

## GRADUATE AFFAIRS COUNCIL

Friday, May 6, 2011

1:00 p.m. – Heth 044

**PRESENT:** Dennis Grady, Chair, Matthew Brunner, Laura LaRue for Virginia Burggraf, Lori Elis, Ann Elliott, Bill Flora, John Brummette for Kristin Froemling, Laura Jacobsen, Elizabeth Jamison, Kay Johnson, Donald Langrehr, Diane Millar Kristan Morrison, Alison Pack, Fran Steigerwald, Lynne Taylor, Jim Werth, Chris White for Wayne Gallops, Paul Witkowsky.  
Staff: Nora Reilly, Sandy Steele.

### 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 April 1, 2011 meeting. The motion was approved by consensus.

### 3. SUB-COMMITTEE REPORTS

**Graduate Faculty** – Dr. Grady discussed a report of activity since the last Graduate Affairs Council meeting. Fourteen applications requiring subcommittee review and two applications not requiring subcommittee review were presented. The report was approved as presented (see attached). Council members were asked to have departments/programs to review the current graduate faculty status list at [http://gradcollege.asp.radford.edu/Faculty\\_Documents/gradfaclist\\_001\\_000.pdf](http://gradcollege.asp.radford.edu/Faculty_Documents/gradfaclist_001_000.pdf) and make sure all renewal applications for summer 2011 are submitted.

Dr. Grady reported that the Graduate Faculty subcommittee met to review several applications. There was a question about substantive verses clinical course needs, and required justification for faculty teaching without a terminal degree. Further consideration of five applications from the School of Teacher Education and Leadership are pending receipt of justifications.

**ACTION:** As justifications are received information will be shared with the Graduate Faculty subcommittee, and applications will be processed over the summer as authorized by Graduate Affairs Council at the April 1, 2011 meeting.

**Academic Course and Program Review** – Nora Reilly presented reports from sub-committee meetings on March 18 and March 25, 2011 (attached). The reports were approved as presented.

**Graduate Student Council (GSC)** – Nora Reilly reported that the majority of Graduate Student Council officers are graduating.

#### 4. OLD BUSINESS

Three catalog changes were submitted for action:

1. Add statement to p. 35, bottom. “Doctoral students may not enroll for credit in any course that allows undergraduate registration.”
  - There was a suggestion to change the statement to “Doctoral students may not enroll for credit in any 500-level course.”

ACTION: Discussion followed and revisions were made. A motion was made and seconded to approve an amended statement, “Doctoral students may not enroll for graduate credit in any course lower than 600.” Discussion followed. The motion was unanimously approved.

2. p. 38 Directed Study: Last paragraph: Change “12 semester hours” to “9 semester hours”
  - Dr. Grady noted that in the past there was no other reason for “12 semester hours” other than that it had been the typical number of hours in a semester.

ACTION: A motion was made and seconded to approve the statement as presented. Discussion followed. The motion was unanimously approved.

3. Delete phrase in 4<sup>th</sup> paragraph on p. 39 that states “as long as the content of the directed study is not directly related to the thesis topic.”

ACTION: A motion was made and seconded to approve the statement as presented. The motion was unanimously approved.

Dr. Grady reported that 23 nominations were received for the Graduate College scholarships. They will be reviewed next week. Announcements will follow.

#### 5. ANNOUNCEMENTS

**Graduate Student Awards** - Nora Reilly requested volunteers for the annual graduate student commencement awards committee. Volunteers include Nora Reilly (ex-officio chair), Roann Barris, Diane Millar, Rodrigo Hernandez, Matt Dunleavy, and Paul Witkowsky. Nominations are due to the Graduate College on Tuesday, April 12<sup>th</sup>. Information was distributed and is posted on the Graduate College website.

**Theses – Electronic** – The deadline for spring thesis drafts is Friday, April 8<sup>th</sup>. Laura Dumin, a technical writer with a Ph.D. in English, will review theses this year. Students have the option of submitting theses electronically with feedback provided through Word “track changes.” Laura will be reviewing the theses for format, sentence structure, grammar, etc. Content remains the responsibility of the thesis committee. There are approximately 21 theses going through the process this semester. It is considered a trial in hopes of moving toward a permanent electronic theses and dissertation submission process. Final signed copies on the required document are due in the Graduate College by 5 pm on Friday, April 29<sup>th</sup>. There was some concern over moving the deadline back a week based on completion of research, final edits and the defense. Dr. Grady stated that the main objective is to improve final theses, and the Graduate College would work with programs/departments to implement the new process.

