

GRADUATE AFFAIRS COUNCIL

Friday, April 20, 2007

1:00 p.m. – Heth New River Room

PRESENT: Debora Bays, Lisa Webster, Gerald Gordon, Robert Hiltonsmith, Carolyn Hines, Donald Langrehr, Robert McCracken, Kristan Morrison, Carole Seyfrit, Robert Trent, and Paul Witkowski for Erin Webster-Garrett.

1. MINUTES

Minutes from the March 2, 2007 and March 30 meetings were approved as presented with a correction to the March 2, 2007 minutes, changing Gwen Brown to Lisa Webster under those present.

2. SUB-COMMITTEE AND TASK FORCE REPORTS

Graduate Faculty – One application (Peter Conlin in the School of Social Work) requiring subcommittee review was presented and recommended for approval. Dr. Seyfrit asked Council members to consider graduate application status for retiring graduate faculty. The current policy administers a 5 year term which frequently extends beyond retirement. Discussion followed and a motion was made to leave the remaining term of graduate faculty application status active for the approved term unless the faculty member's university status changes at which time the faculty members file will be moved to inactive status. The motion was seconded and approved. With notification from departments/programs graduate faculty applications in inactive status with a remaining application term may be returned to active status as university status changes, e.g., retired to adjunct faculty.

A list of faculty identified as teaching graduate summer courses who do not have a current graduate faculty application on file in the graduate college was discussed. Council members will check within departments/programs and follow through with necessary applications. A motion was made, seconded and approved to allow the graduate faculty subcommittee to approve and process graduate faculty applications for the remainder of the year and throughout the summer. The subcommittee will continue to meet by email, make a recommendation to be presented to the Graduate College Dean and Interim Provost for signature, and present a report at the first Graduate Affairs Council meeting in Fall 2007.

Academic Course and Program Review – Twelve proposals were considered by the subcommittee on April 13, 2007:

Social Work submitted one **Course Deletion**, SOWK 626, *Play Therapy*; and a **Program Revision** to meet the School of Social Worker certification in the state of Virginia.

Appalachian Studies submitted a **Course Prerequisite and Number Change**, APST 680, *Internship in Appalachian Studies*; **Course Prerequisite, Description, Title and**

Credit Hour Change, APST 595, *Research in Appalachia*; and a **Course Deletion**, APST 590, *Summer Workshop: Appalachia in the Cinema*.

Media Studies submitted a **New Course Proposal**, MTSD 560, *Special Topics in Media Studies*.

Music submitted a **Program Revision** making it possible for students who graduate with a level 6 to take Fourth Year Applied Music for graduate credit as part of the degree requirements.

Reading submitted a **Program Revision** to revise comprehensive exam requirements.

School of Teacher Education and Leadership submitted four proposals:

Course Prerequisite and Syllabus Change, EDLI 603, *English as a Second Language (ESL): Analysis and Application of Instructional Techniques*.

Course Prerequisite and Syllabus Change, EDLI 604, *Second Language Assessment Principles*.

Course Prerequisite and Syllabus Change, EDLI 605, *Second Language Curriculum Design*.

New Certificate Proposal, *Teaching English to Speakers of Other Languages (TESOL)*.

Three proposals forthcoming from Special Education were discussed. Two are prerequisite changes (EDSP 545 and EDSP 566) and one is a new course proposal (EDSP 560). A motion was made, seconded and approved to allow the Academic Course and Program Review sub-committee to process the three proposals as discussed for inclusion in the 2007-2008 graduate catalog.

Graduate Student Council – No report.

3. DEAN'S ANNOUNCEMENTS

Hooding – The Graduate College hooding ceremony begins at 8:00 a.m. on commencement day, Saturday, May 5, 2007.

Graduate College Staff Changes – Dr. Seyfrit announced that Donna Spradlin recently accepted the position as Director of Graduate Recruiting and Retention. Donna is currently the Director of Continuing Education for Hampton University at the Roanoke Higher Education Center. She has a Master of Arts in Liberal Studies from Hollins College and a Bachelor of Arts in History from Roanoke College. Donna's first day in the graduate college is May 10. Etta Ford resigned from her position as administrative staff assistant at the Roanoke Higher Education Center effective May 9.

Graduate Awards – Dr. Seyfrit reported that nominations have been received from four colleges; College of Visual and Performing Arts, Waldron College of Health and Human Services, College of Business and Economics, and the College of Arts and Sciences. The award committee (Dr. Robert Trent, Dr. Erin Webster-Garrett and Dr. Carole Seyfrit) is scheduled to meet on Monday, April 23.

Tuition Rates for 2007-2008 - Dr. Seyfrit discussed increased tuition rates for 2007-2008. Sandra Steele will email those changes to Council members and program chairs and coordinators.

Scholarships – Two graduate college scholarships for new students (enrolling as a graduate student for the first time in Summer 2007 or Fall 2007) will be awarded. A full-time scholarship of \$1000 and a part-time scholarship of \$500 will be awarded. Dr. Seyfrit will send eligibility information and the nomination process and deadline information to graduate faculty by email.

Non-Service Awards – Dr. Seyfrit reported that she has received student information from some departments for non-service awards but several departments haven't responded.

Summer and Fall Pre-Registration – Dr. Seyfrit reported that summer and fall pre-registration is somewhat lower than this same time last year. She advised faculty to let her know if there are not enough students to make summer classes at extended sites and asked faculty to encourage students to attend.

5. **ADJOURN**

The meeting was adjourned at approximately 1:40 p.m.

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**Recommendations from Graduate Faculty Sub-Committee
 Graduate Affairs Council Meeting
 Friday, April 20, 2007**

Graduate Faculty Status		
Adjunct Graduate Faculty Status		
Peter Conlin	Social Work	
Graduate Faculty Associate		

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

Graduate Faculty Status		
Adjunct Graduate Faculty Status		
Graduate Faculty Associate		