

GRADUATE AFFAIRS COUNCIL

Friday, February 11, 2011

1:00 p.m. – Heth 044

PRESENT: Dennis Grady, Chair, Matthew Brunner, Sarah Strauss for Virginia Burggraf, Lori Elis, Ann Elliott, Kristin Froemling, Bruce Mahn for Wayne Gallops, Laura Jacobsen, Elizabeth Jamison, Kay Johnson, Eric Mesmer, Diane Millar, Douglas Mitchell, Kristan Morrison, Alison Pack, Paul Park, Holly Cline for Joan Dickinson, Fran Steigerwald, Ed Swanson, Sarah Hastings for Jim Werth, Paul Witkowsky, Nozar Hashemzadeh.

Staff: Nora Reilly, Donna Spradlin, Sandy Steele. Guest: Mark Shanley

1. CALL TO ORDER

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

2. PRESENTATION – Dr. Mark Shanley, Vice President, Student Affairs

Dr. Shanley discussed the role of Student Affairs. He stated that he is interested in opportunities to collaborate with other offices, colleges and divisions on campus. Dr. Shanley thanked Graduate Affairs Council for giving him the opportunity to attend the meeting.

The student judicial affairs governing body, or J-Board, was discussed. Dr. Grady noted that in one graduate student case, representatives on the board were primarily undergraduate. Dr. Shanley stated that he is open to peer-to-peer representation. He added that the pool of representatives may need to be expanded to include more graduate college representation. Dr. Grady asked Dr. Shanley to let him know if the graduate college can help with J-Board representation.

Graduate student housing was discussed. Trae Cotton attended the Graduate Affairs Council in the past and it was determined that there is some interest in student housing. Dr. Shanley reported that Student Affairs is involved in a multi-year, multi-donation residential hall project. With current renovations, construction and growing enrollment in both graduate and undergraduate programs, there is a 350 bed shortage. Bruce Mahin asked if temporary housing is available for recruiting efforts. Dr. Shanley stated that there is one flexible apartment on Calhoun Street maintained by Residential Life (3 bedroom, 2 bath unit). The contact is Jeff Orzolek, Director of Housing Operations, jorzolek@radford.edu.

Dr. Shanley discussed a student grievance policy in his preparation for SACS. The graduate college has a policy in place. Dr. Grady will send Dr. Shanley the website link to that information.

3. MINUTES

A motion was made and seconded to approve minutes from the December 10, 2010 meeting. Discussion followed. Ann Elliott asked that discussion about the appropriate use of assistantships from the December 10, 2010 meeting be included in the minutes.

The motion was amended to approve the minutes with the addition of notes from the previous discussion about assistantships. The motion was seconded and approved unanimously.

4. SUB-COMMITTEE REPORTS

Academic Course and Program Review – Nora Reilly discussed subcommittee activity since the last meeting. A report from the February 4th meeting was distributed.

ACTION: A motion was made, seconded, and unanimously approved to accept the activity and report as presented.

Graduate Faculty – Dr. Grady discussed a report of activity since the last Graduate Affairs Council meeting. Sixteen 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). Dr. Grady discussed a report provided, and on file in the graduate college, of graduate faculty applications that expired the end of Fall 2010. Council members were asked to take the report back to their programs/departments/schools and request renewal applications or let Sandy Steele know of faculty listed in the report that are no longer teaching.

Graduate Student Council (GSC) – Paul Park reported that Graduate Student Council is working on a website to align with the new user interface at Radford University. Plans are underway for an international banquet on March 26th. There have been approximately 20 applications submitted for the Graduate Student Professional Grant funding up to \$250 per applicant to cover lodging and/or registration. Paul Park reported that as GSC representative on the Provost Search Committee, the committee was dedicated and Chair, Margaret Hrezo did a phenomenal job.

5. OLD BUSINESS

Provost Search – Paul Witkowsky reported that the Provost search decision is either in or already out of the hands of President Kyle. An announcement should be made soon.

Parameters of Online Thesis/Dissertation Defenses – In follow-up to the last meeting, Dr. Grady posed the question on the graduate deans' listserv about the appropriateness of online thesis/dissertation defenses. He received 3 responses, one asked to be included in the outcome of findings; one said "no" to ever conducting comprehensive exams virtually; and one from Appalachian State University indicated that one program in the educational technology online program did its comprehensive exams/defenses virtually.

ACTION: Dr. Grady will send the information from Appalachian State University to Council members that have or are working on programs with virtual degrees. Dr. Grady will have his graduate assistant research standards being used by other universities.

Richmond Forum – Dr. Reilly reported that 3 graduate students attended the VCGS Research Forum in Richmond on February 3rd. Six legislators attended, none were from our district.