**Scholarships** - As in previous years, the Graduate College will award two scholarships for new students (those enrolling for the first time in summer or fall 2011). There will be a \$1000 scholarship for a full time student taking nine or more graduate hours each semester and a \$500 scholarship to a part time student. More information will be emailed to colleges, and departments/ programs.

## 6. ANNOUNCEMENTS

**McConnell Library Scholars Repository (ETD)** – The McConnell Library Scholars Repository is now operational. Council members reviewed the link at <http://wagner.radford.edu/>. It was noted that the Library is ready to begin meeting with the Graduate College and GAC to discuss the workflow for uploading and approving repository submissions, creating necessary documentation, policies, etc. The Library will be working to create the Technical Services workflow for cataloging, metadata creation, backups, and to discuss retrospective digitization of theses.

Dr. Grady commended those programs that worked with Laura Dumin to submit theses electronically via email this year. Laura accepted a job and will not be returning next year. Kay Johnson stated that the new repository, *eprints* should make the process easier. Bruce Buskill and Steve Helms have been working on this project for some time.

**ACTION:** Dr. Grady suggested having informal implementation discussions during the summer with programs that require theses. Discussion followed. Kay stated that there would be a two part implementation process; 1) Look at metadata for formatting; 2) Look at the submission process, electronic approval, and proofing of copies approved. Paul Witkowsky stated that he would like to be involved in the discussions. Dr. Grady will contact those departments that require theses submission and establish informal implementation discussions.

**Library Assessment** form - McConnell Library would like to revise the "Library Assessment" form at <http://gradcollege.asp.radford.edu/faculty.html> to indicate whether additional Library staff members are needed to support newly proposed graduate programs.

As graduate programs are created, McConnell Library needs to provide appropriate staffing with content expertise. Traditionally they hired MLS as generalists to provide instruction and reference services for undergraduate students. They have also successfully supported master's level research. However, with the creation of the DNP, DPT, and Psy.D., the Library has discovered that it needs to hire additional reference staff with at least a second masters in the proposed, or related, field to adequately provide research support. The goal is for specialized reference librarians to provide first class research consultations to assist graduate faculty and students with their in-depth research needs.

**ACTION:** Discussion followed the announcement. It was agreed that there needs to be a "service needs" element to the Library Assessment form. A suggestion was made to include this when building new program proposals. Kay Johnson will talk with Steve Helms to incorporate additional wording for the service element. Graduate Affairs Council supported the suggestion stating there was no need for a vote. The Graduate College will make applicable revisions and update its website.

**Commencement** - The Graduate Commencement Ceremony is tonight at 6:00 in the Dedmon Center. Faculty hooding students should arrive by 5:15 and enter through the river side doors.

**2011-2012 Graduate Catalog** – Dr. Grady asked that programs/departments/schools review their program section of the current Graduate Catalog for inaccuracies. Minor changes other than policy should be sent to Sandra Steele.

**7. ADJOURN**

The last meeting for academic year 2010-2012 was adjourned at approximately 2:45 p.m.

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**May 6, 2011**  
**Graduate Faculty Applications Not Requiring Sub-Committee Review**  
 (Approved Since Last Graduate Affairs Council Meeting)

<b>Full Graduate Faculty Status - 5 year term</b>			
Name		Dept	Limitation(s)
Hastings	Sarah	Counseling Psychology	
Langrehr	Don	STEL - Literacy Education	
Moore	Sandra	STEL	
Jones	Joseph	STEL - Ed. Foundation	
Kolenbrander	Ronald	STEL - Secondary Social Studies	
Hendrix	Nicole	Criminal Justice	
Duncan-Daston	Rana	Social Work	
Webster	Lisa	Communication	
Burriss	Theresa	English - Appalachian Studies	
Flora	Bill	Educational Leadership	
Bonds	Barbara	STEL - Deaf and Hard of Hearing/Sign Language	
Dendir	Seife	Economics	
Baker	Moir	English	
Schneller	Debora	Social Work	

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

<b>Associate Graduate Faculty Status - 3 year term</b>			
Name		Dept	Limitation(s)
Gentry	Kenneth	Occupational Therapy	Teach all entry level courses with the exception of OCH 644-OT with Children and OCH 640 Research
Haskins	Vanessa	Special Education	EDSP 791, 792, and Serve on Comp Exams

**AGENDA/MINUTES**  
**ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE**  
**Monday, May 2, 2011**  
**Virtual Meeting - Approved by Consensus as Presented**

**Nursing**

Other Catalog  
Revisions

06-NURS-11                      Catalog copy of previously approved Program Revision - page  
20 of 2010-11 catalog

**Business  
Administration**

Other Catalog  
Revisions

01-COBE-11                      Mass quantity of editorial/program corrections because  
currently do not reflect approved program, personnel, and  
some issues with grammar. (page 51)