

GRADUATE AFFAIRS COUNCIL

Friday, September 17, 2010

1:00 p.m. – Heth 044

PRESENT: Dennis Grady, Chair, Matthew Brunner, Virginia Burggraf, Lori Elis, William Flora, Kristin Froemling, Wayne Gallops, Kathy Hoover, Laura Jacobsen, Kay Johnson, Donald Langrehr, Eric Mesmer, Diane Millar, Douglas Mitchell, Kristan Morrison, Alison Pack, Steve Arbury, Joan Dickinson, Fran Steigerwald, Ed Swanson, Lynne Taylor, Jim Werth, Paul Witkowsky. Staff: Nora Reilly, Rebecca Conner, Sandy Steele.

1. CALL TO ORDER & INTRODUCTIONS

The meeting was called to order at approximately 1:00 p.m. Members introduced themselves and welcomed guest Rebecca Conner. Dr. Grady asked that representatives from programs that produce theses stay after the business meeting for a presentation about electronic thesis/dissertation submission.

2. MINUTES

A motion was made and seconded to approve the minutes from the May 7, 2010 meeting. Kristan Morrison requested a correction to the minutes to indicate she was present. The minutes were approved unanimously with the noted correction.

3. ANNOUNCEMENTS

Richmond Forum – Dr. Grady announced that the Virginia Council of Graduate Schools 6th Annual Graduate Student Research Forum is scheduled for February 3, 2011 in Richmond, Virginia. Universities typically send six students presenting in Science, Technology, Engineering, and Mathematics (STEM). Radford University sends students from other program areas. Nominations of students should be sent to Nora Reilly.

2010-2011 Graduate Catalog – The 2010-2011 Graduate Catalog is available online at <http://gradcollege.asp.radford.edu/catalogs.html>.

Graduate Programs Profile Report - Reports of all students admitted last year and other profile information will soon be sent to programs/departments. Enrollment to-date is 1,057 students, 50 fewer than this same time last year. Seventy additional students combined in Social Work and in an off-campus No Child Left Behind cohort should be entering in the spring getting the graduate student head count above last year's. The number of full-time students increased by 100 to 537.

Board of Visitors – The Radford University Board of Visitors met over the past few days. In addition to orienting new members, the Board formally approved the budget for next year. VP for Finance and Administration, Richard Alvarez, and Provost Joe Scartelli presented a projected seven year model of funding initiatives. Included in it are increased funding for graduate student stipends and additional faculty to relieve, in part, the teaching loads of faculty with significant graduate teaching and mentoring responsibilities.

Provost Search Committee – Paul Witkowsky reported that an ad for the Provost position has been posted. The deadline for application is October 1st. The timeline for the selection of candidates is next spring. Archer~Martin was selected as the search firm. They will be holding forums on campus next Thursday and Friday. On November 1st the Provost Search Committee will begin screening interview candidates. The Search Committee will narrow the candidates down to 8 to 10 to interview by phone or at airports, and then bring 3 to 4 to campus.

Graduate Catalog Policy – Dr. Grady discussed several policies for discussion within programs/departments, e.g., what should not be allowed for petition by graduate students? Recently a student dismissal was petitioned. At the undergraduate level, there are a handful of non-petitionable policies like the hours to graduate and dismissal for academic reasons.

It was noted that there is not an academic forgiveness rule at the graduate level for students wishing to come back after several years. There was a question whether or not old grades should be carried forward. Discussion followed. A motion will be presented at the next meeting.

There was discussion about how long a student can keep taking courses outside their program of study to maintain a 3.0 GPA.

There was discussion about whether or not the Graduate College should allow any grade of “F” on the program of study. Radford University doesn’t dismiss students if the “F” is on a major course but many universities do. Discussion followed. There was a question about whether or not individual departments can have their own policy regarding the “F” rule. Nora Reilly said, “Yes, they can have more stringent policies but not less stringent policies.” An example given for consideration was incomplete grades that go beyond the deadline receiving an “F”.

