**Graduate Affairs Council**
**April 7, 2023**

**ZOOM Meeting:** https://radford.zoom.us/j/92801538483  **Password**: Graduate

**Minutes**

**Attendees**: Ben Caldwell (Chair, Dean), Brad Bizzell, Sara Brown, Matthew Brunner, Theresa Burris, Zach Collier, Carey Cole, Becca Conner (Graduate College), Emily Close (Graduate College), Karen Douglas, Lori Elis, Jeannine Everhart, Lauren Flora, Katie Hilden, Teri Hills (Recorder, Graduate College), Zach Johnson (Graduate College), Kay Johnson, Sean Keck, Leah Savelyev, Agida Manizade (Graduate College), Philip Mongan, Sara Nicely, Kevin Parcetich, Bruce Parsons, Jeff Pittges, Elizabeth Rice (Graduate College), Ken Smith, Ryan Smith, Robert Trent, Shuo Yao, Judy Jenks, Tracey Drowne (Graduate College); Dee Pennington

- Meeting was called to order at 1:00 p.m. by Dr. Ben Caldwell, Dean

- Dean Caldwell opened the floor to discussion of the February minutes. There was no discussion and approval of minutes from February 3, 2023, were unanimously approved.

- Announcements –

  - Dean Caldwell welcome Dr. Zach Collier to the GAC. Dr. Collier is representing the MBA department while Dr. Dogan is on leave.

  - Dean Caldwell mentioned that President Danilowicz is looking for a graduate student to be a representative on the college's Sustainability committee and if anybody has a student that they would like to nominate to serve, Dean Caldwell needs their name by Wednesday, March 8th.

  - Standing Announcement: Proposed Deadlines for proposal submissions in Curriculog for ACPR review for the 2022-2023 Academic Year. Please note that it must be at the ACPR approval level by the date listed below for it to go on the following GAC date. If not, then it will move to the following GAC meeting date.

    o **March 20th** to go on the **April 7th** GAC meeting.

  - Zach Johnson reminded the committee that last fall the State of Virginia passed a law that a student cannot be denied admissions based on their criminal history. Colleges and Universities are, however, able to rescind the offer of admissions afterwards. Changes have been made to the application but when coordinators look in Admit the language there doesn't currently algin with the application. The application just has an acknowledging statement listed.

  - Someone inquired if there would-be additional GA's for the summer and Dean Caldwell said they would inform them soon once they received final approval of the budget transfer.

- Old Business

- New Business

  - Subcommittee Reports:
    - o Academic Course and Program Review – See attached.
      - Went over all proposals and opened up for discussion.
      - Question was asked about the Public Health Certificate and what credentials would the students be coming in with. Dean Caldwell confirmed they would need to enter with a master's degree.
      - All proposals were approved by unanimous vote. DPT was approved contingent on getting the overall program revision proposal in and approved at the next GAC meeting.
    - o Policies and Procedures Committee – See attached report.
      - Dr. Manizade went over the minutes for the Policy and Procedures Committee and gave an overview of the purpose of an Academic Forgiveness Policy.
      - Matthew Brunner did confirm that we are able to apply forgiveness to specified semesters.
      - It was confirmed that a program's academic forgiveness policy could be stricter than the Graduate College's but would need to be listed in the department's handbooks.
      - Discussed how committee felt about allowing students to use this policy to return to the same program they were dismissed from.
      - The intention of special circumstances need to be listed in the document to avoid loopholes and petitions need to be built into the policy.
      - For higher credit programs, would petitions still be allowed? Answer - Yes.
      - Committee felt that 2 years was too long and the college should consider doing a 1-year separation in order to keep more students.
      - Committee wants 12 credits to be an option instead of 9.
      - Dr. Manizade will work on a draft of the new policy and send out to the committee for review.

    - o Grievance Committee – None at this time.

