

GRADUATE AFFAIRS COUNCIL

Friday, March 2, 2012

1:00 p.m. – Heth 043

PRESENT: Dennis Grady (Chair), John Brummette, Virginia Burggraf, Holly Cline for Joan Dickinson, Rana Duncan-Daston, Lori Elis, Ann Elliott, Sarah Hastings, Kathy Hoover, Laura Jacobsen, Kay Johnson, Don Langrehr, Jennifer Mabry, Diane Millar, Douglas Mitchell, Kristan Morrison, E. Koehler Slagel, III, Chris White, Paul Witkowsky. 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 February 10, 2012 meeting. Discussion followed. Kristan Morrison noted that she was not in attendance at the February 10th meeting. The minutes were approved by consensus as amended.

3. ANNOUNCEMENTS

Electronic Submission of Thesis/Dissertation (McConnell) - Electronic submission of theses and dissertations is now available. Information will be communicated to students, thesis/dissertation supervisors, and program coordinators. Gene Hyde from McConnell Library will schedule work sessions for those interested in the new ETD process. Dr. Grady noted the deadlines for Spring semester; April 6 – Draft Deadline; April 27 – Final Submission Deadline.

Recruiting – Dr. Grady thanked those who participated in the development of program recruiting videos. They are currently in draft form.

International Students – Dr. Grady reported recently participating in international graduate student discussions to increase enrollment. Paul Witkowsky expressed concerns in awarding teaching assistantships to non-English speaking students. Dr. Grady encouraged Council members interested in participating in further international graduate student discussions to let him know.

Assistantships – Dr. Grady reminded Council members that June 15th 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. There may be some additional allocations for students based on tuition increases. A projected increase of 9.5% is built in the allocation plan and will hopefully be an overestimate.

Immunizations – Dr. Grady discussed a Student Affairs issue involving the immunization of all graduate students. Up until now only full-time students have been required to provide complete immunization records. Beginning fall semester

2012 all students, full-time and part-time, will need to present complete immunization records.

ACPR/ Catalog – Nora Reilly reported that it will be necessary to schedule multiple ACPR sub-committee meetings to process recent proposals submitted beyond the January 31st deadline. Bids were accepted for an electronic catalog. Once a vendor is selected, the company will likely require three months or so entering the catalog into their system.

4. SUB-COMMITTEE REPORTS

Graduate Faculty – Two applications not requiring subcommittee review were presented. One application reviewed by the sub-committee was also presented. The applications, previously moved and seconded (see attached), were approved as presented.

Academic Course and Program Review – Nora Reilly presented reports from the February 17th and February 24th 2012 subcommittee meeting, as attached. The report was approved as presented. It was noted that SOWK 679 has since been amended and withdrawn for resubmission.

Graduate Student Council (GSC) – E. Koehler Slagel had no report.

Dr. Grady moved on to agenda item, New Business. Kristan Morrison noted that under *Robert's Rules of Order* Old Business should precede New Business on the agenda. This will be corrected for future meetings.

5. NEW BUSINESS – There was no new business.

6. OLD BUSINESS

- **Ad Hoc Committee Meeting Report/ Online Defenses** – Dr. Grady asked for a motion to remove the *Ad hoc Committee Report on Remote Participation on Defense* from the table. A motion was made, seconded, and approved by consensus. (See attached report.) Discussion followed.

Friendly amendments were suggested and accepted. The resolution presented was amended as follows:

- 1. At the program's discretion, an oral defense of the final dissertation, thesis, comprehensive examination or capstone project may be conducted via audio-visual conferencing. Students should see the program or department handbook for details.**
- 2. All sites must use compatible technology, and all participants must be visible to each other throughout the remote defense.**
- 3. Materials for the remote defense (e.g., PPT or PREZI handouts) must be distributed to all committee members prior to the defense.**
- 4. No recording of the remote defense will be acceptable.**

5. **Each department will have its own confidential protocol for voting on the outcome of the remote defense and conveying the results to the Graduate College.**
6. **The department will be responsible for all costs associated with the remote participation technologies and procedures.**

ACTION: A motion was made and seconded to approve the resolution as amended. The motion was approved by consensus.

- Dr. Grady asked for a motion to remove the **Resolution on Participation in Graduate Hooding and Commencement** from the table after having gone back to the ad hoc committee for further consideration. A motion was made, seconded, and approved by consensus.

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). Students in programs (i.e. Music Therapy) that require an extended off-campus internship may participate if all other conditions for participation have been met and the dates and location of internship have been arranged. Individual programs may have more stringent requirements, as specified in the program sections of the Graduate Catalog.

Discussion followed. Friendly amendments were suggested and accepted. The revised resolution presented was amended as follows:

Students may participate in Spring commencement and hooding if they have no more than 6 credit hours or two courses remaining in their program of study and can complete all program requirements (including the thesis proposal defense , if applicable) during the immediately subsequent summer sessions (Maymester, Summer I, II, or III). Students in programs that require an extended off-campus internship may participate if all other conditions for participation have been met and the dates and location of the internship have been arranged. Individual programs may have more stringent requirements, as specified in the program sections of the Graduate Catalog.

