

**Graduate Affairs Council
December 1, 2023**

ZOOM Meeting: <https://radford.zoom.us/j/96652988053>

Attendees: Jeff Pittges, Carey Cole, Deidra Pennington, Jason Browning, Jenessa Steele, Karen Douglas, Ken Smith, Phil Mongan, Brian Kitts, Stirling Barfield, Staci Allen (Registrar's Office), Katie Hilden, Maneesh Thakkar, Keith Davis, Kim Baskette, Sara Nicely, Judy Jenks, Lori Elis, Lauren Flora, Kay Johnson, Sarah Rabe, Sean Keck, Shuo Yao,
From the Graduate College (non-voting): Ben Caldwell, Agida Manizade, Becca Conner, Emily Close, Elizabeth Rice, and Michele Ralston

Minutes

- Call to Order
- Approval of minutes from November 3, 2023 meeting
- Announcements
 - Curriculum Deadlines:
 - Feb 1 – final launch date for proposals requiring SCHEV approval
 - March 18 – final launch date for all others
 - Commencement – December 8, 5 PM, Bondurant Auditorium

 - Spring Enrollment: 852 (+57 YTD)
 - Graduate students who work as GAs, GRAs, and GTAs will get a 10% increase in pay starting on the 12/1 pay date.
 - 20 additional GA/GRA/GTA/GTF positions will be offered this Spring.
 - 104 graduate students participated in the Professional Development Series offered through the Graduate College this Fall.
 - **Outstanding Graduate Student Award Nominations are open from now until January 29, 2024** <https://www.radford.edu/content/grad/home/outstanding-graduate-awards.html>
 - 3 Minute Thesis Competition has been retitled **Highlander Research Blitz Competition** due to 3MT branding restrictions. Students can submit applications to participate in the Highlander Research Blitz **from now until February 19, 2024**, <https://www.radford.edu/content/grad/home/3mt-competition.html>
 - Live competition will be held April 3, 2024 5-7:30 PM
 - Graduate students and faculty are invited to **Afternoon Coffee at the Highlander Hotel on December 4th from 2:00 pm- 3:00 pm** (our treat)
 - Any Website changes that need to be made can be requested through <https://docs.google.com/spreadsheets/d/1PsDc53G8tuRZx2n96oozLo9NX5WMfh-VULBmBPoEMfw/edit?usp=sharing>
 - Student Forms have been updated with new branding. Please use the new forms as they are the most up to date.
<https://www.radford.edu/content/grad/home/forms-policies/student-forms.html>
 - Plans for possible partnerships?
 - New template documents for partnerships and agreements with external institutions or agencies (e.g. MOUs, MOA's, Pathway agreements) have been created are nearly ready to be used. These should be used for any/all new partnerships, including renewals. They will be posted on the Contracts and Procurement web page when complete.

- Dean Caldwell asked if programs could inform him if they are working on or interested in developing new partnerships. The Grad College will help facilitate if needed. (Any new partnerships including graduate programs must have Graduate College approval.)
 - Sara Nicely indicated Physician Assistant program would be interested in articulation agreements with institutions for interview guarantees for certain number of qualified candidates.
 - Shuo Yao asked if programs should continue to seek partnerships with Virginia Tech? Dean Caldwell indicated yes, if possible.
 - Sara Rabe asked if current agreements will need to be converted to the new templates. Dean Caldwell said he did not think so, but would confirm.
 - Dean Caldwell did confirm that current existing agreements can continue as is, but renewals will need to use the new templates.

- Other discussion:
 - Kim Baskette asked when new GA positions (one time requests) for spring, summer would be approved.
 - Michele Ralston said the GA requests were being reviewed and programs should be finalized before campus closes for break.
 - Kim Baskette indicated some posted forms were not fillable;

- Old Business
 - Revision of Directed Study policy (proposal attached at end of documents)
 - Revision will specify directed study proposals are for individual students.
 - Prior question of whether this would impact any program (EdD in particular); STEL indicated it would not be an issue.
 - Motion to approve/Trent/Yao – motion approved unanimously

- New Business
 - Subcommittee Reports:
 - Academic Course and Program Review – see attached report.
 - All proposals approved
 - a. Course deletions in SOCY and COMS – approved
 - b. COED program revision – approved
 - Policies and Procedures Committee - See attached report
 - Action Item: Motion to revise Directed Study policy (attached) - Motion approved (see Old Business)
 - Grievance Committee – See attached report
 - Ad hoc By-Laws Committee – See attached report and draft Bylaws document
Draft of bylaws presented for input and discussion.
 - Membership - 1 representative per program (not including certificates); reps chosen by academic unit; programs may chose not to have a rep if faculty resources are limited
 - K. Davis – is this over-representation (~29 reps would be needed); suggested to consider one representative per department.
 - S. Keck – no reps certificates? -

ANS: currently, certificates do not have representatives; most certs. are under/within a degree program – exception would be Appalachian Studies – could make sense for independent certs. to have a rep.

