

GRADUATE AFFAIRS COUNCIL

Friday, September 7, 2018

1:00 p.m. – Heth 014

Attendees: Laura Jacobsen (*presiding & ex officio*), Brad Bizzell, John Brummette, Scott Dunn, Wendy Eckenrod-Green, Lori Elis, Melissa Neal for Matthew Brunner Registrar's Office, Lauren Flora, Pam Jackson, Kay Johnson, Amanda Kellogg, William Kolb, Sheila Krajnik, Kristin Machac, Philip Mongan, Ruth Riding-Malon, Carrie Sanders, Gary Schirr, Sarah Smidl, Robert Trent.

Staff: Sandra Steele (*recorder*), Rebecca Conner, Michele Ralston, Teri Hills.

1. CALL TO ORDER/INTRODUCTIONS

The meeting was called to order at approximately 1:00 p.m. by Dr. Laura Jacobsen.

2. MINUTES

A motion was made and seconded to approve the minutes from the April 27, 2018 meeting. The minutes were approved by consensus.

3. ANNOUNCEMENTS

- Dr. Jacobsen reported that the Graduate College staff is back in Buchanan House having been displaced to the CBHS building due to air quality issues for several weeks. The air quality has since been deemed safe with additional ventilation installation in the basement to offset creosote and musty smells.
- Dr. Jacobsen presented enrollment projections for census, Monday, September 10. Two years ago at this same time, enrollment was 943, ending at 948. Last year at this same time it was 998, ending at 1000. At census date this year the number of enrollments was 957 with an ending enrollment projection of 960. Dr. Jacobsen added that holds on recruitment and admissions have been placed on colleges until the new dean is in place. She asked members of the GAC to let the Graduate College know if they haven't met with Philip Hardy regarding recruiting yet.
- Dr. Brummette stated that Graduate Student Handbooks are due to the Graduate College by September 21. Those should be sent to Dr. Brummette and copied to Teri Hills. They can provide templates for programs who currently do not have handbooks.
- New staff members for Research Compliance are as follows: Brooke Blevins, Research Compliance Manager; Skyler Carrell, Research Compliance Assistant, and Graduate Assistant, Carline Bien-Aime.
- Dr. Jacobsen reported that the Graduate College is trying to move forward to replace Info Ed, which requires an RFP. Kevin McDowell (from the procurement office) is narrowing down alternatives. When selected and approved

by the Provost, the RFP process will begin. Dr. Jacobsen asked if the software is repairable, and for more feedback and recommendations before Wednesday, September 12. A suggestion to shorten the RFP process was made to use a sole source. Dr. Jacobsen said that wasn't likely given there are a number of similar products available. Lori Elis stated that with the current software the ability to edit takes a while. Dr. Brummette stated it often shuts down due to mandatory upgrades and down time.

- Dr. Jacobsen distributed copies and highlighted areas of the 2018-2023 College of Graduate Studies and Research Strategic Plan, which is available on the Graduate College website at <https://www.radford.edu/content/dam/colleges/cgps/College%20of%20Graduate%20Studies%20and%20Research%20Strategic%20Plan%20%20-%20Final%20Executed%205-22-18.pdf>. The Fall 2019 Research Development Manager position under Goal 1B is two merged vacant positions that will provide research, grant and outreach support. Goal 2A provides a university-wide research database using Activity Insight to make edits and share information with other departments. Goal 3 focuses on student success and involves establishing a graduate student success center with more options for professional development and networking using social media. Goal 4 is recruitment related, using more analytics to reach current and extended markets. Dr. Jacobsen said if there are questions about the strategic plan to let her know.

4. Old Business – No old business was discussed.

5. New Business

GAC Committee Assignments – Subcommittee assignments were discussed for AY 2018-2019. There were several volunteers and the list was updated (see attached). There was a suggestion from the Policies and Procedures committee to give committee members the option to hold some of its meetings via Zoom. Teri Hills will send out a Doodle poll to determine those meetings, usually no more than 3-4 a year.

Ad hoc Graduate Student Travel Committee – Dr. Jacobsen discussed the need to form an ad hoc committee to discuss the allocation of Graduate Student Professional Development Award travel. In 2017 funds available totaled \$50,000. Last year there was \$25,000 and one-time additional funding added mid-spring. The initial \$25,000 was split last year between fall and spring semesters. A meeting will be scheduled within the next two weeks at which there will be an open discussion. Volunteers for the committee were: Pam Jackson, Eric Mesmer, Amanda Kellogg, Sheila Krajnik, Sarah Smidl, Carrie Sanders, and Ruth Riding-Malon will serve as a place holder for Psy.D. Dr. Jacobsen asked programs to invite others interested in attending the upcoming meeting.