Proposal for School of Environmental and Physical Science Department Heads - In follow-up to the last meeting, Dr. Grady asked for feedback from departments/programs/schools about a proposal to rename programs and coordinators in the School of Environmental and Physical Science as departments and department heads, respectively. Ann Elliott raised a concern about budget implications. Dr. Grady said the proposed initiative was budget neutral with no reassigned time guaranteed. Laura Jacobsen expressed strong support for the initiative in that programs involved were primarily interested in identity for work they are already doing. The proposal was presented for review and recommendation.

ACTION: A motion was made, seconded and approved by consensus to recommend approval of the proposal. Dr. Grady will send the recommendation forward on behalf of Graduate Affairs Council.

Spending Recruitment Funds – Donna Spradlin reported that unused recruiting funds from Fall 2010 were returned to the graduate college to use in part for a physical therapy advertising campaign with Q99 and K92. Remaining funds have been committed to “call to action” radio ads for all other graduate programs. Donna will send scripts to program coordinators. As a result of the Virginia Council of Graduate Schools’ (VCGS) initiative to make an advocacy video for graduate higher education, a video link of an RU COSD student is now available on the graduate college website. A meeting was held with the videographer earlier today to determine how to highlight individual programs. Video services will depend on available funding. Program coordinators will be asked to identify students and possible alumni from their programs to represent specific themes. The resulting video clips will be made available to programs for recruiting.

Tracking Graduate Placements Within Field – Dr. Grady stated that, as proposed by the federal Higher Education Act and suggested by the State Education Opportunity Act (TJ 21), the graduate college needs to begin developing a tracking process for graduate programs to assess student job placements in their field of study after graduation. The targeted time for assessment is three years post-graduation. Alumni Affairs will probably be included in the development process. Council members interested in working with Dr. Grady on this project should let him know.

Library Director’s Search Committee – Dr. Grady reported that Jim Werth and Staci McKenzie have been appointed to that search committee representing a graduate faculty member and student, respectively.

6. NEW BUSINESS

Appalachian Studies Program Move from CHBS to CEHD – Dr. Grady discussed a handout distributed at the meeting and by email prior to the meeting.

ACTION: A motion was made, seconded, and approved by consensus to take the information back to departments/programs/schools for discussion, and present feedback at the next Graduate Affairs Council meeting for action.

Non-Grievable Issues – Academic Dismissal (below 2.0 or more than 2 Cs), Minimum Hours for Program Completion, Minimum 3.00 to Graduate – Dr. Grady discussed the current graduate student grievance policy and suggested that the language be expanded to state that “rules” are not a part of the grievance process. Dr. Grady suggested that such rules as dismissal after 3 Cs, minimum hours for program completion, and the minimum 3.0 GPA requirement would be considered non-grievable.

ACTION: Council members were asked to take the non-grievable issues agenda item back to their departments/programs/schools for discussion and feedback. Matthew Brunner suggested a policy be drafted. Dr. Grady will draft a policy for the next meeting.

GPA from Former Graduate Degree Program Excluded - Dr. Grady asked for discussion about whether or not a GPA from an unfinished RU degree be calculated in the GPA for a new degree. There was some discussion about dismissals and it was decided that a dismissal is a separate issue and should remain so. A comment was made that it makes sense not to count those grades that are irrelevant in another area program of study; however, they might be used in the admission process.

ACTION: Dr. Grady will develop specific language and send it to Council members to discuss within their departments/programs/schools.

All Graduate Coursework Completed Regardless of Standing of Student is Subject to the 3 C Rule – Dr. Grady stated that all graduate coursework completed is subject to the 3 C rule. He added that in accelerated programs there was a problem when undergraduate coursework for seniors also enrolled as graduate students, and students taking graduate certificate coursework, had grades that were not factored into the graduate GPA. This occurred because the undergraduate coursework was not tracked, which made coursework taken while an undergraduate student in an accelerated program difficult to identify.

Meaning of Capstone Course (Parameters) - Dr. Grady stated there had been a question concerning the criteria for a capstone course. Discussion followed. It was noted that a growing number of programs are including capstone experiences in the program of study. Paul Witkowsky suggested that since the capstone experience is different from program to program, there is no need to generally define requirements for a capstone course. Matthew Brunner stated that he was not aware of any standard. The consensus of Council members was that there was no current compelling reason to develop criteria for capstone courses, other than that they be integrative experiences.

Internship Credit Commonality and Documentation – Dr. Grady raised the issue of the relationship between internship contact hours and academic credit awarded for those contact hours. There seemed to be little consistency across programs regarding this relationship. He asked if the GAC would want to set a standard that could be followed by the various programs.

ACTION: Matthew Brunner will check to see if there is a standard for the number of internship contact hours and credit earned.

Transcripts for Non-degree Seeking Students – Dr. Grady discussed the current admission requirement for non-degree seeking students to provide all transcripts from schools attended. In communication with about a dozen other graduate deans it was found that the graduate college at Radford University has one of the most stringent standards regarding transcripts. A suggestion was made to require only the official transcript of the conferred baccalaureate degree for non-degree seeking students. Matthew Brunner stated that there would be no problem with SACS if the decision is made to change the current requirement.

