

## GRADUATE AFFAIRS COUNCIL

Friday, February 7, 2014

1:00 p.m. – Heth Hall 043

**PRESENT:** Dennis Grady (Chair), Brad Bizzell, John Brummette, Matthew Brunner, Victoria Bierman for Virginia Burggraf, Jeff Chase, Joan Dickinson, Rana Duncan-Daston, Lori Elis, Lauren Flora, James Gumaer, Rodrigo Hernandez, Laura Jacobsen (*ex officio*), Kay Johnson, Jennifer Jones, Eric Mesmer, Douglas Mitchell, Eloise Philpot, George Santopietro, Patricia Winter, Paul Witkowsky

**Staff:** Patricia Phillips (*recorder*), Becca Conner, Donna Spradlin, Michele Ralston

### 1. CALL TO ORDER/INTRODUCTIONS

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

### 2. MINUTES

The minutes from the December 6, 2013 were not available for approval. Motion was made to approve at the next GAC meeting. Motion approved.

### 3. ANNOUNCEMENTS

- Dean Grady announced the following ACPR Proposal Timeline: These dates represent the beginning of the month when these meeting take place.
  - May 1 – brought up at GAC as old business and for approval
  - April 1 – brought to GAC as new business
  - March 1 – last date to submit to Associate Dean for ACPR approval
- The Graduate College welcomes Michele Ralston into the Assistantship position.
- The position for Admissions Manager has been advertised and closes tomorrow. Jean Cox's position will be posted within the next week. In the meantime, any forms that need to be turned into the Graduate College; please send them electronically to [gradforms@radford.edu](mailto:gradforms@radford.edu).
- The deadlines for turning in reimbursement forms for the "Graduate Student Professional Development Grant" are not being met. Please keep in mind that students have 10 days after returning from the travel to turn all paperwork into the Graduate College. The travel reimbursement is for registration and lodging only, up to \$250. Dean Grady announced that he will be requesting additional funding for this grant.
- Allocation letters should be going out within the next few days. The amounts for allocations are the same as last year.

- The following students were awarded the Graduate Research Fellows:

Cavalcanti	Nara	Corp & Prof Comm
Cook	David	English
Dean	Josh	Criminal Justice
Donaldson	Katherine	MSW
Drivas	Brian	I/O Psych
Feeney	Michael	Clinical-Counseling Psych
Geary	Kelsey	I/O Psych
Glover	Ashley	I/O Psych
Hehn	Keturie	Art

- The Graduate College will be moving to Whitt Hall the week of February 24<sup>th</sup>. Please be patient with us during this transition. The final renovations for Buchanan House should be completed by June of this year.
- The committee for the Associate Dean search has been established. (See attached).
- The LCI will be moving into Young Hall in March. Students will start being accepted in May. More details will be available after the meeting on Tuesday.
- The deadline for graduation applications was February 4<sup>th</sup>. Dr. Jacobsen announced that there will be a slight grace period of accepting applications. Beyond the 17<sup>th</sup> of February the applications will need to have a petition attached to it. If students have sent forms to Jeanne Cox since January 31<sup>st</sup>, they may want to resend them to the [gradforms@radford.edu](mailto:gradforms@radford.edu) email address.
- Spring Commencement will be held on May 9<sup>th</sup> at 5:00 pm. at the Dedmon Center. More information will be forthcoming.

#### 4. OLD BUSINESS

- The Policies and Procedures Committee presented the following motion and amendment to an existing policy:
  - In order to be eligible for an assistantship or fellowship, a student must be enrolled in a minimum of 9 graduate credit hours and be in good standing.
    - A motion was made to accept the policy as presented. Motion passed.
  - University-wide, students can only challenge a course once.
    - *Prior sentence is the motion, It was agreed that the cost of the waiver by examination should be kept low, but the exact value needs to be determined.*
      - A motion was made to accept the policy as presented. Motion passed.

## 5. SUBCOMMITTEE REPORTS

**Graduate Faculty** – A report of 16 graduate faculty applications were processed since the last GAC meeting on December 6, 2013. The report was accepted as presented. (See attached). Dean Grady announced that there will be a meeting of the Graduate Faculty Committee to discuss four applications needing review.

**Academic Course and Program Review** – Dr. Jacobsen presented the report from the January 31<sup>st</sup> subcommittee meeting, as attached. The report was approved as presented.

**Policies and Procedures Committee** – This report was presented in the “Old Business” part of the meeting. There will be a meeting forthcoming to address the grievance policy changes.