    - o Ad hoc By-Laws Committee – See attached report.
      - Dean Caldwell went over the minutes from the by-laws committee and opened it up for discussion and input from the GAC committee.
        a. GAC membership – Art department would like to keep it where both of their concentrations have a representative on the committee, since their programs, although, have the same degree, are very different in nature and have very little overlap for communication.
        b. Departments could choose who would represent at the GAC for their department.
        c. Summer attendance listed as a part of the expectations was a question.
        d. GAC members suggested that one charge to the committee should be added is someone overseeing the GA/GTA/GTF process.

e. Graduate Faculty Status was discussed and suggested that part of the requirements be a faculty member must be active in their field recently within 5 to 7 years. Waldron has a lot of special purpose faculty who are full status and they have separate expectations. We may need to look at those and make sure they align to the graduate faculty status criteria.

- o Ad hoc 3MT – None at this time.
- o Ad hoc Diversity, Equity, & Inclusion (DEI) – None at this time.

- Graduate Faculty – See attached


- Adjourn – Meeting was adjourned at 2:08 p.m. by Dr. Ben Caldwell, Dean.

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

I.   **STEL**

   A. **New Course**

   1.   EDUC 811 – Creating a new course for the EdD program revisions. - ACPR **Approved on 4/6/2023**

   B. **Course Revision**

   1.   ATTR 607 – Adding Corequisites ESHE 650 and ATTR 630, updating the catalog description and the detailed description of conduct of course, and updating the course objectives and on the syllabus to align with changes in accreditation standards.  - ACPR **Approved on 4/6/2023**

   2.   ATTR 630 – Adding Corequisites ESHE 650 and ATTR 607, updating the catalog description and course objectives to the syllabus to align with changes in accreditation standards - ACPR **Approved on 4/6/2023**

   3.   ATTR 640 – Making updates to the catalog description and course objectives on the syllabus - ACPR **Approved on 4/6/2023**

   4.   ATTR 645 – Adding a prerequisite of ATTR 607 and corequisites of ATTR 640 and ESHE 698, updating updates to the catalog description and updating the course objectives on the syllabus. - ACPR **Approved on 4/6/2023**

   5.   EDRD 624 – Updating the course syllabus. - ACPR **Approved on 4/6/2023. Will approve at the GAC level contingent upon receiving the syllabus.**

   6.   EDRD 697 – Changing the prerequisite, removing the fee of $110.00; decreasing the credit hours from 6 to 3; changing the tutoring of students from 2 to 1 on the syllabus and changing the objectives on the syllabus to align with the International Literacy Association Standards for Reading Specialist; and updating the catalog description. This course finishes up the overall program revisions for the Reading Specialist Certificate and Literacy Education master's that were approved at the last GAC meeting. **Approved on 4/6/2023. Will approve at the GAC level contingent upon receiving the syllabus.**

   7.   EDUC 651 – Changes to the course syllabus on the learning objectives and assessment measures. -  ACPR **Approved on 4/6/2023 Will approve at GAC level contingent upon receiving syllabus**

C. **Program Revision**

1. Education, EdD. – Created an overall catalog description and changing the overall program requirements – Changes were made to the required courses; elective options; internships and the pathway to doctoral candidacy. These changes were made based feedback from the students. This will help them better succeed. ACPR **Approved on 4/6/2023**

II. **Strat Comm.**

A. **Course Revision**

1. COMS 699 – Removing the prerequisite of the thesis proposal being submitted; updating the catalog description, and updating the course syllabus.  ACPR **Approved on 3/2/2023.**

III. **ART**

A. **New Course**

1. ART 500 –Creating a new course for the Studio Art concentration. The course will serve as a bridge course for undergraduate to graduate students. It will be a required course but can be substituted if advanced proficiency can be shown. - ACPR **Approved on 4/6/2023.**

2. ART 610 –Creating a new course for the Studio Art concentration. This will be a required course and will be repeated for a total of 12 credits. This will be a seminar course for students that will allow them to cover important topics that may inspire their studio work. -  ACPR **Approved on 4/6/2023.**

3. ART 615 – Creating a new course for the Studio Art concentration. The course will be a 1 credit required course and will be repeated for a total of 4 credits. The course must be taken every semester. NASAD evaluators suggested that the concentration contain courses that enrolled all grad students to increase exchange and build community beyond medium-specific communities of practice. This course will do that. -  ACPR **Approved on 4/6/2023.**

B. **Course Revision**

1. ART 699 – Changing the title of the course, updating the language for prerequisites, and updating the catalog description. -  ACPR **Approved on 4/6/2023.**