Dr. Grady asked that programs send current admission criteria used to recommend acceptance of students into their graduate programs by department to Nora Reilly. Programs should provide information such as how the committee reaches a decision and who is on the committee. This information is being gathered to answer potential questions posed by Southern Association of Colleges and Schools (SACS). Nora Reilly asked that programs that may have already emailed this information to resend it.

4. SUB-COMMITTEE ASSIGNMENTS

Dr. Grady asked for volunteers to serve on the Academic Course and Program Review and Graduate Faculty sub-committees. Committee membership was determined as follows:

Academic Course and Program Review

Kay Johnson
Matthew Brunner
Bill Flora
Virginia Burggraf
Ed Swanson
Joan Dickinsen

Nora Reilly (Chair - ex officio)

It was noted that the first two meetings of Academic Course and Program Review are September 24th and October 15th. Information for those meetings will be posted on WebCT.

Graduate Faculty

Ann Elliott

Lori Elis

Paul Witkowsky

Wayne Gallops

Diane Millar

Dennis Grady (Chair)

It was noted that different than in the past, information for these sub-committee meetings will be posted on WebCT to cut down on email mailbox usage.

5. SUB-COMMITTEE REPORTS

Graduate Faculty – Dr. Grady discussed a report of activity since the last Graduate Affairs Council meeting in May (see attached). He noted the two highlighted sections requiring the submission of graduate faculty applications or justification memorandums. Council members were asked to take this information back to their programs/departments for action. One application requiring subcommittee review and seventeen applications not requiring subcommittee review were presented. The applications were approved as presented, as previously moved and seconded (see attached). Eleven applications are pending review at the first scheduled 2010-2011 Graduate Faculty sub-committee meeting.

Academic Course and Program Review – Nora Reilly discussed subcommittee activity during the months of April/May 2010. ACTION: A motion was made, seconded, and unanimously approved to accept the activity and report included in and previously approved in the May 7th Graduate Affairs Council meeting minutes.

Nora Reilly reported that thesis credit hours must be listed as 1-6 instead of 6, with no more than 6 counted toward the program of study. She asked programs that require a thesis to submit a program revision indicating 1-6 credits may be reported, not to exceed 6 credits toward the program of study.

A calendar of Dates and Deadlines for 2010-2011 to include Graduate Affairs Council, and Academic Course and Program Review meetings was distributed. That information is also available on the Graduate College website at http://gradcollege.asp.radford.edu/Faculty_Documents/dates_and_deadlines.pdf.

Graduate Student Council (GSC) – Nora Reilly reported for Paul Park, President of Graduate Student Council. There were ten student council members at a recent meeting. Council members were encouraged to ask for GSC representatives from their respective programs. GSC plans for 2010-2011 are to hold professional education programs, and other events. The Graduate College matched professional development reimbursement last year. A total of \$6,000 was made available. A letter to the Parent's Fund is being

drafted to request funding for 2010-2011. Paul Park asked that the Provost Search Committee consider funding for student professional development. Cathy Greenberg, VP of University Advancement has been asked to attend a GSC meeting.

6. OTHER

Retreat and Recruiting - Dr. Grady discussed recruitment allocations to programs. A total of \$70,000 was requested. \$30,000 was allocated and recently distributed. The same amount was allocated last year and only \$16,000 was actually utilized. The Graduate Coordinators Retreat on September 10th was discussed. The overall message from speaker, Stephanie Sterrett from WDBJ-7, was to make your website work well.

The new University website is to be partially implemented the end of the semester with plans to have it up and running fully in January 2011. The College of Humanities and Behavioral Services will be the first college website to go “live”. Other recruiting efforts include looking at current student responses to inquiries, exploring instant messaging at graduate fairs, and investment in a texting phone.

Dr. Grady discussed an analysis involving the timing of inquiries into graduate programs. While the timing differs from program to program, there are significant patterns in October, November, December, and into January. In the future the Graduate College will look at inquiries that convert to applications, the decision made by the department, the students’ decision. Last year’s survey of non-RU full-time graduate students indicated that they learned about Graduate College programs at Radford University primarily by word-of-mouth or webpage. The Graduate College is repeating the survey this semester with a more nuanced way of getting at “word of mouth.”