## 6. GOOD OF THE ORDER

- The deadline for comprehensive exams will tentatively be March 1<sup>st</sup>. There will be a spreadsheet coming to GAC members and Program Coordinators. Dr. Jacobsen asked that the spreadsheet be returned to [gradforms@radford.edu](mailto:gradforms@radford.edu).
- Dr. Jacobsen announced that electronic signatures are acceptable for ACPR proposals. So now documents can be submitted via email.
- The Admit product is working very well with programs and any issues are being resolved immediately.
- Donna Spradlin announced that there is an updated spreadsheet available on the website of her recruitment travels for spring.

## 7. ADJOURN

Dr. Grady adjourned the meeting at 1:53 p.m.

**February 7, 2014**  
**Graduate Faculty Application Status**  
 (Approved Since Last Graduate Affairs Council Meeting)

**Full Graduate Faculty Status - 5 year term**

Name	Dept	Limitation(s)
Kenna Colley	STEL	
Pamela Jackson	Psychology	
Charla Cooper	Nursing	
James Sellers	STEL	
Thomas Pierce	Psychology	
Glenna Gustafson	STEL	
Lynn Zoch	Communication	
John Brummette	Communication	
Ruth Riding-Malon	Psychology	
Ellen Bix	Nursing	
Kia Johnson	COSD	

**Associate Graduate Faculty Status - 3 year term**

Name	Dept	Limitation(s)
Samuel Jennings	Communication	COMS 635, 626, 630, 698
John O'Conner	Art	ART 698 (studio only), ART 694, 605, 600
Robin Naff	Counselor Education	COSD 641, 642, 690, 691, 692, 693
Jennifer Keith	Counselor Education	COSD 641, 642, 690, 691, 692, 693
Benjamin Shelor	COSD	COSD 640

**Associate Dean Search Committee**

Kathleen Cox	WCHS
Drew Dodson	CVPA
Lori Elis	CHBS
Duncan Herrington	COBE
Kathryn Hoover	CEHD
Kay Johnson	Library
Jeff Pittges	CSAT

**Minutes**  
**ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE**  
**Friday, January 31, 2014**  
**1:00 p.m. - Heth 018**

**PRESENT:** Laura Jacobsen (presiding), Brad Bizzell, Matthew Brunner, Lauren Flora, Rodrigo Hernandez, Kay Johnson, Eric Mesmer, Patricia Winter

**Staff:** Patricia Phillips (recorder)

**Guests:** Matt Dunleavy, Kate Hawkins, Joe Jones

**I. AHPT**

**A. Course Prerequisite Change**

1. AHPT 01-14-112213 [Approved](#)

**B. Course Description Change**

2. AHPT 02-14-112113 AHPT 840 "Management of Special Populations" [Approved](#)

**II. COMS**

**A. New Course Proposal**

1. COMS 01-14-111113 COMS 606 "Seminar in Pedagogy & Instruction" [Tabled and will be presented at the next ACPR meeting.](#)
2. COMS 02-14-111113 COMS 552 "International Film and Electronic Media" [Approved](#)
3. COMS 03-14-012714 COMS 551 "Intercultural and International Communication" [Approved](#)
4. COMS 04-14-012714 COMS 626 "Interactive Media" [Approved](#)

**III. ETHC**

**A. New Certificate Proposal**

1. ETCH 03-14-121913 Post-Baccalaureate Certificate in Bioethics [Approved](#)

**IV. NURS**

**A. Course Title Change**

1. NURS 01-14-111313 NURS 820, 821, 825, 826 [Approved](#)

**V. PSYC**

**A. Program Revision**

1. PSYC 01-14-120613 [Tabled for further revisions and will be presented at the next ACPR meeting.](#)

**B. Other Catalog Revisions**

1. PSYC 02-14-120613 [Approved](#)

**C. New Course Proposal**

1. PSYC 03-14-120613 PSYC 689 "Practicum in Clinic Setting" [Approved](#)
2. PSYC 04-14-120613 PSYC 708 "Assessment of Autism Spectrum Disorders" [Approved](#)

**D. Course Prerequisite Change**

1. PSYC 05-14-120613 [Approved](#)

**E. Course Credit Hour Change**

1. PSYC 06-14-120613 PSYC 781 "School-Based Practicum I" [Approved](#)
2. PSYC 07-14-120613 PSYC 782 "School-Based Practicum II" [Approved](#)