

**Minutes**

Attendees: Lisa Allison-Jones, Ben Biermeier-Hanson, Brad Bizzell, Jason Browning, Riane Bolin, Matthew Brunner, Ben Caldwell, Tracy Cohn, Becca Conner, Karen Douglas, Tom Duncan, , Jeannine Everhart, Laruen Flora, Phil Hardy, Teri Hills, Zach Johnson, Kay Johnson, Sean Keck, Wil Kolb, Anna Marie Lee, Rebecca McIntyre, Eric Mesmer, Phil Mongan, Kristan Morrison, Sara Nicely, Bruce Parsons, Patricia Phillips, Jennifer Powell, Michele Ralston, Amy Rubens, Carrie Sanders, Ken, Smith, Melina Staykova, Robert Trent, Patty Vari, Shuo Yao, Marjorie Young.

- Call to Order 1:00PM
- Approval of minutes from November 6, 2020 meeting
- Announcements
  - Welcome new GAC members Sean Keck (ENGL), and Sara Rabe (MSAT)
    - Thank you to Amanda Kellogg (ENGL) and Angele Mickle (MSAT)
  - Census update 1220 enrolled students (as 2/4/21) – down 25 students (-2%) from spring 2020
  - Catalog and Handbooks
    - Admissions criteria changes – please review your admission criteria and if you wish to make changes for the next admission cycles, please prepare program revision proposals
    - NOTE: Radford is in process of working to purchase Curriculum software to create electronic curriculum workflow pathways; integrates with Acalog
    - Title IX and Nondiscrimination policies (Teri)
  - GTA Training & Assessment – SACSCOC is requiring documentation of training and supervision of graduate teaching assistant; started working on this last spring before the pandemic, but we will need to collect training materials from all programs using GTAs and GTFs, we will also need oversight plans for supervisors. Will likely ask for a coordination meeting after collecting materials.
  - COVID Dismissed Students – Readmission – Presentation (Ben)
  - Spring 2021 Three Minute Thesis Competition (Virtual) (Amy)
  - *Diverse: Issues in Higher Education* is requesting nominations for *Divers Rising Graduate Scholars*, a program to recognize outstanding minority graduate students – recognize 10 outstanding minority graduate students. Nominations due by Feb 15<sup>th</sup>.
  - Student Needs Survey Complete – Preliminary Results – Presentation to follow reports and new business.
- Old Business
- Subcommittee Reports

- Graduate Faculty – See attached listing - motion to approve faculty as presented - **APPROVED**
- Academic Course and Program Review – See attached summary proposal, motion to approve courses as presented - **APPROVED**
- Policies and Procedures Committee – See attached report
  
- New Business
  - Policies and Procedures Motion VI(a) – to include language regarding conditional admission in program handbooks – motion to approve - APPROVED
  - Presentation on Student Needs Survey
  
- Adjourn 2:37 PM

**February 5, 2021**  
**Graduate Faculty Application Status**

**Full Graduate Faculty Status - 5 year term**

<b>Name</b>	<b>Dept</b>	<b>Limitation(s)</b>
Margaret Lubas	SOWK	
Laurie Bianchi	Health and Human Performance	
Jason Davis	BIOL	
Amy Kageals	COSD	
Glen Mayhew	HSCI	
Charles Manyara	Geospacial Science	

**Associate Graduate Faculty Status - 3 year term**

<b>Name</b>	<b>Dept</b>	<b>Limitation(s)</b>
Charlotte Sellers	STEL	EDUC 559, 649, 669
Rebecca Epperly	COSD	COSD 640
Terri Shelor	COSD	COSD 610, 609, 615, 640
Cheryl Davis	CRJU	CRJU 673
Laura Lenkey	COSD	COSD 608
Emily Dove	PSYC	PSYC 631, 781, 635, 689, 785, 665, 795, 796, 782
Andrew Ross	ART	
Sarah Rakes	SOWK	SOWK 680, 631, 632, 682, 783, 784, 785

