

Graduate Affairs Council

November 6, 2020

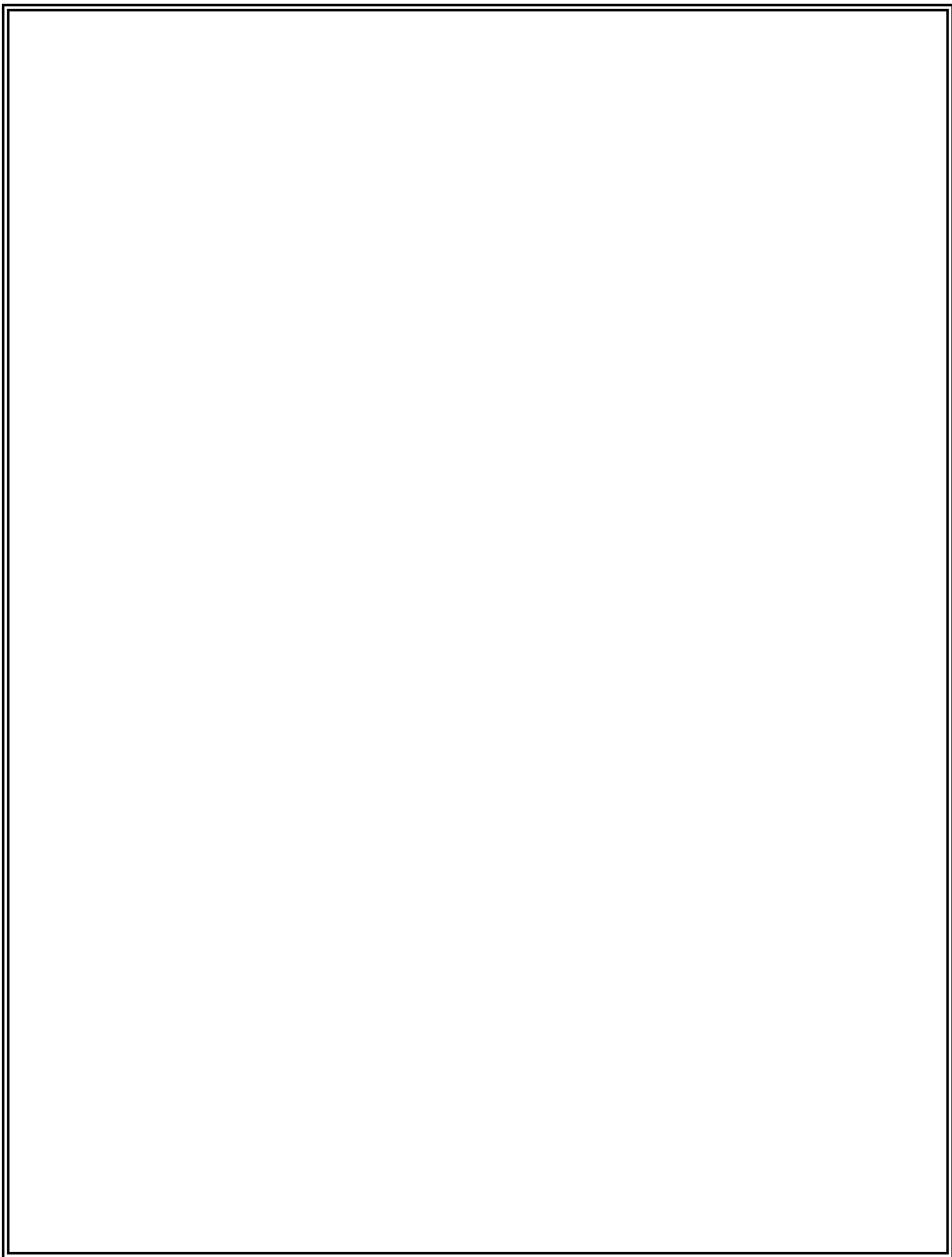
ZOOM Meeting: <https://radford.zoom.us/j/95826356756>

