

GRADUATE AFFAIRS COUNCIL

Friday, September 16, 2011

1:00 p.m. – Heth 043

PRESENT: Dennis Grady(Chair), John Brummette, Matthew Brunner, Virginia Burggraf, Joan Dickinson, Rana Duncan-Daston, Wendy Eckenrod-Green, Lori Elis, Ann Elliott, Bill Flora, Sarah Hastings, Kathy Hoover, Kay Johnson, Donald Langrehr, Jennifer Mabry, Douglas Mitchell, Kristan Morrison, Koehler Slagel, Ed Swanson, Chris White, Paul Witkowsky, Nozar Hashemzadeh, Chris Niles.
Staff: Nora Reilly, Sandy Steele, Victor Horton, Ryan Phillips, Jean Cox, Morgan Conner.

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 May 6, 2011 meeting. The motion was approved by consensus.

3. ANNOUNCEMENTS

Numbers to SCHEV – Dr. Grady reported that graduate headcount and other numbers were recently reported to SCHEV as follows; the current census-date headcount is 1,020, 37 lower than 2010; the unduplicated number of graduate students being taught increased from 1,303 last year to 1,462 this year; based on student credit hours, the number reported last year was 20,156 with a 4% growth this year to 20,959. Based on number of students enrolled, graduate enrollment increased 12% this year over last year.

Orientation – Dr. Grady announced that all new degree-seeking graduate students, full-time or part-time, must complete an online orientation through Desire to Learn (D2L). The Graduate College sent information to the students. The orientation must be completed before they can register for the next term.

ACTION: Nora Reilly will send an email reminder to all new degree-seeking students.

Electronic Thesis and Dissertation – Dr. Grady stated that electronic submission of theses and dissertations is now available. McConnell Library will be offering workshops to students. Students still have the option of submitting a paper thesis. Paul Witkowsky reported that recent electronic submission demonstration went well and the process was easy. Students entering masters' programs this year will be required to submit electronic theses or dissertations in 2013.

Program Handbooks - Dr. Grady reminded programs to electronically submit program handbooks and, if appropriate, concentration handbooks to Nora Reilly.

Online Catalog – The 2011-2012 Graduate Catalog will be available online this week. The Graduate College is exploring an online catalog process which would provide a means for continuous updates. Software from Virginia Tech for an online process is being considered for next year. If used, Virginia Tech would expect be recognized for providing the template. . Council members were asked to review the 2011-2012 Graduate Catalog and send errors to Nora Reilly.

GRE, PPI, TOEFL and IELTS – Dr. Grady stated that ETS currently does not have enough information to establish norms for GREs taken since August 1. Scores will fall between 130-170 and will use single point increments, e.g., a score of 131 will be different from 133. The PPI test is optional and free if the GRE is taken. It provides information about students’ “softer” skills and offers a systematic method for providing letters of reference. The PPI should not be used in lieu of the GRE. International students can take either the TOEFL or IELTS. The IELTS test is more focused on speaking skills. Test scores of 6.5 and up are acceptable.

New Comprehensive Examination Form – Effective immediately, students taking comprehensive examinations must complete a Convening of Comprehensive Examination Advisory Committee form available on the Graduate College website at <http://www.radford.edu/content/grad/home/forms-policies/student-forms.html>. When the Comprehensive Examination Defense form is requested, the date of the exam must be provided. The Comprehensive Examination Defense form must be returned to the Graduate College within 15 university business days OR the last day all information pertaining to a student’s academic record must be completed during the semester. **For Fall 2011 the deadline is December 9th**. See dates and deadlines at <http://www.radford.edu/content/grad/home/admissions/dates-deadlines.html>. Programs should make sure the advisors signing the Comprehensive Examination Defense form are the same faculty that signed the Convening of Comprehensive Examination Advisory Committee form. This change helps assure that students receive fair guidance and examination. The Student Forms on the Graduate College website are currently being revised to fillable forms. In the meantime, they should be printed and completed. If a program has several students who need to convene their committee, a list of students may be submitted by Program Coordinators in lieu of the Convening of the Comprehensive Examination Advisory Committee form. This list must be approved by the unit head (Department Chair or School Director.) Faculty should continue to contact Jean Cox (jacox@radford.edu) in advance to request the Report of Final Comprehensive Examination, Thesis or Dissertation Defense form. It was noted that when comprehensive or thesis/dissertation advisory committee members change, a Change in Advisory Committee form should be completed. See all above mentioned forms at <http://www.radford.edu/content/grad/home/forms-policies/student-forms.html>.