- K. Johnson – proposal would make Library rep non-voting; as long as consulted for input

- Meetings – minimum twice per semester, but usually once per month, and typically 1st Friday of the Month
 - Should we meet on Fridays; units often have Friday meetings
 - Cannot meet on Thursdays – would overlap with Faculty Senates (some GAC members are Faculty Senators); it will always be difficult to find a time that works for everyone; Suggestion of including date would help inform reps or potential reps of expectations
- Graduate Faculty – include requirements so Faculty Qualifications are in an official policy (currently only on the application form – form is not policy)
 - included expectation of professional activity in the discipline within 5 yrs prior to applying/reapplying for graduate faculty status; activity can be demonstrated in one of 3 ways – examples: 1) publications or conference presentations or other peer reviewed academic ; 2) engagement or professional service to the discipline in regional, state, national organizations and services; 3) other special or demonstrated professional activities or qualities related to a particular graduate curriculum – certifications
 - Comment: special purpose faculty do not have scholarship requirements → ANS: this is the reason for the other areas (particularly #3) that can qualify faculty for graduate faculty status
 - Comment – request to add to area #3 “relevant” to the profession or curriculum
 - Comment – graduate faculty should not be required to have a 4/4 teaching load, but they are. It is difficult to maintain scholarship with 4/4 load. Should the bylaws define better faculty expectations and protection for graduate faculty?

- Faculty asked to take the draft bylaws back to colleagues for input and report back to Bylaws subcommittee

○ Ad hoc Diversity, Equity, & Inclusion (DEI) – No report

- Graduate Faculty – See attached listing of graduate faculty approved since Nov 3 GAC meeting
- Adjourned 2:15 pm

Dates and Deadlines

Graduate Affairs Council Meeting

Important Dates to Remember:

February 1st – Recommended last day to launch any proposals in Curriculog that will need to go to Faculty Senate and SCHEV for approval.

March 18th – Last day to launch **any** proposals in Curriculog to be approved for the next academic year.

The full Graduate Affairs Council meets on dates below with additional Fridays (*) reserved for sub and/or ad-hoc -committee meetings and full Graduate Affairs Council meetings as necessary.

- **First Friday of the month – GAC**
- **Second Friday of the month – By-Laws (as needed)**
- **Third Friday of the month – Policy and Procedures**
- **Fourth Friday of the month – DEI and Grievance (as needed)**

All meetings begin at 1:00 p.m. on the dates below unless cancelled or otherwise notified.

September 1 - GAC
September 8* - By-Laws
September 15* - Policy and Procedures
September 22* - DEI/Grievance
October 13- GAC
October 20* - Policy and Procedures/Bylaws
October 27* - DEI/Grievance
November 3 - GAC
November 10* - By-Laws
November 17* - Policy and Procedures/Grievance
December 1 - GAC
February 2 - GAC
February 9* - By-Laws
February 16* - Policy and Procedures
February 23* - DEI/Grievance
March 1 - GAC
March 15* - Policy and Procedures
March 22* - DEI/Grievance
April 5 - GAC
April 12* – Policy and Procedures
April 19 – Last Regular GAC
April 26 – Alternate Last GAC

ACADEMIC COURSE AND PROGRAM REVIEW

1. Strategic Communications

A. Course Deletion Proposals

1. COMS 513 - Course has not been taught in many years.
2. COMS 552 - Course has not been taught in many years.

2. Counseling and human Development

A. Program Revision Proposal

1. Counseling and Human Development, M.S. - revise admission policy to not permit non-degree students to enroll in COED courses.

3. Sociology

A. Course Deletion Proposals

1. SOCY 511 - Course has not been taught in many years.
2. SOCY 580 - Course has not been taught in many years.
3. SOCY 582 - Course has not been taught in many years.

Policy and Procedure Committee Meeting

11/17/2023 at 1:00 pm

Whitt Hall 116 and at <https://radford.zoom.us/j/776801752>

Committee Members in Attendance:

Topics Discussed:

Go over concerns regarding the new Directed Study Policy

- o [Directed Study Updated - Google Docs](#)

The directed study program does not intervene with joint dissertations so we will move ahead.

