

## GRADUATE AFFAIRS COUNCIL

Friday, February 10, 2012

1:00 p.m. – Heth 043

**PRESENT:** Dennis Grady (Chair), John Brummette, Matthew Brunner, Holly Cline for Joan Dickinson, Virginia Burggraf, Rana Duncan-Daston, Wendy Eckenrod-Green, Lori Elis, Ann Elliott, Kathy Hoover, Kay Johnson, Rodrigo Hernandez for Jerry Kopf, Don Langrehr, Douglas Mitchell, Mandy Adams for E. Koehler Slagel, III, Ed Swanson, Chris White, Paul Witkowski. Staff: Nora Reilly, Sandy Steele, Jean Cox, Ryan Phillips.

### 1. CALL TO ORDER/INTRODUCTIONS

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

### 2. MINUTES

A motion was made and seconded to approve the minutes from the January 27, 2012 meeting. Discussion followed. Kathy Hoover suggested a correction to page 4, #3 of the minutes to change 6 graduate credit hours to 9 graduate credit hours. The minutes were approved by consensus as amended.

### 3. ANNOUNCEMENTS

**McConnell Scholars** - Dr. Grady discussed the McConnell Scholars program and efforts to attract under-represented students to graduate programs. Working scholarships will be available in Fall 2013 for ten participants. Students will be selected based on academic excellence, representing an under-represented population within a program, and the quality of a formal mentorship plan from a faculty advisor. Students awarded will be required to give a final presentation.

There was a recommendation to increase the out-of-state tuition differential waiver which has a current maximum of \$204,500. Dr. Grady will present the suggestion to increase out-of-state tuition waivers to the administration.

**GTA/GA Allocations** – Dr. Grady stated that GTA and GA allocations will be basically the same next year with some adjustments. Programs were encouraged to begin recruiting now if they have not already done so. Allocation letters will be sent as soon as possible.

**Graduate Research Forum** - Drs. Grady and Reilly will be in Charlottesville next week for the VCGS Graduate Student Research Forum. Marjorie Young, Sarah Heidel, Amy Furrow and Sharon Russell will represent RU.

**McNair Scholars** - Dr. Grady reported that Radford University is one of few universities of our classification in the nation that doesn't waive application fees for McNair Scholars, and he is interested in getting that changed. In order to do this it must be approved by the Board of Visitors.

**Electronic Thesis/Dissertation Submission** – Electronic submission of theses and dissertations is now available. Gene Hyde from McConnell Library is willing to schedule work sessions to walk those interested through the ETD process.

**Catalog Revision Deadline** – Dr. Grady reported that the catalog revision deadline has passed. Programs should submit any further catalog revisions as soon as possible. Matthew Brunner reported that a bid for an electronic catalog has gone out with a February 22<sup>nd</sup> deadline. The results aren't expected for approximately twelve weeks. When the bid is awarded the vendor will roll the current catalogs in the process, and towards the end of summer, we will edit copy for 2012-2013. The new system will allow a more flexible deadline for course and program review changes and other catalog revisions by allowing real-time changes.

**Assistantships** – June 15<sup>th</sup> is the firm deadline for assistantship offers. If an offer is not made by that time, the allocation will be returned to the Graduate College for redistribution. Any offers after that deadline must be approved on a case by case basis.

#### **4. SUB-COMMITTEE REPORTS**

**Graduate Faculty** – Eighteen applications not requiring subcommittee review were presented. Five applications reviewed by the sub-committee were also presented. The applications, previously moved and seconded (see attached), were approved as presented. Dr. Grady reported that there was one application that the subcommittee struggled with and further information has been requested from the department chair.

Dr. Grady reported that about 10% of graduate faculty appointments were marked for follow-up by SACS in the off-campus review of our Self-study. Those and the online syllabi on the Registrar's website were the two graduate college items marked for follow-up by SACS. Instead of referring to the syllabi on the Registrar's website as "Courses and Syllabi," the title will be changed to "Detailed Course Descriptions".

