

GRADUATE AFFAIRS COUNCIL

Friday, December 10, 2010

1:00 p.m. – Heth 044

PRESENT: Dennis Grady, Chair, Virginia Burggraf, Lori Elis, Ann Elliott, Kristin Froemling, Bruce Mahn for Wayne Gallops, Laura Jacobsen, Elizabeth Jamison, Kay Johnson, Donald Langrehr, Eric Mesmer, Diane Millar, Douglas Mitchell, Kristan Morrison, Alison Pack, Joan Dickinson, Fran Steigerwald, Lynne Taylor, Paul Witkowsky, Nozar Hashemzadeh.
Staff: Nora Reilly, Donna Spradlin, Sandy Steele.

1. CALL TO ORDER

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

2. PRESENTATION – Donna Spradlin, Director of Graduate Recruiting and Retention

- a. Donna Spradlin gave a PowerPoint presentation *Fall 2010 Graduate Student Survey*. The survey compared native and non-native Radford University student on the graduate application inquiry process. After the presentation Donna asked Council members to let her know of any issues related to the new RU website so she can share those with Jamie Hunt, the new Director of Web Communications. Donna Spradlin will email the presentation to Graduate Affairs Council members.
- b. In response to information presented regarding a potential graduate student orientation, Eli Jamison asked that Donna talk with her about how that would affect what is already being done in her college.

3. MINUTES

A motion was made and seconded to approve minutes from the November 5, 2010 meeting. Discussion followed. Dr. Reilly reported that Registrar Brunner was unable to attend that meeting. She suggested that in discussion with Matthew Brunner, and to allow circumstances for accelerated programs, the following revisions need to be made under the Old Business section of the minutes:

ACTION: A motion was made to institute a formal policy to exclude grades from prior RU coursework as part of the current graduate GPA, at the discretion of an individual program, if the following amount of time had elapsed: 6 years for the Masters, 7 for the Educational Specialist, or 8 years for the Doctorate. The motion was seconded and approved unanimously.

ACTION: A motion was made to exclude RU undergraduate courses from the RU graduate GPA. However, the undergraduate course(s) will appear on the graduate transcript if taken after matriculation to the Graduate College. The motion was seconded and approved unanimously.

The motion was amended to approve the minutes with the above revisions, and allow minor rewording revisions, as deemed necessary by Registrar Brunner.

The motion was seconded and approved unanimously.

4. SUB-COMMITTEE REPORTS

Graduate Faculty – Dr. Grady discussed a report of activity since the last Graduate Affairs Council meeting. Three applications requiring subcommittee review and three 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 discussed subcommittee activity since the last meeting. A report from the December 3rd meeting was distributed. ACTION: A motion was made, seconded, and unanimously approved to accept the activity and report as presented.

Graduate Student Council (GSC) – Nora Reilly reported in the absence of Paul Parks. She reported that Graduate Student Council would be providing drinks for students and faculty at the commencement hooding ceremony later in the evening. She also reported that Graduate Student Council is planning some professional activities.

5. OLD BUSINESS

Appropriateness of Online Thesis/Dissertation Defenses – Dr. Grady asked for thoughts about the appropriateness of online thesis/dissertation defenses given more and more online programs. Discussion followed. Dr. Grady suggested that the Graduate College would set parameters given the technological availability of the respective committee, program, college and, and department. Paul Witkowsky discussed the use of technology such as Skype stating that the outcome would not be the same. He added that having the student come onsite shouldn't be an imposition. Nozar Hashemzadeh agreed. Joan Dickinson stated that in the Design Thinking Program, and possibly other programs, consideration should be given to international students who cannot come on campus. Dr. Grady stated that the college has no desire to pursue to an across the board online process, but the issue needs to be addressed in the next two to three years.

ACTION: Dr. Grady stated that he will see what other universities are doing, draft a process, and bring it back to Graduate Affairs Council for review and discussion.

Richmond Forum – Dr. Reilly reported that nominations for students presenting at the Richmond Research Forum are due in a week.

6. NEW BUSINESS

GAC Representative for Library Director's Search Committee – Dr. Grady asked for a volunteer to serve as the Graduate Affairs Council representative on the McConnell Library Director Search Committee. An invitation will be extended to Jim Werth to serve in this capacity.