2. ART 550 – Updating the catalog description – ACPR **Approved on 4/6/2023.**

3. ART 555 – Updating the catalog description – ACPR **Approved on 4/6/2023.**

4. ART 600 – Changing the course title and updating the catalog description. – ACPR **Approved on 4/6/2023.**

5. ART 605 – Changing the course title, updating the catalog description and the instructional method. – ACPR **Approved on 4/6/2023.**

6. ART 611 – Changing the course title, updating the catalog description and the instructional method. – ACPR **Approved on 4/6/2023.**

7. ART 702 – Changing the course title, updating the catalog description and the instructional method. – ACPR **Approved on 4/6/2023.**

C. **Program Revision**

1. Studio Art Concentration – Changing in total credit hours from 60 to 61; the catalog description, title change from Studio Art Concentration to Studio and Research; and a change in the overall course requirements. The overall course requirement changes are as follows: ART 500 is now required but may be substituted by another course if advanced proficiency is shown; ART 600 must be taken for a total of 9 credits instead of 12; ART 610 is required and must be taken for a total of 12 credits, with ART 601 being allowed to substitute for no more than 6 credits; ART 615 is now required and must be taken for a total of 4 credits and must be taken each semester, the 9 credits of ART electives are no longer required. All of these program changes are in response to the NASAD evaluators. - ACPR **Approved on 4/6/2023**

IV. **CRJU**

A. **Program Revision**

1. MA in Criminal Justice– Updating the overall catalog description and changing the program requirements. Changes include removing CRJU 655 as a required course and moving it to an option for an elective. The total number of required courses will reduce from 18 to 15 and the total of required elective hours will increase from 12 to 15. This will allow students more flexibility in their scheduling. - ACPR **Approved on 4/6/2023**

2. MS in Criminal Justice– Updating the overall catalog description and changing the program requirements. Changes include removing CRJU 655 as a required course and moving it to an option for an elective. The total number of required courses will reduce from 18 to 15 and the total of required elective hours will increase from 12 to 15. This will allow students more flexibility in their scheduling. - ACPR **Approved on 4/6/2023**

3. MA and MS in Criminal Justice – Changing the minimum GPA requirement for the accelerated bachelor/master's program from 3.75 to 3.50. The department feels that students with a 3.50 GPA can handle the rigor of the accelerated program. – ACPR **Approved on 4/6/2023**

V.  **ITEC**

   A.  **Program Revision**

      1.  ITEC – Changing the name of the program from Data and Information Management to Data Engineering do better reflect the classes offered in the program and to better align with what students and the industry are looking for in graduates and change the modality of delivery to online to increase additional students. Some courses may be taught as hybrid.  - ACPR **Approved on 4/6/2023**

VI.  **MUSC**

   A.  **Course Revision**

      1.  MUSC 695 - Updating the catalog description and updating the prerequisites. ACPR **Approved on 4/6/2023 – This course is also intended to be added as an OR option to the current courses MUSC 697 and MUSC 699. A program revision to make this change is in the pipeline.**

   B.  **New Course**

      1.  MUSC 544 – Creating a new course; Teaching Choral Methods, for graduate students who are working towards a teaching certificate and do not have previous courses in choral methods. - ACPR **Approved on 4/6/2023**

VII.  **SOWK**

   A.  **Course Revision**

      1.  SOWK 679– Changing the course title; updating the course syllabus, updating the language to the prerequisite, and changing the catalog description. - ACPR **Approved on 4/6/2023**

VIII.  **DPT**

   A.  **Course Revision**

      1.  AHPT 867– Updating the course syllabus to reflect it will now be offered in the fall of year 2 instead of spring of year 2 - ACPR **Approved on 4/6/2023.**

   B.  **Program Revision**

      1.  DPT – Creating, revising and deleting some specific individual courses. All changes have already been approved.  - ACPR **Approved on 4/6/2023**