ACTION: A motion was made and seconded to approve the revised resolution as amended. The motion was approved by consensus.

- In follow-up to the last meeting and a concern regarding the membership of comprehensive examination committees, the following was presented:

MEMBERSHIP OF COMPREHENSIVE EXAMINATION COMMITTEES

Motion: **In composing the membership of a comprehensive examination committee, the majority of the membership must be full members of the Graduate Faculty at the time of the examination.**

Discussion followed. There was a question about whether the policy if approved would be retroactive for this semester. Dr. Grady said formally “no” since policy changes aren’t reflected until the next catalog year.

ACTION: A motion was made and seconded to accept the motion as presented. The motion was approved by consensus.

- **Kristan Morrison presented a motion and rationale for consideration.**

Motion: Students who matriculated in any year prior to 2011-2012 should be allowed to walk in spring commencements even if they are lacking comps and up to 6 credits of coursework.

Rationale: “In all catalog years prior to 2011-2012, the wording in the catalog did not explicitly state anything about the comps. Although the argument can be made that comps are subsumed under the phrase “degree requirements,” the requirement for comps to be completed is not explicit.”

Discussion followed.

ACTION: A motion was made and seconded to table the motion. It was withdrawn. Clarification was presented by Dr. Grady in that actions approved by Graduate Affairs Council are considered recommendations and must be approved by the Provost and RU Internal Governance.

ACTION(S): There was a motion to suspend the rule to allow a vote on the motion presented by Kristan Morrison requiring 2/3’s majority. The motion was seconded and approved by consensus. Discussion followed.

Chris White asked if there was any other way to revert back to recent practice of letting students participate in commencements other than by motion and action. It was agreed that the motion should go forth.

Friendly amendments to the motion on the table were suggested and accepted as follows:

Motion: All students who matriculated in any year prior to 2011-2012 should be allowed to walk in spring commencements even if they are lacking comprehensive examinations and up to 6 credits of coursework in the summer to complete the program of study.

- Sarah Hastings asked if she could make a motion to remove the language in the catalog stating that doctoral students must have completed all degree requirements prior to participation in commencement ceremonies. Discussion followed.

| There was a second to the motion and it was approved by majority.

ACTION: A motion was made to remove language on page 59 of the 2011-2012 Graduate Catalog, "Doctoral students must have completed all degree requirements prior to participation in commencement ceremonies."

DUE TO A PROCEDURAL ERROR (LACK OF A 2/3rds VOTE TO SUSPEND RULES) THIS MOTION OUT OF ORDER AND, THEREFORE, ANNULLED.

- Paul Witkowsky discussed the McNair Scholar information mentioned at the last meeting in that Radford University is one of the few schools that does not waive the application fee. He added that he had just lost a student because of that fee, and has others that will not graduate until next year.

ACTION(S): Paul Witkowsky made a motion recommending that RU waive the McNair Scholars application fee for students.

Discussion followed.

There was a motion to suspend the rule to allow a vote on the motion presented by Paul Witkowsky requiring 2/3's majority. The motion was seconded and approved by consensus.

There was a second to the initial motion on the table. It was approved by consensus.

Dr. Grady reported that in other discussions the cost of continuous enrollment has been on the table since October. He asked Council members if they would like to invite Mr. Alvarez to a future meeting. Dr. Grady will speak to Mr. Alvarez about this and see if he is willing to come to a meeting.

7. OTHER

Rana Duncan-Daston stated that she wanted to make a correction that Social Work used to be on three campuses but pulled out of Abingdon. She said she wants everyone to be aware that they are still in Roanoke.

Chris White asked if when advertising for GTA student positions if he should advertise for a specific position or send out a generic letter. Do we have a spot to fill or a student to find a position? Is the practice target marketing; is it decided by the department, by a consensus or common practice, etc.? Nora Reilly stated that she asks for job descriptions. Dr. Grady offered to speak with Chris about specific concerns regarding Music student recruiting.

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 2:47 p.m.

Atta. (3)

Graduate Faculty Application Status

(Approved Since Last Graduate Affairs Council Meeting)

Full Graduate Faculty Status - 5 year term

Name		Dept	Limitation(s)
Jacobsen	Laura	Math Education	
Lewis-Williams	Tracy	Information Technology	ITEC 623

Associate Graduate Faculty Status - 3 year term

* Designates Applications Recommended by the Graduate Faculty Sub-Committee

Name	Dept	Limitation(s)
*Vandergrift, Kerry		SOWK 772, 621, 784, and 679 through Spring 2012.

Graduate College

Academic Course and Program Review Minutes

Date - February 17, 2012 - 1 pm

Location - Lucas Hall

Present: Matthew Brunner, Kay Johnson, Jerry Kopf, Wendy Eckenrod-Green, Lori Elis, Virginia Burggraf, Cathy Hudgins. Recorder - Sandra Steele

Nursing

New Course Proposals

03_NURS_12	NURS 773, Advanced Emerging Therapies for Healthcare	Amended/approved.
04_NURS_12	NURS 707, Mental Health for Older Adults	Amended/approved.

