1. CALL TO ORDER/INTRODUCTIONS

The meeting was called to order at approximately 1:00 p.m. by Dean Jacobsen.

2. MINUTES

A motion was made and seconded to approve the minutes from the March 17, 2017 meeting. The minutes were approved by consensus.

3. PRESENTATION

Melissa Neal, the Assistant Registrar, gave a presentation on Degree Audits. (See attachment)

4. ANNOUNCEMENTS

- Dr. Laura Jacobsen announced that Dr. John Brummette accepted the position of Acting Associate Dean.

- Dr. Laura Jacobsen announced that the Graduate College would be holding a Graduate Programs’ Workshop and Retreat on Thursday, August 3 from 9:00 a.m. – 4:00 p.m. at the Selu Barn.

- It was announced that an active search is underway to fill the Director of Recruitment vacancy left by Robert Jennings. Dr. Graham Glynn, who was hired as the new Provost, will begin on July 1st and John Brooks was hired as the new Assistant Vice President for Human Resources. The search for Vice President for Advancement is on-going and has been narrowed down to two candidates. It was also announced that Dr. Susan Trageser will assume the position of Interim Dean of Students.

- Phillip Hardy announced that we are still down approximately 15 applications from this time last year, yet with summer numbers we should be about even.
• Dean Jacobsen spoke about the Research Productivity Work Group. This group, chaired by Dr. Orion Rogers, will investigate ways to help support research at Radford University. Dean Rogers submitted his report, along with previous reports to the President, for further review.

• For anyone who works with the IRB or IACUC through the InfoEd site, improvements will hopefully take place during the summer that will eliminate common glitches experienced by researchers.

• Dean Jacobsen announced that there is still a projected budget cut of 2.6% which is less than the original percentage.

• Dean Jacobsen announced that updates will be made to the Seed Grant process to help make it a little more user friendly.

• Dean Jacobsen announced that the Strategic Plan is moving forward.

• Rebecca Conner announced that end of term processing will occur on the 9th or 10th with hopefully a quick turn-around.

5. SUBCOMMITTEE REPORTS

• **Graduate Faculty** – A report of 3 graduate faculty applications were processed since the last GAC meeting on March 17, 2017. The report was accepted as presented. (See attached).

• **Academic Course and Program Review** – The minutes from the March 24, 2017 and April 21, 2017 subcommittee meetings were presented by Dean Jacobsen. The minutes were approved as presented.

• **Policies and Procedures Committee** – No report at this time.

6. ADJOURN

• Dean Jacobsen adjourned the meeting at 1:46 p.m.
April 28, 2017
Graduate Faculty Application Status
(Approved Since Last Graduate Affairs Council Meeting)

### Full Graduate Faculty Status - 5 year term

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept</th>
<th>Limitation(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melinda Cruz</td>
<td>PSYC</td>
<td></td>
</tr>
<tr>
<td>Meredith Bowen</td>
<td>MUSC</td>
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</table>

### Associate Graduate Faculty Status - 3 year term

<table>
<thead>
<tr>
<th>Name</th>
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<th>Limitation(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Zuschin</td>
<td>MUSC</td>
<td></td>
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</tbody>
</table>
MINUTES
ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE
Friday, March 24, 2017
1:00 p.m. – Bonnie 248

Present: Laura Jacobsen (presiding), Brad Bizzell, Matthew Brunner, Nicole Hendrix, Kay Johnson, Kristin Machac, Tony Ramsey, Stacey Turmel
Staff: Patricia Phillips (recorder), Teri Hills
Guests: Jim Borling, Dan Davidson, Angela Mickle

I. ATTR

A. Revision of Existing Degree/Certificate Program

1. ATTR 01-17-030117 Revision to better meet the new competency requirements for accreditation. Approved

B. New Course Proposal

1. ATTR 02-17-030117 ATTR 601 “Foundational Clinical Skills for Athletic Training” Approved

2. ATTR 03-17-030117 ATTR 602 “Emergency Care and Planning” Approved

3. ATTR 04-17-030117 ATTR 603 “Structural and Functional Anatomy for the Athletic Trainer” Approved

4. ATTR 05-17-030117 ATTR 645 “Seminar in Athletic Training” Approved

II. COED

A. Revision of Existing Degree/Certificate Program

1. COED 01-17-030117 Changing required course COED 671 with a new course COED 617. Approved

B. New Course Proposal

1. COED 02-17-030117 COED 617 “Introduction to Professional School Counseling” Approved
III. EDEF

A. New Course Proposal (part of the proposed Doctoral Program in Education)

1. EDEF 01-17-021517  EDEF 800 “Social and Cultural Foundations of Place-Based Education”   Approved

2. EDEF 02-17-021517  EDEF 810 “Models of Change for School and Community Leaders”   Approved

3. EDEF 03-17-021517  EDEF 820 “Applied Research Methods”   Approved

4. EDEF 04-17-021517  EDEF 830 “Quantitative Methods”   Approved

5. EDEF 05-17-021517  EDEF 840 “Qualitative Methods”   Approved

6. EDEF 06-17-021517  EDEF 850 “Program Evaluation”   Approved

7. EDEF 07-17-021517  EDEF 860 “Advanced Learning Sciences”   Approved

8. EDEF 08-17-021517  EDEF 890 “Doctoral Research in Education”   Approved

IV. EDEL

A. New Course Proposal (part of the proposed Doctoral Program in Education)

1. EDEL 01-17-021517  EDEL 800 “Leadership in the 21st Century”   Approved

2. EDEL 02-17-021517  EDEL 810 “Advanced School Law”   Approved

3. EDEL 03-17-021517  EDEL 820 “Leadership for Human Resources”   Approved

4. EDEL 04-17-021517  EDEL 830 “Leadership for Teaching and Learning”   Approved
5. EDEL 05-17-021517  EDEL 840 “Policy and Governance of Schools”  
   Approved