A recent concern was presented regarding the membership of comprehensive examination committees. Current policy allows two Associate Graduate Faculty to serve on the committee with a Full Graduate Faculty member serving as chair. The concern is that the two associate members could have a majority vote and be able to determine pass or fail. Dr. Grady asked if that is what the Graduate College wants. Discussion followed and Nora Reilly made a suggestion to state that the majority of the committee must be composed of Full Graduate Faculty status. She added that this will still allow a committee to be composed of three or more members, including associate graduate faculty members.

**ACTION:** A motion will be written communicated to vote upon at the next Graduate Affairs Council meeting. Council members asked that the motion be presented to them next week to allow time for discussion within departments/programs.

**Academic Course and Program Review** – Nora Reilly presented a report from the February 3, 2012 subcommittee meeting, as attached. The report was approved as presented. Approximately seven proposals are on the agenda for the next meeting scheduled for Friday, February 17, 2012. Matthew Brunner will chair the meeting as Drs. Grady and Reilly will be in Charlottesville at the graduate student research forum.

**Graduate Student Council (GSC)** – Mandy Adams attended the meeting for E. Koehler Slagel. She reported that there is a meeting scheduled next week. Coffee and donuts will be served at an upcoming event in Lucas Hall for students and faculty to stop by and get to know each other. Graduate Student Council is looking into a t-shirt for graduate students. Dr. Grady thanked Mandy and asked that the GSC let him know if there's anything he can do to help.

5. **NEW BUSINESS** – There was no new business. Dr. Grady asked if the Online Defenses ad hoc committee had a report. Kathy Hoover reported that the committee did exchange emails. The ad hoc committee, with Holly Cline replacing Joan Dickinson, will regroup and work on the report.

6. **OLD BUSINESS- Three Tabled Ad Hoc Committee Reports:**

Dr. Grady asked for a motion to remove the *Report from the Ad hoc Committee on Probation Rules - Formal recommendation #1* from the table. A motion was made, seconded, and approved by consensus.

A motion was made and seconded to approve **Formal recommendation #1:**

1. *How* students are placed on probation: "If at any point after a student has completed 9 credit hours in his or her program of study and the student's cumulative grade point average is at least 2.00 but less than 3.0, he or she will be placed on probation."

Discussion followed. Kathy Hoover asked for an amendment to the motion to include, "any grade C or below would also place a student on probation even if they had more than a 3.0 GPA." Kathy asked if she should clarify the amendment and there was further discussion. It was suggested that the amendment was a different subject not relating to credit hours. An observation was made that Special Education may choose to have more stringent policies. Dr. Grady called for a second to the amended motion. There was none.

**ACTION:** Dr. Grady called for a vote on the motion and second already on the table to approve Formal recommendation #1 as presented. The motion was approved by consensus.

Dr. Grady asked for a motion to remove the *Report from the Ad hoc Committee on Probation Rules - Formal recommendation #2* from the table. A motion was made, seconded, and approved by consensus.

A motion was made and seconded to approve **Formal recommendation #2:**

2. How students return to good standing (i.e., get off probation): "To return to good standing, a student must have earned a minimum cumulative grade point average of 3.0 within the first 9 graduate credit hours attempted after being placed on probation."

Discussion followed. Chris White stated that he felt formal recommendation #3 should be part of this motion. Wendy Eckenrod-Green reported that the Ad hoc Committee on Probation Rules met today to consider Formal recommendation #3 (withdrawn for further committee consideration at the previous GAC meeting). The ad hoc committee discussed whether to include incomplete grades in the GPA. The ad hoc committee decided not to include incomplete grades in the GPA.

**ACTION:** Wendy Eckenrod-Green stated that she will provide a written recommendation from the Ad hoc Committee on Probation Rules to Dr. Grady to include with the written motion regarding comprehensive examination committee composition to be shared with GAC before the next meeting.

**ACTION:** Dr. Grady called for a vote on the motion and second already on the table to approve Formal recommendation #2 as presented. The motion was approved by consensus.

Dr. Grady asked for a motion to remove the ***Report from the Ad hoc Committee on Comprehensive Exam Requirements and Rules – Resolution (a)*** from the table. A motion was made, seconded, and approved by consensus.

- a. Standards and criteria for all degree requirements, including comprehensive exams (if applicable), should be established by faculty/departments and these degree requirements should be consistent with their discipline standards and/or accrediting requirements.

A motion was made and seconded to approve ***Resolution (a)***.