Doctorate of Physical Therapy - Ed Swanson discussed the Doctorate of Physical Therapy Program (DPT) move to the old Community Hospital in Roanoke, Virginia. The building is being renovated. Radford University is looking at other opportunities to collaborate with Carilion, the Virginia Tech School of Medicine, and Jefferson College Health Sciences. The Riverside Campus consisting of the Virginia Tech/Carilion Medical College is in walking distance from the site for the DPT. The program is still working out operation logistics. A site visit from the accrediting body is scheduled October 27-28, 2010, to make a decision by CAPTE as to whether to proceed with the candidacy process.

7. NEW BUSINESS

Electronic Thesis/Dissertation Submission - Dr. Grady invited Council members from programs requiring thesis or dissertations to stay after the meeting for a presentation from Gail McMillan, Director of Digital Library and Archives from Virginia Tech. Steven Helm, Interim Radford University Librarian and Gene Hyde, Radford University Archivist/Ref Librarian also attended the presentation. Council members who stayed: Steve Arbury, Lori Elis, Paul Witkowsky, Matthew Brunner, Diane Millar, Jim Werth, Kay Johnson, Nora Reilly, and Dennis Grady.

8. ADJOURN

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

Graduate Faculty Applications Not Requiring Sub-Committee Review
(Approved Since Last Graduate Affairs Council Meeting)

Full Graduate Faculty Status - 5 year term		
Name	Dept	Limitations
Greg Sherman	Educational Technology	
Wei-Chi Yang	Mathematics and Statistics	
Fran Steigerwald	Counselor Education	
Kristan Morrison	Education	
William Scott	Counselor Education	
Kereen Mullenbach	Nursing	
Daniel Davidson	Accounting, Finance and Business Law	
Carla Emerson	Counselor Education	
Eunyoung Lee	Nursing	
Kim Gainer	English	
Laura LaRue	Nursing	
Drew Dodson	Art	
Jared Caughron	Psychology	
J. Stephen Childers, Jr.	Management	
Tingyao Xiong	Mathematics and Statistics	MATH 600
Diane Millar	Communication Sciences and Disorders	
Peter Taylor	Photography	

Recommendations from Graduate Faculty Sub-Committee

Associate Graduate Faculty Status - 3 year term		
Name	Dept	Limitation(s)
Patricia Rossi	Communication Sciences and Disorders	COSD 640

Faculty Teaching Fall 2010 - No Graduate Faculty Application on File

Name	Course Prefix
Marilyn Lanier	EDUC
Trent Davis	COED
Joseph Jones	EDEF
Ellen Austin	EDSP
James Lollar	MKTG
Maneesh Thakker	MKTG
Robert Sanderl	MUSC
Jeffrey Kresge	MUSC
Patrick Kennelly	MUSC
David Zuschin	MUSC
Laura Mear	OCTH
Sabrina Simpson	SOWK
Ronald Herring	SOWK

Faculty Teaching Courses Fall 2010 Requiring Submission of Justification Memo

	<u>Teaching</u>	See Limitations at: http://gradcollege.asp.radford.edu/Faculty_Documents/gradfaclist_001_000.pdf
Suzanne Graham	EDSP 791	(Approved: EDSP 545)
Wendy Byers	EDSP 660	(Approved: Practicum supervision, EDSP 651, 672)
Cynthia Pitonyak	EDSP 663	(Approved: EDSP 564, 672, 676, 670, 651, 566) (Clinical courses and supervise students in clinical practice.)
Shelia Krajnik	OCTH 640 (research)	supervise students in clinical practice.)
Darren Minarik	EDSP 504	(EDSP 545, 622)

Applications Pending Subcommittee Review

Carol Ann Cox	Special Education
Laura Boyd Farmer	Counselor Education
Brian Kitts	Educational Leadership
Mark Schafer	Educational Technology
Jenice Riebe	Music
Shannon Cohen	Nursing
Rebecca Epperly	Communication Sciences and Disorders
Terri Shelor	Communication Sciences and Disorders
Daniel Woods	English
John Pendarvis	Social Work
David Allen	Music

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