ACTION: Council members were asked to take the item back to their departments/programs/schools for discussion and bring feedback to the next meeting.

Deleting Courses No Longer Offered – Dr. Grady discussed the number of courses in the graduate catalog that haven't been offered for some time. After six years the courses were to be deleted but this hasn't been enforced in a long time. Eli Jamison suggested instituting an inactive list rather than deleting courses and having to go back through the process to add them back later.

ACTION: Matthew Brunner will run a list of classes that haven't been taught in six years. He will send a list to the academic departments to see if they want to keep the courses active and update the syllabi or eliminate them.

IELTS plus TOEFL – Dr. Grady discussed the International English Language Testing System (IELTS) and Test of English as a Foreign Language (TOEFL). Many universities accept both test scores. The Graduate College only accepts the TOEFL. Consideration was given to adding IELTS as an option.

ACTION: Nora Reilly will research information about both tests and send it to Council members to consider within their departments/programs/schools.

Accepting Non-expired Coursework for Readmitted Student – Dr. Grady asked for discussion about accepting non-expired coursework for readmitted students. It was noted that we cannot discriminate but there needs to be discretion on the program level, e.g., when a student is (re)accepted into a program, it may be under the condition to retake one or more courses. Another suggestion, particularly for clinical students, is to allow the student to challenge course(s). There was some concern about the current policy in the graduate college that states that you cannot retake a course with the grade B or better. It was noted that students can retake a course with an A or B for credit hours only.

ACTION: Eric Mesmer will put together language to allow program discretion for accepting non-expired coursework for readmitted students to include an alternative for students to prove they are proficient in required areas prior to readmission.

Graduate Faculty on Graduate Grade Appeal Committee – Dr. Grady stated that most faculty on the Grade Appeal Committee do not have graduate faculty status. Discussion followed and the consensus was that this is not an issue.

Rules for Certificates Same as Degree – Dr. Grady stated that students in certificate programs are held to the same standards as students in degree programs.

Program Handbooks (second request) – Dr. Grady asked programs that haven't already done so to send program handbooks to Nora Reilly.

7. OTHER

GA Allocations – Nora Reilly announced that graduate assistant allocations for the 2012 academic year will be available on Monday. Summer allocations will not be available until mid-March. Summer allocations will not be the same due to a reduction of one time funding.

Academic Course and Program Review – Nora Reilly stated that there will be a meeting of the Academic Course and Program Review subcommittee next Friday. Presently there are two prospective proposals for the agenda.

8. ADJOURN

The meeting was adjourned at approximately 2:35 p.m. The next meeting is March 4th at 1 p.m. in Heth 044.

Atta. (2)

February 11, 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)
Santopietro	George	Economics	
Chase	Bruce	Accounting and Finance	
Mathews	Carolyn	English	
Guruswamy	Rosemary	English	
Secreast	Donald	English	
Kelly	Kathryn	English	
Chase	Jeffrey	English	
Bienstock	Carol	English	
Shockley	T. Jeff	Management	
Gerlach	Juergen	Math and Statistics	
Shareef	Reginald	Political Science	
Stafford	Parker	Art	
Zuschin	David	Music	
Sanderl	Robert	Music	
Jaronski	Walter	Science Education	
Lips	Hilary	Psychology	

Graduate Faculty Applications Requiring Sub-Committee Review

(Recommendation to Approve)

Associate Graduate Faculty Status - 3 year term			
Name		Dept	Limitation(s)
Kresge	Jeff	Music	MUSC 571, 572, 671, 672, 553
Kennelly	Patrick	Music	MUSC 571, 572, 671, 672, 553

Graduate College

Academic Course and Program Review Minutes

Date - February 4, 2011 - 1:30 pm

Location - Lucas Hall

Present: Nora Reilly, Matthew Brunner, Holly Cline, Kay Johnson, Eric Mesmer, Sally Strauss, Kristin Morrison, Alan Forrest,
W. Scott, Theresa Burris. Recorder: Betty Hensdill

Education Foundation

New Course Proposal

01-EDEF-11 EDEF, 610, Education Alternatives: History and Theory Approved.

Counselor Education

New Course Proposal

01-COED-11 COED 606, Research in Counseling and Program Evaluation Approved with typographical changes.

Program Revision

02-COED-11 Several changes as a result of changes in the 2009 CACREP Standards Approved.

Course Title Change

03-COED-11 COED 690, Internship in Clinical Mental Health Counseling

Appalachian Studies

Course Description Change

01-APST-10 APST 680, Appalachian Studies Internship Approved.

The meeting was adjourned.

Respectfully submitted for approval, _____
Sandra Steele, Executive Secretary for Betty Hensdill