

MINUTES
GRADUATE AFFAIRS COUNCIL
Friday, November 3, 2006
1:00 p.m. – Heth New River Room

PRESENT: Jo Brocato, Gerald Gordon, Carolyn Hines, Bill Kennan, Robert McCracken, Clarence Rose, Carole Seyfrit, Fran Steigerwald, Robert Trent, Erin Webster-Garrett.
Visitor: Ellen Taylor.

1. MINUTES

Minutes from the October 6, 2006 meeting were approved as presented.

2. SUBCOMMITTEE REPORTS

Graduate Faculty – Eight graduate faculty applications not requiring Graduate Affairs Council review were reported as attached. Three applications requiring subcommittee review were presented and recommended for approval. The applications were approved as presented.

Graduate Student Council (GSC) - Dr. Seyfrit read a brief report from Jenni Stroup, President of the Graduate Student Council, who was not present. The October newsletter will be sent via email to students and faculty on Monday. The October student mixer was a success. There were about 100 present. President Kyle and the graduate college dean attended as well as other faculty including some chairs and program coordinators. A similar event is being planned for spring. A survey for planning purposes will be sent to graduate students regarding what they want from the GSC. Faculty were asked to encourage students to respond. Faculty appreciation is just around the corner. Faculty were advised to watch for a surprise from the GSC.

3. NEW TASK FORCES

Grade Appeal Policy – Dr. Erin Webster-Garrett presented an overview of recommendations emailed to the Graduate Affairs Council prior to the meeting. Discussion followed and suggestions were made to: 1) change the membership number of the Student Grade Appeal Committee (constituted from the department's Personnel Committee) to two-thirds rather than three-fourths, and 2) add language to the Student Government Association recommendation and inclusion of a voting student member appointment to the Student Grade Appeal Committee stating, "In addition, *departments may choose to follow* the Student Grade Appeal Committee including one voting student member appointed annually....", and instead of "He or she must be a junior or senior major in the department who is in good academic and disciplinary standing," change to "He or she must be a *graduate student within or outside the department of major* who is in good academic and disciplinary standing." Sandra Steele will incorporate the suggested changes and send the revised recommendations to the Graduate Affairs Council to carefully reread and discuss within departments for approval at the next Graduate Affairs Council meeting on December 1, 1006.

Withdrawal Policy – Dr. Erin Webster-Garrett presented the task force discussion of possible recommendations and the need to clarify language referring to full university or course(s) withdrawal to be more consistent with the undergraduate catalog. Discussion followed and the Graduate Affairs Council agreed with the task force recommendation to establish a form including an explanation of consequences for students to choose whether they want to withdraw from course(s) that would be counted towards the graduate college limit of 3 or the university as a whole. Dr. Seyfrit added that if the Registrar’s Office can change the database to allow differentiation between military and medical W’s and by adopting the new form this would allow departments to review, track, make final recommendations of all W’s, and be able to determine those students who may need to reapply to the program. Therefore, the current policy will remain the same with revisions to include the new form. The Graduate College will draft the new form and revisions to the current policy to send by email to the Graduate Affairs Council for review and recommendation.

Accelerated Program Criteria – Dr. Seyfrit reported that the task force was unable to find a time to meet but will be doing so in the near future.

4 OLD BUSINESS

Registration Tickets – In follow-up to the last meeting, faculty provided feedback from within their departments/programs regarding the discontinuation of registration tickets. The consensus was to discontinue them.

5. DEAN’S ANNOUNCEMENTS

Psy.D. Proposal – Dr. Seyfrit reported that the Psy.D. was approved by academic affairs and the state council unanimously. Rick Slavings office is preparing paperwork for the next step in the process and approval by SACS. Then the Psy.D. and new degree level will be finalized pending general assembly approval. Dr. Seyfrit stated that there is language in the state council approval stating that Radford University will have the authority to have one doctoral degree. That does not limit the addition of other doctoral programs. Initially any new doctoral degree proposals would need to go through the same process from beginning to end. As more degrees are added the step to request a new degree level would be eliminated.

2007-2008 Disability Policy Fellowship – Dr. Seyfrit advised graduate faculty that a letter from the Virginia Board for People with Disabilities inviting students to apply for the 2007-2008 Disability Policy Fellowship was distributed to program coordinators via email in October. The fellowship includes a \$15,000 annual stipend to graduate students interested in an opportunity to work in a state agency. Faculty members with students interested in more information about this fellowship should contact Sandra Steele in the graduate college.

Graduate Assistantships – Dr. Seyfrit reported that no news has been received regarding changes in student funding of graduate assistantships discussed at the September 1 Graduate Affairs Council meeting.

5. OTHER

Registration and Course Schedule Problems – Dr. Fran Steigerwald discussed problems some of her students are having with registering for classes included on the course schedule. Discussion followed. Some classes are listed in three separate headings, i.e., under the course prefix, Roanoke courses, Internet courses, etc. and students are missing other course options. Carolyn Hines reported that courses can be listed in one or two locations as the information is received from departments. For classes that start later in the semester that information needs to be provided on the RG32. This is very important in those cases to determine 80% of time students are enrolled at the time of withdrawal. Also, courses listing class times TBA are often not being updated. Faculty were advised to provide complete information about courses to the Registrar's office via the use of an RG32. Department secretaries should be advised as it is their responsibility to load course schedule information.

7. ADJOURN

The meeting was adjourned at approximately 2:15 p.m.

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**Recommendations from Graduate Faculty Sub-Committee
Graduate Affairs Council Meeting
Friday, November 3, 2006**

Graduate Faculty Status		
Donald George Rana Duncan-Datson	Music Social Work	
Adjunct Graduate Faculty Status		
Sheila Sargent-Martin	Teacher Education and Leadership	
Graduate Faculty Associate		

**Graduate Faculty Applications Not Requiring Sub-Committee Review
(Approved Since Last Graduate Affairs Council Meeting)**

Graduate Faculty Status		
Alison Pack Charles Vehorn George Grice Jayne Bucy Nicole Hendrix Dave Albig Jerry Kopf	Art Economics Communication Psychology Criminal Justice Mathematics and Statistics Management <i>(pending Provost signature)</i> <i>Update: Received and processed.</i>	
Adjunct Graduate Faculty Status		
Michele D. Ren	English <i>(pending Provost signature)</i> <i>Update: Received and processed.</i>	Limited to thesis committee membership.
Graduate Faculty Associate		