**AGENDA/MINUTES**  
**ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE**

All proposals are Available in D2L - [ACPR\\_paphillips](#)

A. COMS

(1) New Course Proposals

1. COMS 01-20-12082020 COMS 500 – Communication Law and Ethics – will be dual listing with a 400 level course - **ACPR APPROVED**
2. COMS 02-20-12082020 COMS 530 – Crisis Management and Communication – will be dual listing with a 400 level course - **ACPR APPROVED**
3. COMS 03-20-12082020 COMS 544 – Media Management – will be dual listing with a 400 level course - **ACPR APPROVED**

(2) Course Title Change & Description Change

1. COMS 04-20-12082020 COMS 610 – Course Title Change from “Seminar in Organizational Communication” to “Organizational Communication” - **ACPR APPROVED**
2. COMS 05-20-12082020 COMS 615 – Course Title Change from “Seminar in Public Relations” to “Strategic Communication in Public Relations” - **ACPR APPROVED**
3. COMS 06-20-12082020 COMS 665 – Course Title Change & Description Change – Course title change from Seminar in Health Communication” to “Health Communications” – **ACPR APPROVED**

## **Policies and Procedures Committee**

### **Minutes**

**January 29, 2021**

1:00 p.m.

Zoom Meeting

**Standing members:** Amy Rubens (Graduate College, presiding), Teri Hills (Graduate College), Patricia Phillips (Graduate College), Amanda Bozack (CEHD), Tom Duncan (COBE), Jeannine Everhart (RUC), Sara Nicely (Waldron), Bruce Parsons (CVPA), Eric Mesmer (CHBS)

**Absent:** Jeff Pittges (Artis)

**Guests:** Becca Conner and Zach Johnson (Graduate College Admissions)

#### **I. Attendance and announcements**

- Discussed temporary waiver of the two-year readmission policy for graduate students dismissed from their programs during “COVID” semesters (Spring 2020 to present); committee was advised that graduate programs were not bound to honor the waiver and also could choose to evaluate re-admission applicants on a case-by-case basis; committee was further advised that more information would be shared by Dean Caldwell at the February 5, 2021 GAC meeting.

#### **II. Spring 2021 Meeting Schedule**

- Reviewed new committee meeting schedule: beginning in February 2021, the committee will meet two weeks prior to all GAC meetings.

#### **III. Spring 2021 Tentative Agenda**

- Reviewed items to be addressed by the committee this semester; items are listed (roughly) in order of priority, with most pressing issues listed first. (NB: A summary of the committee’s discussion follows the list.)
  - a. Propose new language in program handbooks about conditional and conditional-temporary admission.
  - b. Review policies for probation, return to good standing, dismissal, and readmission policies, and consider adopting a “suspension” policy.
  - c. Discuss policy governing percentage of 500-level courses that can be counted towards a graduate degree.
  - d. Review current “C” policy, and consider alternative threshold frameworks (tiered or percentage systems).
  - e. Clarify whether current “C” policy should be updated in the Graduate Catalog to include undergraduate courses taken at Radford while classified as a graduate student (e.g., “supporting courses”).
  - f. Reevaluate current “waiver by examination policy,” and consider new policies and procedures for “prior learning credit.”
  - g. Discuss more consistently enforcing the “continuous enrollment” policy.

- h. Discuss procedures for more formally communicating information about accelerated programs in the Graduate Catalog, and improve procedures for recording transfer of credit.
- Jeannine Everhart (RUC) suggested that an official “leave of absence” policy also be explored along with the continuous enrollment. Zach Johnson (Graduate College Admissions) shared that Graduate Admissions fields many inquiries about the college’s leave policy. (We do not have one presently.)
  - Becca Conner (Graduate College, Admissions) advised that students who do not enroll in courses for two years are essentially dropped from the system and must, in effect, reapply for admission to continue taking classes.
  - Also in response to the continuous enrollment/leave of absence discussion, Tom Duncan (COBE) raised questions about enrollment data and the extent to which it reflects graduate students not actively enrolled in courses but who have not yet been dropped from their programs.