Discussion followed. A motion was made to amend the motion and Resolution (a) to read “graduate program areas” instead of “graduate programs”. The motion was seconded.

Dr. Grady called for a vote on the amended motion and second to approve Resolution (a) as presented and amended. By consensus the amended motion was not approved.

A motion was made to amend the motion and Resolution (a) to read “graduate programs”; add a comma after “departments” and before “and”; and strike “faculty/departments”.

- a) Standards and criteria for all degree requirements, including comprehensive exams (if applicable), should be established by individual graduate programs ~~faculty/departments~~, and these degree requirements should be consistent with their discipline standards and/or accrediting requirements.

ACTION: Ad hoc Committee member on Comprehensive Exam Requirements and Rules, Ann Elliott, accepted the amendment to Resolution (a) as a friendly amendment on behalf of Kristan Morrison. A motion was made and seconded to approve the amended motion and **Resolution (a)**. The motion was approved by consensus.

Dr. Grady asked for a motion to remove the **Report from the Ad hoc Committee on Comprehensive Exam Requirements and Rules – Resolution (b)** from the table. A motion was made, seconded, and approved by consensus.

- b. A candidate who fails the examination (if one is required) may request one additional re-examination. A new examination form must be requested. A student who fails to pass the examination or thesis defense on the second attempt will be dropped from the degree program.

A motion was made and seconded to approve **Resolution (b)**.

Discussion followed. A motion was made and seconded to amend the motion and Resolution (b) to add, “A new examination form must be requested from the graduate college”; and “or thesis/dissertation defense”.

- b. A candidate who fails the examination or thesis/dissertation defense (if one is required) may request one additional re-examination. A new examination form must be requested from the graduate college. A student who fails to pass the examination or thesis/dissertation defense on the second attempt will be dropped from the degree program.

ACTION: The friendly amendment to Resolution (b) was accepted. A motion was made and seconded to approve the amended motion and **Resolution (b)**. The motion was approved by consensus.

Dr. Grady asked for a motion to remove the **Report from the Ad hoc Committee on Comprehensive Exam Requirements and Rules – Resolution (c)** from the table. A motion was made, seconded, and approved by consensus.

- c. If a comprehensive exam is required, it should be explicitly noted in the program section of the catalog and on the program of study. Program coordinators should provide specific procedural details in writing to students.

A motion was made and seconded to approve **Resolution (c)**.

Discussion followed. A motion was made and seconded to amend the motion and Resolution (c) to add, “and “or thesis/dissertation defense”.

- c. If a comprehensive exam and or thesis/dissertation defense is required, it should be explicitly noted in the program section of the catalog and on the program of study. Program coordinators should provide specific procedural details in writing to students.

**ACTION:** The friendly amendment to Resolution (c) was accepted. A motion was made and seconded to approve the amended motion and ***Resolution (c)***. The motion was approved by consensus.

Discussion followed. It was suggested that the approved changes be taken back to the departments as soon as possible. All of the changes will be included in the 2012-2013 Graduate College Catalog. All of the policy changes as approved will be included with the written motion regarding comprehensive examination committee composition, and written recommendation from the Ad hoc Committee on Probation Rules, to be shared with GAC before the next meeting.

Dr. Grady asked for a motion to remove the ***Resolution from Participation in Graduate Hooding and Commencement*** from the table. A motion was made, seconded, and approved by consensus.

- d. Students may participate in Spring commencement and hooding if they have no more than 6 credit hours or two courses remaining and can complete all program requirements (including the thesis proposal defense form, if applicable) during the immediately subsequent summer sessions (Maymester, Summer I, II, or III). Individual programs may have more stringent requirements, as specified in the program sections of the Graduate Catalog.

A motion was made and seconded to approve the ***Resolution from Participation in Graduate Hooding and Commencement***.

Discussion followed. Chris White discussed concerns about limitations to students in the Music Therapy program concern participation in hooding and commencement. He commented on the hardship it would create for students who have moved away to return for graduation after completion of internships at a later date. Chris was asked about how many students this might affect in one semester. He said not considering future growth of the program, possibly 4-5. Matthew Brunner suggested using an Academic Petition for those students rather than changing policy across the board.

