Staff: Nora Reilly, Sandy Steele.

1. CALL TO ORDER/INTRODUCTIONS

The meeting was called to order at approximately 1:00 p.m. Introductions followed.

2. MINUTES

A motion was made and seconded to approve minutes from the April 1, 2011 meeting. The motion was approved by consensus.

3. SUB-COMMITTEE REPORTS

Graduate Faculty — Dr. Grady discussed a report of activity since the last Graduate Affairs Council meeting. Fourteen applications requiring subcommittee review and two applications not requiring subcommittee review were presented. The report was approved as presented (see attached). Council members were asked to have departments/programs to review the current graduate faculty status list at http://gradcollege.asp.radford.edu/Faculty_Documents/gradfaclist_001_000.pdf and make sure all renewal applications for summer 2011 are submitted.

Dr. Grady reported that the Graduate Faculty subcommittee met to review several applications. There was a question about substantive versus clinical course needs, and required justification for faculty teaching without a terminal degree. Further consideration of five applications from the School of Teacher Education and Leadership are pending receipt of justifications.

ACTION: As justifications are received information will be shared with the Graduate Faculty subcommittee, and applications will be processed over the summer as authorized by Graduate Affairs Council at the April 1, 2011 meeting.

Academic Course and Program Review — Nora Reilly presented reports from sub-committee meetings on March 18 and March 25, 2011 (attached). The reports were approved as presented.

Graduate Student Council (GSC) —Nora Reilly reported that the majority of Graduate Student Council officers are graduating.
4. OLD BUSINESS

Three catalog changes were submitted for action:

1. Add statement to p. 35, bottom. “Doctoral students may not enroll for credit in any course that allows undergraduate registration.”
   - There was a suggestion to change the statement to “Doctoral students may not enroll for credit in any 500-level course.”
   ACTION: Discussion followed and revisions were made. A motion was made and seconded to approve an amended statement, “Doctoral students may not enroll for graduate credit in any course lower than 600.” Discussion followed. The motion was unanimously approved.

2. p. 38 Directed Study: Last paragraph: Change “12 semester hours” to “9 semester hours”
   - Dr. Grady noted that in the past there was no other reason for “12 semester hours” other than that it had been the typical number of hours in a semester.
   ACTION: A motion was made and seconded to approve the statement as presented. Discussion followed. The motion was unanimously approved.

3. Delete phrase in 4th paragraph on p. 39 that states “as long as the content of the directed study is not directly related to the thesis topic.”
   ACTION: A motion was made and seconded to approve the statement as presented. The motion was unanimously approved.

Dr. Grady reported that 23 nominations were received for the Graduate College scholarships. They will be reviewed next week. Announcements will follow.

5. ANNOUNCEMENTS

Graduate Student Awards - Nora Reilly requested volunteers for the annual graduate student commencement awards committee. Volunteers include Nora Reilly (ex-officio chair), Roann Barris, Diane Millar, Rodrigo Hernandez, Matt Dunleavy, and Paul Witkowsky. Nominations are due to the Graduate College on Tuesday, April 12th. Information was distributed and is posted on the Graduate College website.

Theses – Electronic – The deadline for spring thesis drafts is Friday, April 8th. Laura Dumin, a technical writer with a Ph.D. in English, will review theses this year. Students have the option of submitting theses electronically with feedback provided through Word “track changes.” Laura will be reviewing the theses for format, sentence structure, grammar, etc. Content remains the responsibility of the thesis committee. There are approximately 21 theses going through the process this semester. It is considered a trial in hopes of moving toward a permanent electronic theses and dissertation submission process. Final signed copies on the required document are due in the Graduate College by 5 pm on Friday, April 29th. There was some concern over moving the deadline back a week based on completion of research, final edits and the defense. Dr. Grady stated that the main objective is to improve final theses, and the Graduate College would work with programs/departments to implement the new process.
Scholarships - As in previous years, the Graduate College will award two scholarships for new students (those enrolling for the first time in summer or fall 2011). There will be a $1000 scholarship for a full time student taking nine or more graduate hours each semester and a $500 scholarship to a part time student. More information will be emailed to colleges, and departments/ programs.

6. ANNOUNCEMENTS

McConnell Library Scholars Repository (ETD) – The McConnell Library Scholars Repository is now operational. Council members reviewed the link at http://wagner.radford.edu/. It was noted that the Library is ready to begin meeting with the Graduate College and GAC to discuss the workflow for uploading and approving repository submissions, creating necessary documentation, policies, etc. The Library will be working to create the Technical Services workflow for cataloging, metadata creation, backups, and to discuss retrospective digitization of theses.

Dr. Grady commended those programs that worked with Laura Dumin to submit theses electronically via email this year. Laura accepted a job and will not be returning next year. Kay Johnson stated that the new repository, eprints should make the process easier. Bruce Buskill and Steve Helms have been working on this project for some time.

ACTION: Dr. Grady suggested having informal implementation discussions during the summer with programs that require theses. Discussion followed. Kay stated that there would be a two part implementation process; 1) Look at metadata for formatting; 2) Look at the submission process, electronic approval, and proofing of copies approved. Paul Witkowsky stated that he would like to be involved in the discussions. Dr. Grady will contact those departments that require theses submission and establish informal implementation discussions.

Library Assessment form - McConnell Library would like to revise the "Library Assessment" form at http://gradcollege.asp.radford.edu/faculty.html to indicate whether additional Library staff members are needed to support newly proposed graduate programs.

As graduate programs are created, McConnell Library needs to provide appropriate staffing with content expertise. Traditionally they hired MLS as generalists to provide instruction and reference services for undergraduate students. They have also successfully supported master’s level research. However, with the creation of the DNP, DPT, and Psy.D., the Library has discovered that it needs to hire additional reference staff with at least a second masters in the proposed, or related, field to adequately provide research support. The goal is for specialized reference librarians to provide first class research consultations to assist graduate faculty and students with their in-depth research needs.

ACTION: Discussion followed the announcement. It was agreed that there needs to be a “service needs” element to the Library Assessment form. A suggestion was made to include this when building new program proposals. Kay Johnson will talk with Steve Helms to incorporate additional wording for the service element. Graduate Affairs Council supported the suggestion stating there was no need for a vote. The Graduate College will make applicable revisions and update its website.
**Commencement** - The Graduate Commencement Ceremony is tonight at 6:00 in the Dedmon Center. Faculty hooding students should arrive by 5:15 and enter through the river side doors.

**2011-2012 Graduate Catalog** – Dr. Grady asked that programs/departments/schools review their program section of the current Graduate Catalog for inaccuracies. Minor changes other than policy should be sent to Sandra Steele.

7. **ADJOURN**

The last meeting for academic year 2010-2012 was adjourned at approximately 2:45 p.m.

Atta. (2)
May 6, 2011
Graduate Faculty Applications Not Requiring Sub-Committee Review
(Approved Since Last Graduate Affairs Council Meeting)

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<th>Name</th>
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<td>Don</td>
<td>STEL - Literacy Education</td>
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<tr>
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Recommendations from Graduate Faculty Sub-Committee
Graduate Affairs Council Meeting

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<td>Gentry</td>
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AGENDA/MINUTES
ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE
Monday, May 2, 2011
Virtual Meeting - Approved by Consensus as Presented

Nursing

Other Catalog Revisions

Catalog copy of previously approved Program Revision - page 20 of 2010-11 catalog

Business Administration

Other Catalog Revisions

Mass quantity of editorial/program corrections because currently do not reflect approved program, personnel, and some issues with grammar. (page 51)