6. EDEL 06-17-021517  EDEL 850 “School Finance and Operations”  
   Approved

7. EDEL 07-17-021517  EDEL 890 “Internship in School District Leadership”  
   Approved

V. FINC

A. New Program/Certificate Proposal

1. FINC 04-17-032017  M.S. in Finance  Approved

VI. MUSC

A. Other Catalog Revisions

1. MUSC 01-17-031417  Remove language that describes the “Research Option” for the MS degree in Music Therapy  
   Approved

VII. PSYC

A. Revision of Existing Degree/Certificate Program

1. PSYC 01-17-022717  Program will change current policy to reflect Graduate College requirements.  
   Approved – after receiving confirmation.

VIII. Studio Art

A. Revision of Existing Degree/Certificate Program

1. SART 05-17-031717  First and second year reviews clarification  
   Tabled – need just the catalog language.
I. AHPT – All provisionally approved with submission of new course proposals submitted showing detailed course information.

C. Course Description Change

2. AHPT 01-17-032217 AHPT 812
3. AHPT 02-17-032217 AHPT 818
4. AHPT 03-17-032217 AHPT 824
5. AHPT 04-17-032217 AHPT 842 – APPROVED with minor edits. Spell out acronym
6. AHPT 05-17-032217 AHPT 892
7. AHPT 08-17-040617 AHPT 862
8. AHPT 09-17-040617 AHPT 864

D. Course Description and Syllabus Change

1. AHPT 07-17-040617 AHPT 844
2. AHPT 10-17-040617 AHPT 866

E. Course Description, Prerequisite, and Title Change

1. AHPT 06-17-040617 AHPT 830

F. Course Description and Title Change

1. AHPT 11-17-040617 AHPT 870

9. AHPT 12-17-040617 AHPT 890 - APPROVED with minor edits. Spell out acronyms
II. DSN – **ALL APPROVED pending submission of proposal to have DSN 600 as required with the learning outcomes from DSN 640.**

A. **Course Prerequisite and Title Change**

1. DSN 08-17-040317  DSN 600

B. **Course Deletion**

1. DSN 10-17-040317  DSN 640

C. **Revision of Existing Degree/Certificate Program**

1. DSN 09-17-040317  Changing language for credit hours allowed for DSN 611

2. DSN 11-17-040317  Change language for required course and selection of remaining courses

III. **MUSC - APPROVED**

A. **Revision of Existing Degree/Certificate Program**

1. MUSC 02-17-041417  Revision to admission requirements into the MA and MS programs

IV. **SART – APPROVED pending approval of revisions from Dr. Barris**

A. **Revision of Existing Degree/Certificate Program**

1. SART 05-17-031717  Language clarification for the first and second year review of Studio Art – MFA students

V. **SOWK – ALL APPROVED with minor change to one description with confirmation of the department**

A. **New Course Proposal**

1. SOWK 01-17-040317  SOWK 695 “SOWK with Military Populations”

2. SOWK 02-17-040317  SOWK 712 “Feminist Theory”

3. SOWK 03-17-040317  SOWK 694 “Social Work Practice with Families and Couples”
After email communication it has been determined that AHPT does not need to submit new course proposals showing detailed course information. They will just need to fix the acronyms.

After email communication it has been determined that SOWK does need for the language to be reflected as Learning to Kill.

Per email confirmation it has been determined that ART approves the changes made within the committee with one clarification of thesis hours.
Using the Degree Audit

- Log in to your MyRU Portal (Mozilla Firefox browser is preferred)
- Click on the Teaching Tab:

- Click on Degree Audit (DegreeWorks - Advisors):

- Enter student ID# and hit enter:
Or use the Find feature to:

- Locate a student by name
- Locate a list of students by major, catalog year, degree type, and/or concentration
The top of the audit lists student ID, name, degree type, major, and level.
  - You can use the arrows above the “Name” field to switch between students (if you select multiple students using the “find” function)
  - You can also use the drop down box to the right of the “Name” to go directly to a particular student (if you select multiple students using the “find” function)

The first block “student view” shows similar information with the addition of Overall GPA (pulled from Banner) and college:
• Each block has specific requirements listed:

• Here is an example of what the audit will look like once approved electives and comp/thesis exceptions have been applied to the audit:
Please note that not all audits require exceptions to be made. If your program does not require a comp/thesis form (done as part of a class) and lists specific classes that students can choose as electives, no exceptions will be needed. The audit will be completed automatically based on the courses the students have completed. PHTH is a good example of this.

Attached are examples of the audit once they have been printed.