet 2: Increasing expectations and support for faculty to work as partners with students in the learning process: This year 67 students attended 17 conferences around the country. One of the major conferences attended was the National Conference of Undergraduate Research, with 34 students attending. University Relations sent stories to hometown newspapers of students attending the National Conference of Undergraduate Research
  - Goal 3.2: During spring semester, 42% percent of our students are enrolled in an academic outreach program that is serving 465 graduate students and 260 undergraduate students.

## **ADJOURNMENT**

The meeting adjourned at 4:18 pm.

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Kathy L. Thompson  
Administrative Assistant  
Academic Affairs Committee

Respectfully submitted,  
Carlene Alvis, Secretary  
Radford University Board of Visitors