

GRADUATE AFFAIRS COUNCIL

Friday, November 4, 2011

1:00 p.m. – Heth 043

PRESENT: Dennis Grady (Chair), John Brummette, Sarah Strauss for Virginia Burggraf, Steve Arbury for Joan Dickinson, Rana Duncan-Daston, Wendy Eckenrod-Green, Ann Elliott, Kathy Hoover, Laura Jacobsen, Alison Armstrong for Kay Johnson, Jerry Kopf, Jennifer Mabry, Diane Millar, Douglas Mitchell, Kristan Morrison, Koehler Slagel, Ed Swanson, Chris White, Paul Witkowsky.
Staff: Nora Reilly, Sandy Steele, Becca Conner, Ryan Phillips, Jean Cox, Morgan Conner, Donna Spradlin.

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 October 7, 2011 meeting. The motion was approved by consensus.

3. ANNOUNCEMENTS

GRE Webinar – Dr. Grady announced a webinar scheduled Tuesday, November 15th at 10:00 a.m. in Walker Hall i-Lab. This webinar will provide information to help transition to the new score scales for the GRE. An email was sent yesterday providing conversion tables for scores.

Graduate Student Forum in Williamsburg – Dr. Grady announced that there will be a graduate student forum at the College of William and Mary. The deadline for submission of presentations is December 1st.

New Videos – New recruiting videos will soon be added to websites. There are nine in total.

Website Stats – Dr. Grady reported the following Graduate College website statistics: 10,203 visits last month from 5,756 individuals. 55% of these visits were directly to our site and 45% were from other sites. The average visit was 3 minutes. There were 1,700 visits to Apply Now.

4. SUB-COMMITTEE REPORTS

Graduate Faculty – Eleven applications requiring subcommittee review and two applications not requiring subcommittee review were presented. The applications were approved as presented, as they were previously moved and seconded (see attached).

Academic Course and Program Review – Nora Reilly presented the attached report from a subcommittee meeting on October 28, 2011. The report was approved as submitted.

Graduate Student Council (GSC) – Graduate Student Council President, Koehler E. Slagel, reported that the fall festival was a success with 15 graduate students in attendance.

5. **NEW BUSINESS**

General Issues Related to the Conduct of Defenses – Dr. Reilly reported that the ad hoc committee on online defenses and how they are conducted needs to also discuss the comprehensive exam process itself.

6. **OLD BUSINESS- Ad Hoc Committees:**

Ad hoc Subcommittee on Probation Regulations – The ad hoc committee was composed of Ed Swanson, Sallie Strauss, Susan Schoppelrey, Sarah Hastings, Douglas Mitchell and Nora Reilly (chair). It was noted that the current Graduate College policy states that once a student is placed on probation, he/she is restricted to taking a maximum of nine semester hours the following semester. This creates problems for programs that require more than 9 hours each semester for a student to stay with his/her cohort. The ad hoc committee convened to go over current regulations and discuss alternatives. Twenty-five peer universities' and nine other schools' probation policies were researched. The universities had limitations, but Radford University policy was only one of two that specifically restricted the student to 9 credit hours to return to good standing. Suggestions made included sending a warning at the end of a term before placing students on probation after the subsequent term; returning to good standing when the GPA returns to 3.0 or greater regardless of the number of credits taken during the subsequent term; and reiteration that undergraduate courses do not count toward raising the graduate GPA up to 3.0.

Dr. Grady opened the floor for suggestions. Ed Swanson suggested that doctoral programs were the reason to change this existing policy at Radford University. Douglas Mitchell also suggested that the emergence and establishment of new programs justify change to the current policy. Sarah Strauss stated that a semester limitation was problematic for Nursing because students are often part-time completing only one or two courses for six credits. It was noted that the discussion implied the use of credit hours instead of credit hours within a semester. Chris White suggested using a percentage of total credit hours to determine the probation threshold. Laura Jacobsen suggested 33%. Rebecca Conner suggested consideration be given to incomplete grades; a student's status is not determined until the incomplete grade is resolved. A motion was suggested.