IX.  **Public Health and Healthcare Leadership**

   A.  **Program Revision**

1. DHSc – Health Sciences – Updating the catalog description and changing the overall course requirements for the main doctorate program as well as the dual track will also be updated. The changes include prefix, name and course descriptions and/or learning outcomes for HSCI 501 and HADM 630; a course was substituted for another course - HADM 621 for HSCI 610; two courses were flipped for the Administration concentration – HADM 720 and HADM 730; Changes for the Dual Track include: HSCI 501 changed to HSCI 600'; HADM 621 to HSCI 610; HADM 630 to HADM 740; HSCI 690 to HSCI 790 and two courses were replaced with other courses – HADM 610 replaced with HADM 720 and HADM 620 replaced with HADM 730. All the changes mentioned above were already approved. – ACPR. **Approved on 4/6/2023**

2. MS – Health Sciences – Updating the catalog description and changing the overall course requirements. The changes include prefix, name and course descriptions and/or learning outcomes for HSCI 501 to HSCI 600; HADM 621 to HSCI 610; HADM 630 to HADM 740 and HSCI 690 to HSCI 790 and two courses were replaced with other courses HADM 610 replaced with HADM 720 and HADM 620 replaced with HADM 730. – ACPR **Approved on 4/6/2023**

3. Healthcare Administration – Changing the catalog description; change in the overall course requirements and change in the total credit hours. Changes in the course requirements are as follows: The prefix, name, course description and/or learning outcomes were revised for 5 courses; HSCI 501 to HSCI 600; HADM 621 to HSCI 610; HADM 630 to HADM 740; HADM 670 to HADM 770 and HADM 680 to HADM 780; Three courses were replaced with other courses; HADM 507 with HADM 720; HADM 620 with HADM 730 and HADM 662 to HADM 760. Overall credits reducing from 45 to 36. Deleting three courses – HADM 507; HADM 510 and HADM 655 – ACPR **Approved on 4/6/2023**

B. **New Certificate**

1. Clinical Research Administration Certificate – Creating a new certificate that will allow more job opportunities for clinical research professionals. All courses already exist but will need to be added back to the catalog. They were removed in error   - ACPR **Approved on 4/6/2023.**

X. **Waldron College**

A. **New Course**

2. IPHE 600 – Creating a variable Global Health course for graduate students who wish to take it as an elective can. The content lends itself to health care students, though others in various fields may be interested in the course as well.   - ACPR **Approved on 4/6/2023.**

## XI. MOT

### A. Program Revision

1. OCTH – Adding a new hybrid OTA-MOT Bridge Track to its current MOT program. This addition will modify the traditional track in two ways, one it will reduce the program by 9 hours and will also change the delivery format of the program. ACPR **Approved on 3/2/2023.**

## XII. COSD

### A. New Course Proposal

1. COSD 605 – Creating a new course to align with the new accreditation standards. - ACPR **Approved on 4/6/2023.**

## XIII. NURS

### A. Course Revision

1. NURS 654 – Changing course prerequisites, changing course title, changing the course credits from 3 to 2, updating the course syllabus, and changing the catalog description. - ACPR **Approved on 4/6/2023. Will approve at GAC level contingent upon receiving syllabus**

2. NURS 700 – Changing the catalog description, updating the course syllabus, and changing the course credits from 3 to 2. - ACPR **Approved on 4/6/2023.**

3. NURS 704 – Change the catalog description, remove the course prerequisites, and update the course syllabus. - ACPR **Approved on 4/6/2023.**

4. NURS 714 – Changing the course description, updating the course syllabus, changing the course prerequisite, changing the course title, and changing the credit hours from 2 to 1. - ACPR **Approved on 4/6/2023. Will approve at GAC level contingent upon receiving syllabus**

5. NURS 774 – Changing the catalog description, updating the course syllabus, updating the language to the prerequisites, and approval for the changes to go into effect for the summer 2023 semester beginning in May 2023. - ACPR **Approved on 4/6/2023. Will approve at GAC level contingent upon receiving syllabus**

6. NURS 812 – Changing the catalog description, updating the course syllabus, changing the course title, changing the prerequisite, and change the credit hours from 3 to 2. - ACPR **Approved on 4/6/2023. Will approve at GAC level contingent upon receiving syllabus**

7. NURS 897 – Changing the catalog description, updating the syllabus and changing the credit hours from variable credit 1-3 to variable credit 1-8 credits. - ACPR **Approved on 4/6/2023.**

B. **New Course**

1. NURS 703 – Creating a 2-credit hour course; Healthcare Systems, Quality, and Safety. This course was NURS 810, but the material has been separated out into other courses.- ACPR **Approved on 4/6/2023. Will approve at GAC level contingent upon receiving syllabus**