Attend to Due Dates – Late applications to participate in graduation have increased, making it difficult for Jean Cox to audit each student’s completed Program of Study and communicate with the student about corrections or omissions. Applications for Graduation and Participation in Commencement deadlines must be met. See those deadlines at <http://www.radford.edu/content/dam/colleges/cgps/PDF/gradapp2006.pdf>. If for

some reason a student fails to meet this deadline, the deadline might be extended past the census date given written justification approved by the graduate dean. After the following dates there will be no exceptions to graduation and commencement participation application deadlines.

These dates should be considered as informal guides for submitting *exceptional* late cases for the 2011-2012 academic year. They do not guarantee that an application will be processed. The standard deadline remains the graduate census date and *only* the census date should be communicated to students.

- Fall November 1, 2011
- Spring Friday after Spring break
- Summer First day of Summer II

4. STANDING COMMITTEES

Dr. Grady asked for volunteers for 2011-2012 Graduate Affairs Council standing sub-committees. Membership was determined as follows:

Academic Course & Program Review

Kay Johnson
Matthew Brunner
Ed Swanson
Lori Elis
Joan Dickinson
Bill Flora
Wendy Eckenrod-Green
Jerry Kopf
Nora Reilly (ex-officio)

Graduate Faculty

Ann Elliott
Paul Witkowsky
Diane Millar
Chris White
Douglas Mitchell
Dennis Grady (chair)

Student Grievance Committee

Chris White
Kathryn Hoover
Paul Witkowsky
Sarah Hastings
Ed Swanson

5. SUB-COMMITTEE REPORTS

Graduate Faculty – A report on 33 graduate faculty applications processed during the summer was presented. The Graduate Faculty sub-committee does not meet in the summer and grants the dean authority to approve and process applications during that period. The report was accepted as presented with a

correction to the associate status listing to remove an application still in the process for Kerry Vandergrift. The total number of applications approved was 32 (see attached).

Academic Course and Program Review – Nora Reilly reported that 5 to 6 course proposals will be presented to the sub-committee next Friday. The agenda and copies of the proposals will be presented to sub-committee members via Desire to Learn on Tuesday. The first two sub-committee meeting dates are: September 23, 2011 and October 14, 2011. Meetings will be in the Lucas Hall Conference Room.

Graduate Student Council (GSC) – Graduate Student Council President, Koehler E. Slagel, reported that a GSC meeting was held on Wednesday. Turnout was low. He asked faculty to encourage students to attend, adding that it is good for their resume', and a valuable source of networking. A flyer was distributed for programs to post announcing the next meeting, Wednesday, September 21st at 5 pm in Lucas Hall. Pizza and drinks will be provided.

ACTION: Nora Reilly will send the flyer electronically to all graduate students on Monday.

6. NEW BUSINESS

Ad Hoc Committees – Dr. Grady proposed the formation of three *ad hoc* committees;

- Online Comprehensive and Thesis/Dissertation Defenses –with the advent of totally on-line programs like the DNP and the MFA in Design Thinking, the issue of on-line comprehensive examinations and theses defenses is on the table. Dr. Grady asked interested Council members to let him know if they'd like to serve on this ad hoc committee to outline rules and requirements for such defenses before the next meeting. He suggested a meeting of 1 to 1 ½ hours and report at the next full GAC meeting.
- Probation Regulations – suggestions and ideas will be collected to include a review of peer institutions and a look at best practices. Virginia Burggraf stated that professional schools have very defined policies that go beyond College rules. She volunteered to be involved in the clinical issues for this committee.
- Comprehensive Exam Process/ Participation in Hooding and Commencement – currently students must pass comprehensive exams and have only six credit hours left to complete their program of study to be eligible to participate in hooding and commencement. Discussion followed and Kristan Morrison stated that if it is decided to maintain a rule that attempted comprehensive exams must be completed to participate, students who have not attempted a comprehensive exam should not be eligible to participate. Paul Witkowsky stated that students should be completely finished to graduate. Paul Witkowsky, Nozar Hashemzadeh, Chris White and Bill Flora suggested reviewing comprehensive

examinations as a requirement for students who participate in graduation. Dr. Grady suggested that as this *ad hoc* committee move forward an item be submitted for consideration. Council members should send ideas and suggestions or volunteer to serve on this committee to Sandy Steele.