Ann Elliott stated that according to page 52 of Robert's Rules of Order (online edition/url unknown) on committees/ad hoc committees, a formal resolution should be submitted by the ad hoc committee to the full Graduate Affairs Council. She suggested suspension of action until a formal recommendation is presented. Dr. Grady agreed that Robert's Rules of Order should be followed and an ad hoc committee will be convened.

Ad Hoc Subcommittee on Online Defenses – Committee members were Jeff Aspelmeier (sub), Ginger Burggraf, Joan Dickinson, Paul Witkowsky, Kay

Johnson and Nora Reilly (chair). The DNP is the one program at Radford University currently online with the MFA concentration in Design Thinking soon to follow. The ad hoc committee looked at having comprehensive exams, defenses and similar exam processes completed online at the end of the program of study. Some schools were researched and no consistent theme was found. The language being used for programs solely online is “remote participation”. Several council members recommended completing these requirements solely online not only for completely online programs, but also for hybrid and traditional programs. Dr. Reilly stated that several universities’ guidelines include: the preferred method of administration is always having all parties in-person on university property; the same technology must be used by all participants; all participants must be visible; materials must be distributed prior to the exam (this doesn’t include the presentation); the exam cannot be recorded; all costs would be incurred by the program’s home department; a mechanism needs to be developed to simulate a signature page, etc. The use of D2L for committee members to vote independently and confidentially was considered. An ad hoc committee will be convened to develop a formal recommendation for consideration by Graduate Affairs Council.

Subcommittee on Comprehensive Examination Process and Participation in Hooding and Commencement – Committee members included Douglas

Mitchell, Ginger Burggraf, Lori Elis, Paul Witkowsky, Kristan Morrison, Chris White, Tom Pierce (sub), Sarah Hastings, Rana Duncan-Daston, Jerry Kopf, Jennifer Mabry, Bill Flora, and Nora Reilly (chair). The current Graduate College policy requires students to complete degree comprehensive examinations to participate in hooding and commencement. The ad hoc committee found that the majority of other universities/schools in our peer group do not have this requirement. The current Graduate Catalog states that students must pass a comprehensive exam to participate. The deans and Provost informally agreed with the interpretation of the current policy. Ann Elliott suggested a substantial change was made between the 2010 and 2011 catalogs that may not have gone through the appropriate approval process. Ann Elliott stated that participation and comprehensive exams are two separate issues. She said the Psychology Department felt strongly about changes made between 2010 and 2011 that had not gone through the proper channels, and asked that the changes be taken through the appropriate approval process.

Ann Elliott made a motion to review the catalog changes for appropriate approval and require submission of changes that occurred without approval to go through the appropriate committee and approval process. Kristan Morrison seconded the motion. Ann Elliott did not formally withdraw the motion.

Discussion followed regarding the differences in degree competencies and what allows a student to participate in hooding and commencement. Chris White suggested that rather than research the error to move forward by making approved changes to the 2011-2012 policies in question. Douglas Mitchell noted that final grades are not awarded until the Monday after hooding and commencement. Ann Elliott suggested; 1) that the changes in the catalog be reviewed to determine if they are substantive changes or changes that need further clarification and make the changes in the 2012-13 catalog after approved through the proper channels;

2) take the suggestion back to an ad hoc committee to bring through Graduate Affairs Council within Robert's Rules of Order. Further discussion followed.

Dr. Grady summarized the three issues on the table:

- 1) Should all programs require comprehensive exams?
- 2) If so, what are the rules regarding the timing, form, and repetition?
- 3) What is the appropriate relationship between comprehensive exams and participation in hooding/commencement?

Dr. Grady noted that there needed to be broad representation of programs in developing the recommendations on these issues and suggested appointing members from diverse programs and having the ad hoc committees meet again and elect a chair. Resulting ad hoc committee reports and recommendations will be considered at the January 27, 2012 meeting in Peters Hall C117.

Virginia Graduate Student Research Forum – The deadline to nominate students to present at the Virginia Graduate Student Research Forum in Charlottesville this year is December 1st. Faculty should send an email to Nora Reilly to nominate students.