Catalog Language for Discussion

o **DRAFT:** Exceptional undergraduate students at Radford University enrolled in the ***INSERT PROGRAM*** undergraduate program may apply for the accelerated program and complete the requirements for the baccalaureate and master's degrees in five rather than six years. To be eligible for participation, students must have completed at least 56 undergraduate credits with at least 24 credits remaining in their undergraduate programs, have a cumulative GPA of at least 3.00, and receive positive recommendations from the ***INSERT PROGRAM*** Faculty. For more information on accelerated programs, please consult the Graduate Catalog, the web at ***INSERT LINK***, or contact the Graduate Admissions Office.

Wording for other Accelerated Programs for the Graduate Catalog

- o More specific language will be provided in the link. The goal is to identify programs in the catalog for students with generic wording.
- o The number of credits is a grad college policy.
- o Trying to make it as simple as possible in the Graduate Catalog.
- o Add the statement that these are general requirements; there may be more stringent policies based on the program.
- o Agida will contact the heads of departments and program coordinators to ask them their opinions on the language and wording for the Catalog.

Program Directors And Chairs:

- **MBA:** Director: Melanie Butler
 - o Email: mbutler3@radford.edu
 - o Phone: 540-831-6612
 - o Dr. Angie W. Stanton
 - Email:
- **DAIM:** Director: Dr. Jeff Pittges
 - o Email: jpittges@radford.edu
 - o Phone: 540-831-5381
 - o Chair: Hwajung Lee
 - Email: hlee3@radford.edu
- **Criminal Justice:** Director: Lori Elis
 - o Email: lelis@radford.edu
 - o Phone: 540-831-6775
 - o Chair: Riane Bolin
 - Email: rbolin1@radford.edu
- **Strategic Communication:** Director: Shuo Yao

- o Email: syao@radford.edu
- o Phone: 540-831-6643
- o Chair: Jennifer Walton
- Email: jlwalton1@radford.edu

Additional work with the registrar's office on special topics course

- o The goal is that all graduate programs have the same number (Ex. 687, 787, 878) for special topics courses.

Topics Brought up for Later Discussion

Certificate students must pay the application fee to start the master's programs; see about waiving the fee. Check for the reasons behind the additional fees and report back. According to Carey Cole, Dean Caldwell mentioned to her petitioning the Graduate College for "intent for continued enrollment" double check on this for all programs. Agida will double check on this with Rob and Ben.

Communication from the academic units:

Angie Stanton 11/27/23 12:47 pm

"The language as written does not work for us. Students in any major, provided they meet the credit hour and GPA requirements, can be in the accelerated MBA program. All students in the accelerated MBA must be senior standing, 86 completed credit hours, to be allowed to take MBA courses in our program. Additionally, the number of courses a student is allowed to take as an accelerated student varies based on GPA. Students with a GPA between 3.00 and 3.20 are technically not considered accelerated MBA students as they can only take 2 MBA classes while there are an undergraduate. Students with GPA higher than 3.20 can take up to 4 classes their senior year as an accelerated MBA student; however, only students with a GPA of 3.50 or higher are automatically accepted into the MBA program. Lastly, we do not ask for faculty recommendations; our acceptance is solely based on GPA. ..."

Lori Elis 11/27/2023 2:30 pm

"Here is the information for CJ:

DRAFT: Exceptional undergraduate students at Radford University enrolled in the **Criminal Justice** undergraduate program may apply for the accelerated program and complete requirements for the baccalaureate and master's degrees in five rather than six years. To be eligible for participation, students must have completed at least 56 undergraduate credits with at least 24 credits remaining in their undergraduate programs, have a cumulative GPA of at least **3.50**. For more information on accelerated programs, please consult the Graduate Catalog, the web at ***INSERT LINK***, contact the Graduate Admissions Office."