2. NURS 705 – Creating a 1-credit hour course; Primary Care Intensive. This course was NURS 714, but the material has been separated out into other courses. - ACPR **Approved on 4/6/2023. Will approve at GAC level contingent upon receiving syllabus**

3. NURS 706 - Creating a 2-credit hour course; Healthcare Policy and Advocacy. This course was NURS 810, but the material has been separated out into other courses to better fit the new FNP program of study. - ACPR **Approved on 4/6/2023. Will approve at GAC level contingent upon receiving syllabus**

4. NURS 742 – Creating a new course, The Role of Faculty in Nursing Education to be offered as a part of the new certificate. -  ACPR **Approved on 4/6/2023**

5. NURS 743 – Creating a new course; Teaching and Learning Strategies in Nursing Education to be offered as a part of the new certificate. - ACPR **Approved on 4/6/2023**

6. NURS 746 – Creating a new course; Assessment and Evaluation Strategies in Nursing Education to be offered as a part of the new certificate. - ACPR **Approved on 4/6/2023**

7. NURS 747 – Creating a new course; Teaching Practicum in Nursing Education to be offered as a part of the new certificate. - ACPR **Approved on 4/6/2023**

C. **New Certificate**

1. Post Masters Certificate in Nursing Education – Creating a new certificate that will prepare clinical nurses to be academic and healthcare educators to help fill the shortage of jobs in this field. - ACPR **Approved on 4/6/2023. – There are 4 new courses that have been created for this certificate.**

D. **Program Revisions**

1. DNP – Changing courses required for the FNP and PMHNP programs of study to better align courses with the MSN FNP to decrease duplication of content - ACPR **Approved on 4/6/2023**

2. MSN – Changing courses required for the FNP concentration to better align courses with the DNP program to decrease duplication of content and changing the overall

number of credits from 50 to 52 - NURS 747 – Creating a new course; Teaching Practicum in Nursing Education to be offered as a part of the new certificate. - ACPR **Approved on 4/6/2023**

3. DNP – Changing their admissions deadline from March 1 for priority to rolling admissions and will accept students in fall, spring, and summer for FNP; NL; and Post-APRN tracks. Goes into effect in fall 2023. - ACPR **Approved on 6/16/2023. Approved GAC ad-hoc on 6/16/2023.**