7. OTHER

Recruiting - Donna Spradlin, Director of Graduate Recruiting and Retention, stated that she and Victor Horton from Graduate Admissions have attended 25 graduate fairs. As a result there have been 600+ inquiries. Program Coordinators will receive a report at the end of the semester. As in years past the Graduate College will be doing direct mailings with names purchased from GRE for recruiting purposes in November, December and January.

University Withdrawal Policy Change Proposal – Dr. Grady reported that the University Withdrawal Policy change proposal that was thought to have gone through approval last year was held up in Faculty Senate. The proposed policy allows a student to use a medical withdrawal for medical reasons, provides for unlimited University withdrawals, and four allowable individual course withdrawals as is current policy. The reason for the change is that now (unlike in the past) financial aid automatically ends when students withdraw.

Deadline for Making Assistantship Awards in Spring – Assistantship funding will increase again next year by a total of \$170,000. Dr. Witkowsky asked if there is a potential to increase tuition stipends. Dr. Grady stated that programs have the option of adding more assistantships or improving packages for current assistantships out of their own resources. The deadline for making assistantship awards for Fall 2012 is May 15, 2012 with the MOT program deadline extended to June 15, 2012. Kristan Morrison will talk with Nora Reilly about possible exceptions for programs with rolling admissions.

Graduate Student of the Month – Donna Spradlin reported that Graduate Student of the Month articles for the graduate website is booked through February 2012. Programs should let Donna know if they have suggested students for

March, April, or May. Any news and events, or personal stories for the graduate college newsletter, distributed four times a year, should go to Donna.

8. ADJOURN

The meeting was adjourned at approximately 2:50 p.m.

Atta. (2)

November 4, 2011

Graduate Faculty Applications Not Requiring Sub-Committee Review

(Approved Since Last Graduate Affairs Council Meeting)

Full Graduate Faculty Status - 5 year term

Name		Dept	Limitation(s)
Tong	Hsin-Min	MBA	
Hiltonsmith	Robert	School Psychology	
Mahon-Haft	Taj	Criminal Justice	
Rogers	Orion	Biology	
Schneider	Sandi	STEL - Mathematics Master's Program Initiative	
Blanks	Brooke	STEL - Special Education	
Smidl	Sarah	Occupational Therapy	
Lee	Hwajung	Information Technology	(pending Provost approval)
Dickinson	Renee	English	
Bowers	Kevin	Communication	
Turner	Matthew	Communication	(pending Provost approval)

**Recommendations from Graduate Faculty Sub-Committee*
Graduate Affairs Council Meeting**

Associate Graduate Faculty Status - 3 year term

Name		Dept	Limitation(s)
Epperly	Rebecca	COSD	COSD 640, 608 (pending Provost approval)
Graves-Jacomen*	Lynn	STEL - Reading	EDRD 630 (pending Provost approval)

AGENDA
ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE
Friday, October 28, 2011
1:00 p.m. – Lucas Hall Conference Room

In attendance: Ed Swanson, Kay Johnson, Matthew Brunner, Lori Elis, Paul Witkowsky,
Wendy Eckenrod-Green, Sarah Hastings, Jim Borling, Nora Reilly
Staff: Morgan Conner

I. English

A. Course Description, Course Title and Course Syllabus Change

01_ENGL_12 ENGL 651 “Teaching Expository Writing”

Approved

B. Course Description and Course Syllabus Change

02_ENGL_12 ENGL 590 “Summer Workshop”

Approved

II. Music

A. Course Proposal

01_MUSC_12 MUSC 593 “Music Therapy Internship”

Approved

B. Program Revision

02_MUSC_12 Music Therapy Concentration

Approved

III. Psychology

A. Course Syllabus and Course Description Changes

02_PSYC_12 PSYC 840 “Counseling Psychology Practicum I”

Approved

03_PSYC_12 PSYC 841 “Counseling Psychology Practicum II”

Approved

04_PSYC_12 PSYC 842 “Counseling Psychology Practicum III”

Approved

05_PSYC_12 PSYC 843 “Counseling Psychology Summer Practicum”

Approved

B. Course Description Change and Other Catalog Revisions

06_PSYC_12 PSYC 840, PSYC 841, PSYC 842, & PSYC 843

Approved