Retreat – Dr. Grady suggested a fall retreat in October for programs along with a couple of topics, e.g., “Using Social Networks with Graduate Populations,” and “GRE and PPI”. Discussion followed. Of the two topics, Ann Elliott suggested the GRE and PPI topic was more urgent. It was agreed that with testing norms not established and reported until after November 1st, holidays soon after, and class schedules a retreat would be difficult to schedule during fall semester. A spring retreat or a separate fall GAC meeting will be considered to address this topic.

7. OTHER

Kristan Morrison asked who decides the final drop deadline for non-payment. Dr. Grady stated that the decision is part of the Internal Governance process.

ACTION: Matthew Brunner will check with Bill Kennan about the potential of changing the drop deadline for non-payment.

Nora Reilly stated that a handout regarding the new comprehensive examination form and changes to existing forms will be provided to include hot links when the forms are fillable.

The annual Virginia Council of Graduate Schools (VCGS) student presentation forum normally held in Richmond will be held in Charlottesville, February 15-17, 2012. The Graduate College will sponsor four student poster presentations. Student recommendations should be submitted to Nora Reilly. VCGS needs student names and presentation titles by December 1st.

Dr. Grady discussed the second NSF grant award to advance STEM research. The purpose is to select, educate, and place underrepresented students in STEM areas. A conference will be held in conjunction with the annual VCGS forum as part of a two year planning effort. A press announcement is expected next week. VCGS is considering a more expanded and flexible definition of STEM. Health-related areas have already been added to include STEM Health. Other areas being considered include math education.

Provost, Dr. Sam Minner will attend the next meeting, October 7th at 1 p.m. in Heth 043. He will discuss his vision for graduate education. Council members were encouraged to bring questions to the meeting.

8. ADJOURN

The meeting was adjourned at approximately 2:27 p.m.

Atta. (1)

September 16, 2011

Graduate Faculty Applications Not Requiring Sub-Committee Review

(Approved Since Last Graduate Affairs Council Meeting)

15+17=32 total

Full Graduate Faculty Status - 5 year term

Name		Dept	Limitation(s)
King	Joe	Psychology	
Stanton	Angela	Marketing	
Stanton	Wilbur	Marketing	
Mullins	Mary	Social Work	
Castleberry	Julia	Physical Therapy	
Aron	Adrian	Physical Therapy	
Jagger	Kristen	Physical Therapy	
John	Emmanuel	Physical Therapy	
Harper	Brent	Physical Therapy	AHPT 814, 826, 860.
Robey	Randall	COSD	
Gose	Leah	Art	Art 600-01,600-02.
Pack	Alison	Art	
Hawkins	Katherine	CHBS - Communication	
Mabry	Jennifer	Psychology	
Bucy	Jayne	School Psychology	

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

Associate Graduate Faculty Status - 3 year term

Name		Dept	Limitation(s)
Evans	Mary	Special Education	EDSP 672
Pitonyak	Cynthia	Special Education	EDSP 672, 676, 670, 651, 566.
Austin	Ellen	Deaf and Hard of Hearing	EDSP 526, 527, 628, 625.
Elias	Carlos	Economics	ECON 695
Jordan	Kathy	Counselor Education	COED 613
Barrow	Brandy	Education	EDEF 606
Murray	Lynda	Counselor Education	COED 642, 641, 670, 610, 671, 691.
Graham	Jasmine	Counselor Education	COED 641, 642.
Ren	Michele	English	Restricted to serving as reader on theses that deal with women's studies theory.
Peery	Laura	COSD	COSD 640.
Kestner-Chappelear	Pamela	Social Work	SOWK 641:642, 791:792.
Weston	James	Nursing	NURS 728.
Ratliff	Catherine	Nursing	NURS 802.

Farrell	Sarah	Nursing	NURS 802.
Finley	Margaret	Social Work	SOWK 641:642, 791:792.
Hever	David	Counselor Education	COED 641
Helton	Susan	Social Work	SOWK 641:642, 791:792.