Join from a Telephone: Dial +1 408 638 0968

Meeting ID: 95826356756

MINUTES

- The meeting was called to order at 1:00.
- Minutes from October 2, 2020 meeting were approved by consensus.
- Announcements
 - Student may apply for Professional Development Awards for virtual conferences to help pay for registration fees.
 - Handbooks need to be updated to include OneCampus/remove MyRU (retires in Dec).
 - It was announced that GRE and TOEFL will continue offering at home testing indefinitely.
 - Ismael Betancourt was announced as the new IEP program/conditional admission for international students.
 - COVID related
 - No changes to graduate student suspension policies for fall 2020
 - GAs/GTAs – assisting faculty with their teaching needs in spring 2021?
- Old Business
- Subcommittee Reports
 - Graduate Faculty – A motion was made to approve the report as presented. The report was approved by consensus.
 - Academic Course and Program Review – A motion was made to approve the report as represented. The report was approved by consensus.
 - Policies and Procedures Committee – A motion was made to approved the report as resented. The report was approved by consensus.
- New Business
 - Dr. Amy Rubens presented a Pilot curriculum proposal submission in D2L. After discussion a few programs opted to participate in the D2L program.
- Adjourn



November 6, 2020
Graduate Faculty Application Status

Full Graduate Faculty Status - 5 year term

Name	Dept	Limitation(s)
Thomas Dodson	COED	
Jane Machin	MKTG	
Melissa Grim	Health and Human Performance	
Laura Newsome	Health and Human Performance	
Nicole Hendrix	CRJU	
Sarah Hastings	PSYC	
Jerry Kopf	MGNT	
Amy Rubens	ENGL	
Carol Bienstock	MKTG	
Courtney Bosworth	COMM	

Associate Graduate Faculty Status - 3 year term

Name	Dept	Limitation(s)
Jill Westland	COSD	COSD 640
Diane Shepard	COSD	COSD 640

AGENDA/MINUTES
ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE
All proposals are posted on ACPR D2L site
(<https://learn.radford.edu/d2l/home/54978> - 2020-2021/Nov 6, 2020)

I. EDUC

a. Change in Catalog Description & Course Requirements

1. EDUC 01-19-10092020 These changes in catalog description and course requirements will allow students from the undergraduate Early Childhood major to get licensed in PreK-3rd. - **ACPR Approved**

II. MOT

A. Revising Title, Course Number, Credit Hours, Description and Objectives

1. OT 01-20-10282020 Change OCTH 610 to OCTH 611; Update the course title; update the course description, and update the credits from 4 credits to 3 credits. **ACPR Approved**

B. Revising Title, Course Number, Description and Objectives

1. OT 02-20-10282020 Change OCTH 612 to OCTH 613; Update the course title; and update the course description. **ACPR Approved**
2. OT 04-20-10282020 Change OCTH 616 to OCTH 617; Update the course title; and update the course description. **ACPR Approved**
3. OT 15-20-10282020 Change OCTH 658 to OCTH 653; Update the course title; and update the course description. **ACPR Approved**

C. Course Number, Description, and Objectives

1. OT 03-20-10282020 Change OCTH 614 to OCTH 615 and update the course description. **ACPR Approved**

D. Course Deletion

1. OT 05-20-10282020 Delete OCTH 620 **ACPR Approved**
2. OT 12-20-10282020 Delete OCTH 644 **ACPR Approved**
3. OT 17-20-10282020 Delete OCTH 634 **ACPR Approved - This change has already been made in the 2020-2021 catalog.**

E. Revising Title, Course Number, Adding Prerequisite, Description and Objectives

1. OT 06-20-10282020 Change OCTH 624 to OCTH 625; Update the Course title; Add prerequisites; update the course description. **ACPR Approved**

