

GRADUATE AFFAIRS COUNCIL

Friday, January 22, 2010

1:00 p.m. – Hurlburt 248

PRESENT: Dennis Grady, Chair, Elizabeth Altieri, Matthew Brunner, Lori Elis, Bill Flora, Gerald Gordon, Jim Gumaer, Elizabeth Jamison, Jayne Bucy for Eric Mesmer, Diane Millar, Douglas Mitchell, Kristan Morrison, Lisa Onega, Nora Reilly, Matt Shelor, Laura Spielman, James Quillen for Lynne Taylor, Paul Witkowsky. Guests: Donna Spradlin.

1. MINUTES

Minutes from the December 11, 2009 meeting were approved unanimously as presented. The draft copy will be updated on the graduate college website.

2. ANNOUNCEMENTS

RU Website – Donna Spradlin, Director of Graduate Recruiting and Retention, gave a report of an RU website meeting held yesterday. The project is in the forming stage, considering other websites to determine what works for RU, e.g., imagery, accessibility, etc. The goal is to incorporate important aspects on the main page to include graduate programs. The focus is on core pages such as RU's main page, graduate and undergraduate admissions, and the Registrar's office. Digital Wave will bring designs for review to the next RU website meeting.

Drop for Non-Payment – In follow-up to the December meeting, Dennis Grady reported no more information available regarding the Drop/Add/Census deadline. Graduate students are being notified via email only that payment is due by census date. There was a question about when a list of those students would be available. Matthew Brunner stated a list will be generated on Monday. Matthew will report back to Graduate Affairs Council when to expect the list in the future.

Stimulus Money – Dennis Grady reported asking Mr. Richard Alvarez, Vice President for Finance and Administration, how firm is the proposed \$250,000 in graduate assistantship funding? Mr. Alvarez stated he will be meeting with folks in Richmond next week, and is scheduled to attend the February 5, 2010 Graduate Affairs Council meeting to provide more clarity.

Commencement – The cancelled Fall Commencement has been rescheduled for Sunday, February 7, 2010 at 2 p.m. in Preston Hall's Bondurant Auditorium. To-date nineteen graduate students will participate. Those students have been asked to contact the faculty member who will hood them. All graduate faculty participating will sit on the main stage and graduate students will be recognized first.

Graduate Program Coordinator Training – Banner/Xtender training for the admission/application process will be held for graduate program coordinators next Friday, January 29th at 1 pm in Walker 221.

Enrollment – Dennis Grady reported that graduate student Spring enrollment is up 6% compared to last year. Census date is February 1, 2010.

Recruiting Budgets – The deadline for graduate program recruiting plans is today.

The graduate college is contracting with Q99 to run radio advertisements every two weeks for the remainder of the year. There was a question about what percentage of graduate students come from the Q99 listening area. At least half of new admissions are estimated to come from the Q99 listening area. Advertisement is ongoing in newspapers online, Amtrak magazines (200,000 routes daily), WSLs, The Richmond Times Dispatch, Winston-Salem Journal, The Roanoker Magazine, Yahoo banner ad, etc. The Yahoo banner ad is getting good results and click throughs. Radio ads have been done in the past and consideration has been given to bill boards.

3. **SUB-COMMITTEE REPORTS**

Academic Course and Program Review – Nora Reilly reported that since the last subcommittee meeting was cancelled due to the weather there are several proposals to process. She proposed a meeting prior to the next Graduate Affairs Council meeting on February 5th. The subcommittee met after the meeting and established a meeting for Friday, January 29th at 8 am in Lucas Hall.

Graduate Faculty – Dennis Grady reported that the subcommittee needs to meet to process seven graduate faculty applications. The subcommittee met after the meeting and established meetings as needed for Tuesday and Thursday, January 26th and 28th at 12:20 pm in Lucas Hall.

Graduate Student Council (GSC) – Matt Shelor reported that the next GSC meeting is Friday, February 5th. Members of the Parents and Family Fund suggested that student recipients of the Graduate Student Professional Development Fund attend their next meeting and give a presentation. Nora Reilly suggested she and/or Matt attend the meeting instead and summarize the fund activity. To-date twenty applications have been approved, some conditionally, and six reimbursements processed.

Plus/Minus Grading - The plus/minus grading policy approved last year is in effect beginning Spring 2010 (see page 49 of the Graduate Catalog). As approved D's were removed; however, due to a paperwork processing error, they are showing up in the online grading system. A copy of what was approved will be resubmitted to the Provost's office for re-approval and correction in the online system.

4. **DISCUSSION**

Commencement Speaker – In follow-up to the last meeting, Dennis Grady asked Council members for nominations for a commencement speaker for Spring 2010. There was one nomination from Nursing. Council member were asked to return to programs/departments/schools and solicit further input to be provided to Dennis Grady or Nora Reilly.

5. **OTHER**

GA/GTA/GTF Catalog and Website Policy Proposals – Nora Reilly presented a handout of current Graduate Catalog and website copy as distributed. Discussion followed and some changes were recommended. There were concerns about the allocation of assistantships and rolling admissions, and the conflict resolution policy. Council members were asked to review all of the information more closely to make recommendations and discuss at the next meeting.

6. ADJOURN

The meeting was adjourned at approximately 2:00 p.m.