Shuo Yao 11/27/2023 2:06 pm

DRAFT: Exceptional undergraduate students at Radford University enrolled in the ***INSERT PROGRAM*** **our program is open to all RU undergraduate, not just COMM majors; we don't want this statement to mislead students to believe that they have to be a COMS major to consider our accelerated program.** undergraduate program may apply for the accelerated program and complete requirements for the baccalaureate and master's degrees in five rather than six years **flexibility will be better; what if an accelerated student cannot finish the degrees within 5 years, for whatever reasons? For our program, it happened before. I would recommend leaving**

some rooms in the statement, such as, “.and have an opportunity to complete requirements for…” or “may complete the requirements for both baccalaureate and master’s degrees at an accelerated pace.” How it’s worded can be completely up to the committee but being so specific as “in five rather than six years” may create some issues in the future. At least maybe have a language that asks them to refer back to the specific program requirement for the time frame. To be eligible for participation, students must have completed at least 56 undergraduate credits **our requirement is at least 60 credits** with at least 24 credits remaining in their undergraduate programs, have a cumulative GPA of at least 3.00, **our GPA requirement is 3.25** and receive positive recommendations from the ***INSERT PROGRAM*** Faculty **same here, we do not require the recommendations must come from our faculty**. For more information on accelerated programs, please consult the Graduate Catalog, the web at ***INSERT LINK***, contact the Graduate Admissions Office.

GAC Grievance Committee Agenda November 17, 2023 meeting 1 PM via Zoom

Attendees: Ken Smith, Ryan Smith, Ben Caldwell, Jeff Pittges

1. Review Minutes October 27, 2023 (attached)
2. Update on Grievance Related Activities
3. Old business

Review latest edits to Grievance Procedures – grievanceprocedures_edits draft3_BC.docx (attached)
Items of note – most changes based on October meeting discussion:

- **Definitions added – page 2**
 - o Defined respondents as individual or program named in the grievance.
 - o Defined academic unit and unit head to not have to repeat academic department of school throughout document.
 - o Defined Graduate Committee to not have to repeat through document; moved makeup of committee out of process (step 3)
 - Clarified description and rationale for including at least three committee members from graduate programs who work with clients, patients or student (pK-12) – these programs often have special requirements and external considerations; so it is advisable to have faculty familiar with these types of scenarios or requirements.
 - o Defined formal hearing, and class days.
- Indicated the **unit head should acknowledge receipt** of formal grievance within 5 days of grievance being submitted. – **page 3**
- Step 2 - **Combined respondents** (individual and program) and action to indicate 10 days for either to submit written response.
 - o Revised section following attempt to resolve dispute between Dean and respondent (**page 4**) – to **refer grievances to Graduate Grievance committee as the standard**, unless an academic unit requests review by a unit’s specified grievance committee – justification: to prevent/minimize possible conflicts of interest
- Step 3 – Specified Grievance **Committee must determine is a hearing is warranted within 10 days** of received submitted materials (**page 4**) – no time period specified in current policy
- Formal Hearing Process (Step 4) – updated.
 - o Added statement indicating the hearing respondent does not have to be the same person who submitted the initial written response – unit head may wish to act as respondent at a hearing
 - o **Removed** references to “rooms” since hearing may be conducted via electronic meetings
- Outcomes of Formal Hearing (step 4) – page 6
 - o Concerns were raised that in current policy, if committee votes in favor of the student, process calls for sending issue back to program for “consideration”. Program may decide not to make change – resulting in same situation that resulted in cause for filing grievance.
 - Committee agreed this was problematic

- Suggested alternative → allow committee to suggest resolutions to Dean; allow Dean to discuss with respondent and make final decision on resolution

4. New Business

Timeline Graphic presented – was felt that a graphical timeline would definitely help readers better understand steps and processes.

Will attempt to continue to modify graphic

Suggestion to include Informal Grievance in timeline

5. Future Meetings - Feb 23, Mar 22

GAC Bylaws subcommittee Meeting Minutes

November 10, 2023, 1 PM

Attendees: Ben Biermeier-Hanson, Charles Manyara, Dee Pennington, Ben Caldwell,

1. Basic formatting
2. Council Membership (Article II, sec. 2, pp1-2) - see sidebar note for suggested language re: 1 rep per program or for each concentration; suggested 1 rep for program with MS/MA option (NEW)

A program may be defined as a single graduate degree or a concentration within a degree. A degree with two or more concentrations are allowed one council representative per concentration A program that offers an MS and MA option are only allowed one council representative.

3. Subcommittees (Article IV, p3-4) - see sidebar note – added charges for PPC and Grievance subcommittees. Included description for ad hoc committees.
4. Meetings (Article VII, sec 1, pp4-5) – revisions

GAC should meet a minimum of two times each fall and spring semester. Typically, Council meetings will be held monthly, usually on the first Friday of each month during the fall and spring semesters. Meeting times may be changed as deemed necessary by the Chair, with prior notification to all GAC members. GAC does not typically meeting during the summer since most faculty are not under contract during the summer months. However, the Chair may call meetings during the summer under extenuating circumstances.