2. OT 07-20-10282020 Change OCTH 626 to OCTH 627; Update the Course title; Add prerequisites; update the course description. **ACPR Approved**
3. OT 08-20-10282020 Change OCTH 628 to OCTH 629; Update the Course title; Add prerequisites; update the course description. **ACPR Approved**
4. OT 09-20-10282020 Change OCTH 646 to OCTH 637; Update the Course title; Add prerequisites; update the course description. **ACPR Approved**
5. OT 10-20-10282020 Change OCTH 640 to OCTH 641; Update the Course title; Add prerequisites; update the course description. **ACPR Approved**
6. OT 14-20-10282020 Change OCTH 650 to OCTH 651; Update the Course title; Add prerequisites; update the course description. **ACPR Approved**
7. OT 01-20-11032020 Change OCTH 622 to OCTH 623; Update the Course title; Add prerequisites; update the course description. **ACPR Approved**
8. OT 02-20-11032020 OCTH 632 to OCTH 631; Update the Course title; Add prerequisites; update the course description. **ACPR Approved**

F. Revising Title, Course Number, Credit Hours, Adding Prerequisite, Description and Objectives

1. OT 11-20-10282020 Change OCTH 642 to OCTH 643; Update the Course title; Change the credit hours from 3 credits to 3 credits; Add prerequisites; update the course description. **ACPR Approved**
2. OT 13-20-10282020 Change OCTH 652 to OCTH 647; Update the Course title; Change the credit hours from 3 credits to 4 credits; Add prerequisites; update the course description. **ACPR Approved**
3. OT 16-20-10282020 Change OCTH 656 to OCTH 657; Update the Course title; Change the credit hours from 2 credits to 3 credits; Add prerequisites; update the course description. **ACPR Approved**

G. Course Number and Adding Prerequisite

1. OT 18-20-10282020 Change OCTH 661 to OCTH 663; and Add prerequisites. **ACPR Approved**
2. OT 19-20-10282020 Change OCTH 672 to OCTH 671; and Add prerequisites. **ACPR Approved**
3. OT 20-20-10282020 Change OCTH 670 to OCTH 673; and Add prerequisites. **ACPR Approved**

Proposals that were approved in GAC in April 2020 with new minor updates to be approved

I. MOT

A. New Course Proposal

1. OT 01-19-03192020 Change OCTH 618 to OCTH 619 **ACPR Approved**
2. OT 02-19-03192020 Change OCTH 620 to OCTH 621 **ACPR Approved**
3. OT 03-19-03192020 Change OCTH 632 to OCTH 633 **ACPR Approved**
4. OT 04-19-03192020 Change OCTH 634 to OCTH 635 **ACPR Approved**
5. OT 05-19-03192020 Change OCTH 644 to OCTH 645 **ACPR Approved**
6. OT 06-19-03192020 Change OCTH 648 to OCTH 649 **ACPR Approved**
7. OT 07-19-03192020 Change OCTH 660 to OCTH 661 **ACPR Approved**

ALL OF THE MOT PROPOSALS WILL GO INTO AFFECT FOR THE 2020-2021 CATALOG.

III. MUSC

a. Delete Program/Certificate

1. MUSC 01-19-10192020 Delete the Music Pedagogy Certificate - **ACPR Approved**

POLICIES AND PROCEDURES COMMITTEE
MEETING AGENDA/MINUTES
October 30, 2020
1:00 p.m.
Zoom

Attending: Amanda Bozack (CEHD), Tom Duncan (COBE), Sara Nicely (Waldron/RUC), Teri Hills (Grad College), Amy Rubens (Grad College)

I. Proposed Motions*

**See "Appendix" for Proposed Language*

A. Adopt sentence-level revisions to the October 2020 version of the Thesis & Dissertation Preparation Manual. **Motion recommended.**

B. Indicate in the Thesis & Dissertation Preparation Manual that thesis and dissertation co-chairs are permitted, but that the two individuals serving as co-chair count as two advisory committee members, and that both co-chairs must hold full graduate faculty status. **Motion recommended.**