A motion was made and seconded to amend the motion and ***Resolution from Participation in Graduate Hooding and Commencement*** to read “are enrolled” instead of “can complete”. Dr. Grady called for a vote on the amended motion and second to approve the ***Resolution from Participation in Graduate Hooding and Commencement*** as presented and amended. By consensus the amended motion was not approved.

**ACTION:** Chris White made a motion to table the ***Resolution from Participation in Graduate Hooding and Commencement*** and send it back to the ad hoc committee for further consideration. The motion was seconded and approved by consensus.

## **7. OTHER**

**Walking in Hooding and Commencement** – Dr. Grady asked Jean Cox to discuss the current policy for participation in hooding and commencement. The current policy does not allow students who have not completed comprehensive

examinations to participate. Dr. Grady asked Council members if they would like to take an informal straw poll as a whole or by ballot to vote to allow students to participate in hooding and commencement before the comprehensive exams are complete.

**ACTION:** The group agreed to a straw poll and the overwhelming majority voted that students must complete their comprehensive examinations before they can participate in hooding and commencement.

**8. ADJOURN**

Dr. Grady asked for a motion to adjourn the meeting.

**ACTION:** There was a motion and second to adjourn. The motion was approved by consensus at approximately 2:51 p.m.

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**February 10, 2012**  
**Graduate Faculty Application Status**  
 (Approved Since Last Graduate Affairs Council Meeting)

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

<b>Name</b>		<b>Dept</b>	<b>Limitation(s)</b>
Herd	Corey	COSD	
Kopec	David	MFA Design Thinking	
Rose	Dana	STEL - Elementary Education Program	
Woods	Daniel	English	
Bartley	Aryn	English	
Werth	Jim	PsyD	
Cohn	Terry	Psychology	
Carter	Kim	DNP	
Dore	Elizabeth	STEL - Middle Level Teacher Preparation	
Vandsburger	Etty	Social Work	
Schoppelrey	Susan	Social Work	
Bierman	Victoria	Nursing	
Cunningham	Don	English	
Call	Jack	Criminal Justice	
Leake	Valerie	Psychology	
Seyfrit	Carole	Sociology	
Reilly	Nora	Psychology	
Wawrzycka	Jolanta	English	

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

\* Designates Applications Recommended by the Graduate Faculty Sub-Committee

<b>Name</b>		<b>Dept</b>	<b>Limitation(s)</b>	
*Winter	Patricia	Music	MUSC 620, 641:642, 650, 651:652, 696.	
*Chafin	Robert	Music	MUSC 557, 671:672, 697, 699.	
*Barnett	Amy	COSD	COSD 640.	
*Vandergrift	Kerry	SOWK	SOWK 772, 621, 784, 679.	Spr 2012 only.
*Swaha	Sharon	COSD	COSD 640.	

## Graduate College

### Academic Course and Program Review Minutes

Date - February 3, 2012 - 1 pm

Location - Lucas Hall

**Present:** Matthew Brunner, Kay Johnson, Nora Reilly, John Brummette, Jerry Kopf, Wendy Eckenrod-Green.

#### Applied Health Physical Therapy

##### Course Description Changes

05-AHPT-12	AHPT 800, Human Anatomy	withdrawn
06_AHPT-12	AHPT 800, Human Anatomy	withdrawn

#### Communication

##### Other Catalog Revisions

01-COMS-12	Accelerated program revision, change minimum to 3.25	approved
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##### Course Title and Syllabus Change

02-COMS-12	COMS 508, Public Relations Case Studies to <i>Public Relations Management</i>	withdrawn
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#### Business Administration

##### Program Revision

01_MBA_12	Program revision re: Comp Exams	approved
02_MBA_12	Program revision re: Test Scores	approved

#### Nursing

##### Program Revision

02_NURS_12	Multiple changes to program section of catalog	withdrawn
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#### Communication Sciences and Disorders

##### Course Title, Credit Hour and Syllabus Change

01_COSD_12	COSD 615, Voice and Resonance Disorders	approved
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## **Criminal Justice**

### Program Revision

01-CRJU-12 Criminal Justice program revision, change minimum GPA accelerated program and admission deadline to March 1. approved

Adjourn: The meeting was adjourned at 1:35 p.m.