Transfer Credit Policy for M.S. in Education, Mathematics Education

Concentration – Dr. Grady discussed a request from Laura Jacobsen that was supported in a memorandum of consideration from Dr. Orion Rogers, Dean of the College of Science and Technology. The memorandum was distributed to Council members via email prior to the meeting, and is maintained on file in the Graduate College. Laura Jacobsen explained that the current Radford University transfer policy allows transfer of

only 1/3 of the number of required credits in the program of study, equating to 12 credits for the Mathematics Education Concentration in the MS in Education degree program. The Math Ed Concentration requested that 15 transfer credits be allowed for transfer to the degree because of the availability of the courses in the consortium through which the concentration is offered.

ACTION: A motion was made to allow 15 credits to be transferred into the Mathematics Education Concentration. The motion was seconded and approved by unanimous consent.

Proposal for School of Environmental and Physical Science Department Heads – Dr. Grady discussed a memorandum to the Internal Governance Decision Matrix for Academic Affairs Constituencies from Dr. Orion Rogers, Dean of the College of Science and Technology. The memorandum requested the review of a proposal renaming programs and coordinators in the School of Environmental and Physical Science as departments and department heads, respectively. The memorandum was distributed to Council members via email prior to the meeting and is maintained on file in the Graduate College. Dr. Grady reported that the request is continuing through the Internal Governance process. Due to a lack of time Dr. Grady asked Council members to take the information back to their programs and request feedback.

Special Recruitment Funds – Dr. Grady reported that of the \$32,000 approved and distributed to programs for recruitment, only \$1,700 has been encumbered to date. He reminded Council members that the deadline to ensure payment for purchases to be charged to the 2010-11 budget (including receipt of goods and/or services by the department, receipt of the vendor's invoice in Accounts Payable, and a completed receiving report in eVA by the department) must occur no later than Monday, June 6, 2011. Programs were asked to notify Donna Spradlin in the Graduate College of any funds that will not be spent so they may be reallocated. Donna Spradlin sent an email reminder earlier in the week to programs with these funds.

Graduate Placement Within Field – Dr. Grady reported that the Higher Education Act requires that we track graduate student graduates that have received job placements in their field of study. Programs would need to set up some type of tracking system for alumni post-graduation. Dr. Grady will gather more information about this. Donna Spradlin will be taking the lead on the initiative.

Update on Personal Potential Index (P.P.I.) – Dr. Grady discussed a new test, the P.P.I. – Personal Potential Index. Students are able to take this in addition to the GRE. The new test began last summer and systemizes letters of reference used for admission decisions. References receive a template from ETS (Educational Testing Service). Deans, chairs and coordinators can see where a student's interpersonal and quantitative skills differ. ETS is encouraging universities to use this new test. There are no costs. ETS is trying to establish baseline scores and reliability index. Dr. Reilly stated that the test will be more useful later when validity is established. She suggested not using the test results alone until the test is validated. Council members were encouraged to go to the ETS website for more information at <http://www.ets.org/>. As an additional resource, Nora Reilly has two CDs available to borrow.

7. ANNOUNCEMENTS

Provost Search – Paul Witkowsky reported that the Provost search resulted in 65 applications. That number was narrowed down to 9 semi-finalists based on consensus. Two of those applications were withdrawn. Meetings with the remaining 6 candidates are underway, with 2 on campus last week, 2 this week and 3 more arriving next week. Each candidate met with the search committee twice, President Kyle, Dr. Scartelli, Mr. Alvarez, and the Executive Committee of Faculty Senate. Paul Witkowsky reported that the final candidates should be selected by the end of next week and will be on campus for interviews and open forums the third week of January.

Commencement and Hooding – Dr. Grady reminded Council members that the Graduate College Commencement and Hooding Ceremony will be held later that evening at 6:00 p.m. Faculty should arrive by 5:30 p.m. There are 43 graduates.

Open House – Dr. Grady invited Graduate Affairs Council and programs/departments to a holiday open house in the Graduate College on December 16th from 2:00 to 4:00 p.m. in Lucas Hall.

Video – COSD Student – Dr. Grady reported that a Virginia Council of Graduate Schools (VCGS) initiative was underway. Each public university was to select one student to be included in a collective fifty-seven minute advocacy video for graduate higher education. Each student will be highlighted for three to four minutes to include various campus photos. Emily Gorla from the Communication Sciences and Disorders Program was chosen for the initial video for Radford University and the VCGS initiative. Dr. Grady suggested creating a similar video for all of the graduate programs for the Graduate College website. A suggestion was made to upload future programs videos to U-Tube.