C. Indicate in the Graduate Catalog, Thesis & Dissertation Preparation Manual, Graduate College Calendar, and Thesis/Dissertation Proposal Defense form that the Thesis/Dissertation Proposal Defense form must be submitted by the chair/co-chair to the Graduate College by the last day of classes in the 15-week semester (i.e., Fall, Spring, or Summer III) that immediately precedes the semester in which the student will defend the thesis/dissertation. **Motion recommended.**

D. Indicate in the Thesis & Dissertation Preparation Manual that it is strongly recommended that the thesis/dissertation defense should take place before the preliminary draft of the thesis/dissertation is submitted to the Graduate College editor to ensure that the student benefits from the editor's services to the greatest extent possible and to ensure that the Grad College's resources are used responsibly. **Motion recommended.**

E. To maintain consistency in spirit between policies for auditing and non-degree students, indicate in the Graduate Catalog that an instructor, in consultation with their department or program chair, can drop any non-degree seeking from a class for which the student does not meet the minimum pre-requisites as long as the drop occurs before the end of the term's drop/add period. **Motion recommended.**

II. Additional Items for Discussion

A. "C" policy for "high-credit" and "low-credit" graduate programs (e.g., Physician Assistant, Certificates). **Discussion tabled.**

B. Clarification of 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"). **Discussion tabled.**

C. One-year dismissal policy for programs that wish to reduce barriers for re-entry (NB: Current dismissal policy requires a two-year waiting period.). **Discussion tabled.**

D. Meeting schedule for Spring Semester (i.e., January meeting; 2 weeks prior to GAC to aid in fact-finding). **PPC Approved.**

- **Jan. 29** (in preparation for GAC on Feb. 5)
- **Feb. 19** (in preparation for GAC on Mar. 5)
- **Mar. 19** (in preparation for GAC on Apr. 2)
- **Apr. 9** (in preparation for GAC on Apr. 23)

POLICIES AND PROCEDURES COMMITTEE

Appendix: Suggested Language for Policy Revision to be considered at Nov. 6 GAC Meeting

A. Adopt sentence-level revisions to the October 2020 version of the Thesis & Dissertation Preparation Manual. *Please see the accompanying two documents (track changes and "clean" versions) to review these changes.*

B. Indicate in the Thesis & Dissertation Preparation Manual that thesis and dissertation co-chairs are permitted, but that the two individuals serving as co-chair count as two advisory committee members, and that both co-chairs must hold full graduate faculty status.

Thesis & Dissertation Preparation Manual

- Thesis or Dissertation Committee Membership and Responsibilities: The thesis or dissertation committee will be composed of:
 - One thesis or dissertation chair who is in the student's area of specialization or in a closely related field; a thesis or dissertation chair must have full graduate faculty status. **In some circumstances number of circumstances, a second individual may be appointed as chair. The two co-chairs must each have full graduate faculty status.** To determine faculty status, review the Graduate Faculty List on the Graduate College web site. If a faculty member is not listed as an approved Graduate Faculty member, please call the College of Graduate Studies and Research at 540-831-6344 to verify eligibility.
 - Two or three additional graduate faculty. The majority of the committee must have full graduate faculty status and should be from the student's discipline or closely related field. One of these committee members may be external to the university, and must meet at least associate graduate faculty qualifications. An external committee member may not serve as chair, and their membership on the committee is subject to graduate faculty approval. (See the following section for more information on **external** committee members.) **Note that the thesis or dissertation committee can have, in total, no more than four members; in cases where two faculty members serve as co-chairs, they are counted as two committee members.**

C. Indicate in the Graduate Catalog, Thesis & Dissertation Preparation Manual, Graduate College Calendar, and Thesis/Dissertation Proposal Defense form that the Thesis/Dissertation Proposal Defense form must be submitted by the chair/co-chair to the Graduate College by the last day of classes in the 15-week semester (i.e., Fall, Spring, or Summer III) that immediately precedes the semester in which the student will defend the thesis/dissertation.