Meetings shall be open to all members of the graduate faculty and the campus community in general. Guests may be invited to meeting to make presentations or to ask or answer questions pertaining to GAC business.

5. Faculty (Article VIII, pp5-6)

- a. See side bar for suggested language to describe need for Graduate Faculty status approval. Added text (new section 1. Graduate Faculty Roles) justifying need for graduate faculty approval.

In order for a faculty member to engage in graduate level work at Radford University (such as, but not limited to, teaching, advising, serving on capstone/thesis/dissertation committees, act as a GAC representative, curriculum development, or any graduate related work) a faculty must be approved as a Graduate Faculty member.

- b. Suggestion to strike approval text under sections 3 (Full Graduate Faculty Membership) and 4 (Associate Graduate Faculty Membership). Approval is dealt with in Section 5 – Graduate Faculty Approval Process

6. Curriculum (Article IX, p7) – Section 2 - specified graduate curriculum should originate at the academic unit level by approved graduate faculty.

7. Amendments (Article X, p7): Amendments to GAC bylaws may be proposed by a member of the Graduate Affairs Council and passed by an absolute majority vote of the Council. Advanced notice of a proposed change to the bylaws must be given with at least 30 days for review before a formal vote is taken.
8. Ratification (Article XI, p7) Upon approval by an absolute majority of the Graduate Affairs Council membership and approval by the Graduate Dean and the Provost, these Bylaws become effective.
9. Plan to Present latest Draft to GAC Dec 1

Effective Date:

10/01/2023

Last Update

09/25/2023

I. Policy Statement – proposed revision in **BOLD**

The directed study policy is intended for an **individual graduate student** who wishes to design a graduate level course in consultation with a professor. The professor shall supervise this course.

II. Who Is Affected By This Policy

Any Radford University Degree-Seeking Graduate Student who has completed at least nine graduate semester hours and is on regular status who wishes to participate in a Directed Study.

III. Definitions

Associate Graduate Faculty Status: Full-time or part-time, tenured/tenure-track faculty OR special purpose faculty OR adjunct faculty OR administrative/professional faculty. Qualifications are a doctorate or other recognized terminal degree; or no doctorate or other recognized terminal degree but in either case has demonstrated continuing scholarly/creative activity or professional experience.

IV. Policy – As it will occur in the Graduate Catalog. Proposed Revision indicated in **BOLD**

- The Directed Study is intended for an **individual student** to design a course in consultation with a professor who will supervise the study.
- The professor of record must hold full or Associate Graduate Faculty status. Before registering for a directed study, the student must submit a written proposal for approval by the supervising professor, advisor, department chairperson and the Graduate College.
- It is required that the student has earned at least nine graduate semester hours and be on regular status prior to enrolling in directed study courses.
- A directed study cannot be used to replace a required course in a graduate program of study. A directed study cannot be taken on a course that is already offered. Non-degree seeking students may not take a directed study course. The directed study course is intended to be a project that is unique to a singular student." or maybe something like that.
- The directed study will be graded on an A/F basis. Instructors must specify if whole letter grades (A, B, C, F) or plus/minus grading will be used (A, A-, B+, B, B-, C, F) in addition to the other required information on the Directed Study Proposal.
- A single directed study can carry from one to four semester hours of credit. A maximum of six semester hours of credit in directed studies can be used toward graduation in a degree program; program requirements may limit the student to fewer than six hours of directed study.
- Students electing to do a thesis as part of their degree requirements may take up to four hours of a directed study as part of the degree program.

V. Procedures

Students must submit a written proposal for approval by the supervising professor, advisor, department chairperson and the Graduate College at **least two weeks prior to registration for the course.**

VI. Related Documents and Forms

Directed Study Request Form: <https://www.radford.edu/content/dam/colleges/cgps/PDF/DirectedStudy06.pdf>

VII. Roles and Responsibilities

Graduate Student	Develops a proposal for a directed study
Supervising Professor	Provides feedback and approves student directed study proposal
Graduate Student	Completes directed study request form
Supervising Professor	Approves directed study request form
Major Advisor	Approves directed study request form
Department Chair	Approves directed study request form
Dean of College of Graduate Studies	Approves directed study request form

VIII. Related Policies

N/A

IX. Update Log

This policy was last updated on **November 17, 2023**, with the following changes: 1) Specifies that the directed study is intended for an individual and not a group; and 2) The policy document format has been modified to a new format approved by the policies and procedures committee.