4. MSN – Changing their application deadline from November 15 for early admission and March 1 for regular admission to rolling admissions and will accept students in fall, spring, and summer for the FNP track. Goes into effect in fall 2023. - ACPR **Approved on 6/16/2023. Approved GAC ad-hoc on 6/16/2023.**
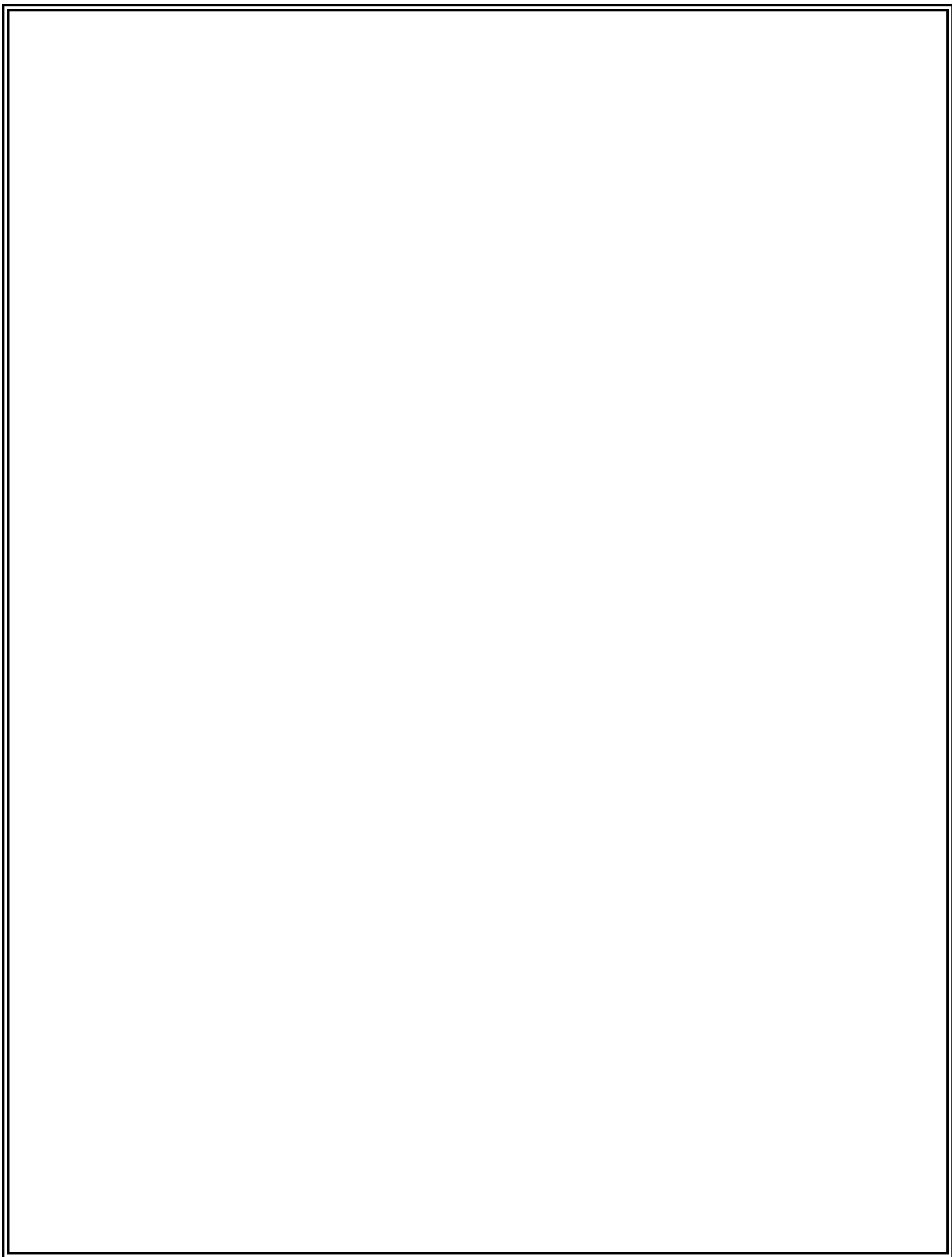
## XIV. PSYC

### A. Course Revision

1. PSYC 631 – Changing the course credits from 3 to 4.  - ACPR **Approved on 4/6/2023.**

2. PSYC 635 – Changing the course credits from 3 to 4. - ACPR **Approved on 4/6/2023.**

3. PSYC 692 – Changing the course title from Mental Health Intervention and Prevention in Schools I to Comprehensive Mental Health and Crisis Prevention and Intervention in Schools I. - ACPR **Approved on 4/6/2023.**

4. PSYC 693 – Changing the course title from Mental Health Intervention and Prevention Schools II to Comprehensive Mental Health and Crisis Prevention and Intervention in Schools II. - ACPR **Approved on 4/6/2023.**

### B. Course Deletion

1. PSYC 687 – Deleting the pre-internship course from the Ed.S program  - ACPR **Approved on 4/6/2023.**

### C. Program Revision

1. Ed.S. – Changing the catalog description, change in the overall course requirements, change in the total credit hours, change in the application requirements; application date change to 2/1 from 2/15 and make the GRE scores optional instead of required. - ACPR **Approved on 4/6/2023.**

2. Psy.D. – Proposal to discontinue the Psy.D. program due to funding and loss of most of the faculty and unable to recruit new faculty to teach the program – ACPR **Approved on 4/6/2023.**

| Graduate Faculty Application Status | | |
|---|---|---|
| The following have been approved as graduate faculty according to the specified qualifications for either full or associate graduate faculty status. | | |
| | | |
| **Full Graduate Faculty Status - 5-year term** | | |
| **Name** | **Dept.** | **Limitation(s)** |
| | | |
| **Associate Graduate Faculty Status – 3-year term** | | |
| **Name** | **Dept.** | **Limitation(s)** |
| Daniel Gochenour | Public Health | HSCI 870 – Dissertation Committee |
| Jessica Prince | Public Health | HSCI 870 – Dissertation Committee |