Graduate Catalog

- Academic Policies → Dissertation, Master's Thesis or Graduate Recital: It is recommended that the student establish the thesis/dissertation topic and begin work on the proposal as early as possible. The Thesis/Dissertation Proposal Defense form is an agreement with the student and signifies that if the work described within an approved proposal is accomplished to a quality acceptable to the committee, the committee will honor it as a satisfactory thesis/dissertation. **The Thesis/Dissertation Proposal Defense form must be submitted by the committee chair to the Graduate College by the last day of classes in the 15-week semester (i.e., Fall, Spring, or Summer III) that immediately precedes the semester in which the student will defend the thesis/dissertation.**

Thesis & Dissertation Preparation Manual

- Registration for Thesis Dissertation Credit Hours and the Thesis Dissertation Proposal: It is recommended that the student establish the thesis or dissertation topic and begin work on the proposal as early as possible. The Thesis/Dissertation Proposal Defense form is an agreement with the student and signifies that if the work described within an approved proposal is accomplished to a quality acceptable to the Committee, the Committee will honor it as a satisfactory thesis or dissertation. **The Thesis/Dissertation Proposal Defense form must be submitted by the committee chair to the Graduate College by the last day of classes in the 15-week semester (i.e., Fall, Spring, or Summer III) that immediately precedes the semester in which the student will defend the thesis/dissertation.**

Thesis/Dissertation Proposal Defense Form

- Added to the bottom of the form: **This form must be submitted by the committee chair to the Graduate College by the last day of classes in the 15-week semester (i.e., Fall, Spring, or Summer III) that immediately precedes the semester in which the student will defend the thesis/dissertation.**

D. Indicate in the Thesis & Dissertation Preparation Manual that it is strongly recommended that the thesis/dissertation defense should take place before the preliminary draft of the thesis/dissertation is submitted to the Graduate College editor to ensure that the student benefits from the editor's services to the greatest extent possible and to ensure that the Grad College's resources are used responsibly.

Thesis & Dissertation Preparation Manual

- Electronic Thesis or Dissertation Final Draft Review: **Composing the Thesis or Dissertation**
As you begin **writing** chapters and revising, make sure you get input from all your faculty members on the committee, not just your thesis or dissertation advisor. This can save you **substantial work** later on. **Electronic Thesis or Dissertation Final Draft Review**:
Once you have finished composing your thesis or dissertation, you will submit a preliminary draft to the Graduate College; due dates are listed on the Graduate College's website. The Graduate College employs an editor to review the preliminary draft for formatting and other minor issues. Please be aware that the preliminary draft you submit to the Graduate College must be complete, and you should not anticipate making substantive changes to this document after submitting it to the Graduate College. In addition, the draft submitted to the Graduate College's editor also must include your advisory committees' signatures. Therefore, it is recommended that you schedule the final defense of your thesis/dissertation well before the preliminary draft is to be submitted to the Graduate College. Scheduling the defense prior to the preliminary draft deadline will allow you to respond to your committee's feedback and make any requested changes to your draft before submitting it to the Graduate College's editor. After the final draft of your thesis or dissertation is complete and prior to electronic submission of the original document in the approved format (see pages 10-11), you will submit an electronic copy of the final draft to the McConnell Library Scholar Repository for review.

E. To maintain consistency in spirit between policies for auditing and non-degree students, indicate in the Graduate Catalog that an instructor, in consultation with their department or program chair, can drop any non-degree seeking from a class for which the student does not meet the minimum pre-requisites as long as the drop occurs before the end of the term's drop/add period.

Graduate Catalog

- Admissions → Non-Degree: Non-degree students who seek admission to a graduate program must apply following the application procedure of a degree-seeking applicant for the specific program in which he/she seeks enrollment. Enrollment as a non-degree seeking student at Radford University does not guarantee admission to a Radford University graduate degree program. Non-degree seeking graduate students who seek admission to a degree program are encouraged to formally apply to the degree program as soon as possible after registration in order to protect the potential future value of courses toward a graduate degree. **The instructor, in consultation with their department or program chair, may drop from the roster any non-degree seeking student who does not meet course requirements as listed in the graduate catalog, such as the minimum pre-requisites, as long as this occurs before the end of the term's drop/add period.**