6. SUBCOMMITTEE REPORTS

- **Graduate Faculty** – A report was provided that indicated 37 graduate faculty applications were processed since the last GAC meeting on April 27, 2018. The report was accepted as presented with one typographical correction (See attached). Dr. Jacobsen outlined the graduate faculty review process. Currently, she reviews the applications and presents them to the full Graduate Affairs Council (GAC). She asked if the committee should meet to discuss them prior to presenting them noting that she doesn't have a background in specific disciplines. Input included a comment that committee review is not valuable given that the departments have already reviewed and accepted the reports before they are sent to the committee. Another comment agreed and suggested committee review would be a redundancy. Dr. Jacobsen said that currently she goes through Sandra Baker's office when there are application questions pertaining to accreditation requirements. Another suggestion was made to take borderline applications to the committee for review prior to the full GAC meeting. Dr. Jacobsen stated she will use her judgement and present applications to the Graduate Faculty Committee as necessary.
- **Academic Course and Program Review** – No report at this time.
- **Policies and Procedures Committee** – No report at this time.

7. FOR THE GOOD OF THE ORDER

- Dr. Jacobsen briefly discussed the Jefferson College merger. Occupational Therapy is currently offering master's degrees at both the Radford University and Jefferson College sites. Studies are being conducted to complete the official merger in fall 2019 to work out policies and procedures, etc. Jefferson College doesn't have Graduate Assistants but it does have several phenomenal faculty members. Radford University will be accepting JC's Doctorate of Occupational Therapy and curriculum will be added during the next. Also, Radford University is hoping to add its MOT bachelor's degree. Philip Hardy serves on some of the committees which will involve some minor changes in the graduate catalog. Other areas will be more challenging such as University Financial Aid, and student support.
- Teri Hills reminded everyone that an email was sent out reminding students of the September 21 fall application deadline for graduation.

8. ADJOURN

Dr. Jacobsen adjourned the meeting at 1:55 p.m.

Graduate Faculty Application Status
(Approved Since Last Graduate Affairs Council Meeting)

Full Graduate Faculty Status - 5 year term

Name	Dept	Limitation(s)
Dayna Hayes	PSYC	
Brad Bizzell	STEL	
Debora Bays	EDSP	
Katherine Hilden Clouse	STEL	
Jennifer Jones Powell	STEL	
Hui Wang	ITEC	
Suellen A. Miller	DNP	
Philip Mongan	SOWK	
Whitney Idol	EDSP	
Wendy Eckenrod-Green	STEL	
Jaehwan Jeong	MGMT	
Matthew Cataldi	MUSC	
Joy Bhadury	COBE	
Margaret Holland Adams	Art	
Karen H. Douglas	EDSP	
Sean Keck	ENGL	
Zehui Dai	COMS	
Rebecca Scheckler	DNP	
Katie Katz	DNP	
William Dayl Burnett	MUSC	
Ye Ra Jeong	IO PSYC	
Catherine Diane Middlebrooks	PSYC	
Prahlad Kasturi	Economics	
Can Dogan	Economics	
John Brummette	Communication	

Associate Graduate Faculty Status - 3 year term

Name	Dept	Limitation(s)
Karen Stinson	STEL	EDSP 526, 527, 628, 660, 700, 755, 756
Maude Hunter-Sloan	SOWK	SOWK 601, 602, 761
Ann Benson	EDSP	EDSP 669
Robert McCracken	STEL	EDEL 612, 614, 616, 618, 620, 621, 624, 630, 635, 690
Johnna Elliott	STEL	EDSP 670
Leigh Leslie	STEL	EDRD 692
Jeffrey Kresge	MUSC	MUSC 553, 671, 697, 672
Suzanne Graham	EDSP	EDSP 622, 651
Mary L. C. Evans	EDSP	EDSP 664, 791/792, 651, 622, 672, 670
Peter Shanahan	MUSC	MUSC 671, 672, 697, 699
Rebecca Louise Ghezzi	ART	ART 600
Carlos Elias	Economics	

***Graduate Affairs Council
2018-2019***

OFFICERS

Dr. Laura Jacobsen, Chair
Dr. John Brummette, Vice Chair
Ms. Patricia Phillips, Recorder

SUBCOMMITTEES

***Academic Course & Program
Review***

**Gary Schirr
Kristin Machac
Wendy Eckenrod-Green
Amanda Kellogg
Philip Mongan
Jeff Pittges
Kay Johnson
Matthew Brunner - Ex Officio
Associate Dean - Convener
Patricia Phillips – Recorder**

Graduate Faculty

**Gary Schirr
Roann Barris
Carrie Sanders
Scott Dunn
Lauren Flora
Jeff Pittges
Dean – Convener
Patricia Phillips – Recorder**

Student Grievance Committee

**Gary Schirr
Joan Dickinson
Jennifer Powell
Eric Mesmer
William Kolb
Jeff Pittges
Dean - Convener**

Policies & Procedures

**Gary Schirr
Robert Trent
Brad Bizzell
Lori Elis
Sheila Krajnik
Jeff Pittges
Associate Dean - Convener**

Other committees and work groups formed as needed.