8. OTHER

RU Website – The new Radford University website main page will be launched the first of the year. There will be a template used for all colleges, programs, and departmental pages as they are rolled in to the new website. The first college website to be revised is the College of Humanities and Behavioral Sciences, and the first department is Psychology. Colleges, programs, and departments will control their own content in a consistent structure as the new University main page.

VCGS - Dr. Grady reported that in recent Virginia Council of Graduate Schools (VCGS) discussions he learned that other peer universities consider it bad practice to have student workers enter student application information into spreadsheets, e.g., test scores, grades, etc. Discussion followed. There were concerns about the lack of time for faculty to enter and maintain this information, and current support staff workloads. Alison Pack asked about the timeline for maintaining records. She will contact Candace Edmonds in Graduate College Admissions to learn more.

Future Meetings – Nora Reilly discussed the need to hold an Academic Course and Program Review (ACPR) meeting prior to the next Graduate Affairs Council meeting scheduled for January 21st in order to process Counselor Education courses by the early part of February. Discussion followed and an ACPR meeting was scheduled for Friday,

January 21st at 1 p.m. in Lucas Hall. The full Graduate Affairs Council (GAC) meeting was moved to January 28, 2011 at 1 p.m. in Heth 044. UPDATE: Both meetings were cancelled due to insufficient information and Provost forums during the same time.

9. ADJOURN

The meeting was adjourned at approximately 2:25 p.m.
Atta. (2)

December 10, 2010

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)
Maneesh Thakkar	Marketing	
Michael D. Chatham	Accounting	
James Lollar	Marketing	

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

Associate Graduate Faculty Status - 3 year term

Name	Dept	Limitation(s)
Laura Mear	Occupational Therapy	OCTH 612, 622, 628
Jean Shepherd Hamm	English	ENGL 502
Sheila Krajnik	Occupational Therapy	Added OCTH 640 to - limited to teach clinical courses, and supervise students in clinical practice.

Graduate College
Academic Course and Program Review Minutes
Date - December 3, 2010 - 1 pm
Location - Lucas Hall

Present: Matthew Brunner, Joan Dickinson, Kay Johnson, Ed Swanson, Virginia Burggraf. **Recorder:** Sandy Steele

Applied Health Physical Therapy
New Course Proposals

18-AHPT-10	AHPT 852, Research/ Scientific Inquiry I	A motion was made, seconded, and approved to reconsider this proposal initially submitted October 15, 2010. A redundancy between AHPT 852 and 868 was reduced.
30-AHPT-10	AHPT 868, Research Scientific Inquiry II	Approved with minor typographical revisions.
31-AHPT-10	AHPT 888, Research Scientific Inquiry III	A motion was made, seconded, and approved to reconsider this proposal.
32-AHPT-10	AHPT 892, Research Scientific Inquiry IV	Approved with minor typographical revisions.

Catalog Revision

33-AHPT-10	Catalog Revision for the DPT (Physical Therapy)	Approved, removing I & II from references to admission requirements - Biology, Chemistry and Physics.
------------	---	---

Appalachian Studies

Course Description, Syllabus Change, Other Catalog Revisions

01-APST-10	APST 680, Appalachian Studies Internship	Tabled pending the addition of sections 3 and 4, Background and Justification, and Resources Required.
------------	--	--

Other Catalog Revisions, Certificate Revision

02-APST-10	Appalachian Studies Certificate	Approved.
------------	---------------------------------	-----------

Music

Course Credit Hour and Syllabus Change

01-MUSC-10	MUSC 699, Research and Thesis	Approved.
------------	-------------------------------	-----------

Communication

Course Credit Hour and Syllabus Change

01-COMS-10	COMM 699, Research and Thesis	Approved.
------------	-------------------------------	-----------

English

Course Credit Hour and Syllabus Change

01-ENGL-10	ENGL 699, Research and Thesis	Approved.
------------	-------------------------------	-----------

Ed Swanson will provide signed cover pages and signature sheets to Sandra Steele. The meeting was adjourned at approximately 1:30 p.m.

Respectfully submitted for approval, _____
Sandra Steele, Executive Secretary