#### IV. Proposals to GAC

- **The committee voted to forward the following proposal to GAC:**
- a. Offer clearer guidance in program handbooks for students who are accepted “conditionally” to their programs; see “Appendix” for suggested proposal language.

#### V. Discussion of Graduate Student Retention

- Discussed need to reevaluate current probation, return to good standing, dismissal, and (possibly) readmission policies so that they better address students’ needs, which have reflected significant changes even prior to the pandemic.
  - Amy Rubens (Graduate College, presiding) began the conversation by reviewing Radford’s current policies.
  - Rubens also shared a benchmarking document comparing Radford’s policies to that of seven other Virginia institutions; Radford’s policies are some of the most severe and stringent and are comparable to the policies of some research-focused institutions (e.g., Virginia Tech).
  - Rubens suggested that the committee explore a probation/reinstatement policy, which is favored by teaching institutions, as an “intermediary” ground between probation and dismissal; such a policy may include a temporary enrollment hiatus, fulfillment of an academic success plan, and/or academic forgiveness.
  - Eric Mesmer (CHBS) asked to what extent data is driving the re-evaluation; Rubens shared that she is evaluating historical retention data and that it will provide important guidance.
  - Amanda Bozack (CEHD) spoke in support of any effort that allows the university and its faculty to be more responsive to students’ needs, especially those who are caretakers or who are seeking graduate degrees while employed.
  - Rubens concluded the discussion by inviting committee members to gather input from their colleagues for presentation at the next meeting.

## Appendix

**Key:** Proposed revisions in **BOLD** or ~~strikethrough~~ to the Graduate College Catalog, Forms, and Dates/Deadlines Calendar

### Proposed Motion IV(a)

In program handbooks that do *not* have more stringent conditional admission policies than what is outlined in the Graduate Catalog, add the following general language about conditional admission:

**Some graduate students may be admitted to their program under “Conditional” or “Conditional-Temporary” status. This means that they must satisfy specific conditions by the end of their first semester of enrollment. Some conditions govern academic performance and may include earning a specific cumulative GPA as well as earning a minimum specific grade in all courses attempted. If admission conditions are not satisfied by the end of the first semester of enrollment, the graduate student will be dismissed from their program. Complete details about the “Conditional” and “Conditional-Temporary” policies can be found in the Graduate Catalog that corresponds with your matriculation year (i.e., the academic year in which you started your program). Not every first-semester graduate student is subject to admission conditions. If you are unsure of your admission status, or the academic performance conditions you may be held to, contact your program coordinator or advisor, or review your official acceptance letter from Radford University’s Graduate College.**

In program handbooks that have more stringent conditional admission policies than what is outlined in the Graduate Catalog, add the following language about conditional admission:

**Some graduate students may be admitted to their program under “Conditional” or “Conditional-Temporary” status. This means that they must satisfy specific conditions by the end of their first semester of enrollment. Some conditions govern academic performance and may include earning a specific cumulative GPA as well as earning a minimum specific grade in all courses attempted. If admission conditions are not satisfied by the end of the first semester of enrollment, the graduate student will be dismissed from their program.**

**More information on the “Conditional” and “Conditional-Temporary” policies can be found in the Graduate Catalog; however, please be aware that [Name of Program] has more stringent policies governing the academic performance of students with “Conditional” or “Conditional-Temporary” admission status. Our policies are as follows: [Outline exact policies] These conditional admission policies supersede those outlined in the Graduate Catalog.**

**Not every first-semester graduate student is subject to admission conditions. If you are unsure of your admission status, or the academic performance conditions you may be held to, contact your program coordinator or advisor, or review your official acceptance letter from Radford University’s Graduate College.**