Physical Therapy

Course Syllabus Change

07_AHPT_12	AHPT 800, Human Anatomy	Approved.
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Counselor Education

Syllabus Change

02_COED_12	COED 650, Clinical Mental Health Counseling	Approved.
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New Course Proposal

03_COED_12	COED 651, Advanced Clinical Mental Health Counseling	Amended/approved.
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Program Revision

04_COED_12	Program revision to add new course COED 651 and reduce program credits	Amended/approved.
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**Recreation,
Parks and
Tourism**

Course Deletion

01_RCPT_12	RCPT 619, Recreation Administration	Approved.
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Adjourn: The meeting was adjourned at 1:20 p.m.

Graduate College
Academic Course and Program Review Minutes
Date - February 24, 2012 - 1 pm
Location - Lucas Hall

Present: Matthew Brunner, Kay Johnson, Wendy Eckenrod-Green, Lori Elis, Holly Cline, Nora Reilly, Rana Duncan-Daston. Recorder - Sandra Steele

Psychology

Catalog Revisions

08_PSYC_12 Psy.D. Program, comprehensive exams and other changes Approved.

Prerequisite Changes

09_PSYC_12 PSYC 781/782, School Psychology Practicum I and II Approved.

New Course Proposal

10_PSYC_12 PSYC 635, Advanced Cognitive and Psychoeducational Assessment Approved.

Program Revisions

11_PSYC_12 Admission and program requirements Approved.

Catalog Revisions

12_PSYC_12 Practicum placement and evaluation Approved.

Social Work

Program Revisions and Other Catalog Revisions

02_SOWK_12 Cohorts in Roanoke Approved.

Other Catalog Revisions

04_SOWK_12 Addition to comprehensive exams Approved.

Course Prerequisite Change

06_SOWK_12 SOWK 679, Advanced Standing Bridge Course II Approved.

Adjourn: The meeting was adjourned at 1:41 p.m.

Ad-hoc Committee Report – Remote Participation on Defense

Committee Members:

Kathy Hoover, Lori Elis, Kay Johnson, and Joan Dickinson

Meeting Date:

November 21, 2011 Lucas Hall Conference Room

Selection of Recorder:

Recorder: Kathy Hoover

Our Charge:

To determine the appropriate logistics for the conduct of the comprehensive exam, thesis, and dissertation defenses from remote locations.

Our Process and Discussion:

We reviewed the questions posed to us by the Dean and Associate Dean of the Graduate School including:

1. How will completely online programs such as the MFA in Design Thinking and DNP versus traditional, face-to-face programs handle the defense?
2. What kinds of available technology must be on both sides?
3. How many people can be remote?
4. And, does the type of defense matter (e.g., dissertation, theses, capstone project or course, oral comprehensive exams, etc.)?

Prior to the discussion, we reviewed the University of Maryland Participation in Examinations criteria.

During our discussions, the committee decided to create different policies for the totally online versus the traditional face-to-face defense. We agreed that the preference is for all defense committee members to be in one place on university premises for the defense. Yet, two programs, the MFA in Design Thinking and the DNP, are completely online. Thus, we discussed policies for programs that will have a remote defense i.e., totally online and hybrid programs.

The committee agreed that remote defenses must have both audio and visual technology and cannot be conducted on the phone. After reviewing the University of Maryland Participation in Examinations criteria, we discussed how most universities will not allow a defense to be completed by telephone. We also discussed that all members on the defense committee must have the same technology and must be visible to each other.

Because we have two completely online programs, one that will have faculty that is not located on campus, we agreed that there was no limit on how many people could be remote.

We reviewed whether or not an online defense could be recorded and agreed that since face-to-face defenses are not recorded, a remote defense would not be recorded either.

We discussed the mechanisms on how to vote must be established for the remote defense. Having the Graduate College develop a D2L course for the defense or the creation of a doodle poll were reviewed. The committee agreed that votes electronically recorded would count as signatures and that each department would determine which mechanism it would use for voting.

For traditional, face-to-face programs, we agreed that the members of the committee and the students should be present on official university property. If an emergency occurs and it is impossible for the student to attend the defense on university property, we felt the department chair could make this decision instead of the dean. We agreed that this must be thoroughly documented.

Our Resolutions:

7. The final dissertation, thesis, comprehensive examination or capstone project may be conducted via audio-visual conferencing for online and hybrid programs.
8. All sites must use the same technology, and all participants must be visible to each other throughout the remote defense.
9. Materials for the remote defense (e.g., PPT or PREZI handouts) must be distributed to all committee members prior to the defense.
10. No recording of the remote defense will be acceptable.
11. Each department will have its own mechanism for voting on the outcome of the remote defense. Students should see the department handbook for details.
12. **The department will be responsible for all costs associated with the remote participation technologies and procedures.**