

**Minutes**

Attendees: Ken Smith, Sara Rabe, Maneesh Thakkar, Shuo Yao, Keith Davis, Ryan Smith, Sean Keck, Kim Baskette, Carey Cole, Sara Nicely, Katie Hilden, Melinda Cruz, Phil Mongan, Kay Johnson,  
Non-Voting Members: Ben Caldwell, Agida Manizade, Emily Close, Becca Conner, Michele Ralston,

- Call to Order
- Approval of minutes from September 1, 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
  - Upcoming Professional Development Opportunities and Social Events –
    - **Wednesday, October 18;** 5:30 pm  
Graduate Student Paint Party; Bull n Bones - 420 Peppers Ferry Rd NW, Christiansburg, VA 24073
    - **Monday, October 30;** 6:00 - 7:00 pm  
APA 7/Zotero/Citation Support (Zoom)
    - **Wednesday, November 8;** 2:00pm - 3:00 pm  
Afternoon Coffee at the new Highlander Hotel (*our treat, meet us there - 604 Tyler Ave, Radford*)
    - **Wednesday, November 15;** 12:00 - 12:30 pm  
Mindfulness Meditation for Graduate Students (Zoom)
    - **Monday, November 27;** 6:00 - 7:00 pm  
Finding publishing opportunities over break (Zoom)
    - **Wednesday, November 29;** 3:00 pm  
Campus Scavenger Hunt (Radford University Campus)
  - Dean Caldwell asked for a volunteer from CHBS to serve on the Grievance Committee
  - Dean Caldwell indicated some budgetary issues may impact some recruitment funding allocations (above \$1000). The allocations will be reviewed and revised if necessary and communicated to programs in which adjustments were made. Allocations will be transferred to designated accounts for program use. All funds need to be encumbered for use by March 1<sup>st</sup>.
  - Dean Caldwell described the purpose of Supplemental Applications.
    - There have been questions about whether the supplemental application is and applications fee are necessary.
    - Supplemental applications are only required by applicants to programs that use CAS applications – third party application systems – including MOT, COSD, DPT, MSAT, PA. CAS's do not transfer data for incorporation into Radford's Banner System; so, a supplemental application is required to create a Learner Record in Banner which creates student accounts for enrollment, billing and all other students services. So, the supplemental application is essential to admitting students and creating student account

- Radford charges a \$50 application fee for the supplemental applicants just as it does for regular applicants. CAS applications have their own application fees which can approach \$200 in some cases, making the overall application cost to these programs much more expensive than non-CAS programs.
  - Note added after GAC meeting - Application fees are set by the Central budget office and not the Graduate College. If the supplemental application fee was removed this would lead to a substantial loss in revenue (up to >\$40,000). The budget Office would need to determine how removing the application fee would impact budget allocations.
- Old Business - None
  - New Business
    - Subcommittee Reports:
      - Academic Course and Program Review – See attached report
        - All proposed course revisions were Approved by unanimous vote
      - Policies and Procedures Committee - See attached report
        - For consideration:
          - a. Academic Forgiveness Policy (NEW) –
            - i. Motion to approve (Rabe/Keck) – PASSED unanimously; Dean Caldwell will present to AALT and Provost for approval.
          - b. Directed Study Policy (Revision)
            - Proposed revision would specify that Directed Study proposals would be between an individual student and a faculty member
            - Discussion
              - Dean Caldwell indicated that a number of proposed directed studies were forwarded indicated that two or more students would work on the same project
              - Dean Caldwell stated he could support proposals in which two students worked on the same topic, but with different aims or goals
              - Dr. Hilden asked how this might impact projects such as in which two student were working together on the same project; this is a new approach in the EdD program.
              - Dr. Caldwell said this was something that the Graduate College had only just recently been made aware of. He was arranging a meeting with STEL Director Bozack and EdD and the program director to discuss this.
              - After that meeting Dean Caldwell would report back to GAC at the following meeting; He suggested tabling the motion until the next meeting - approved
    - Grievance Committee – See attached report
    - Ad hoc By-Laws Committee – See attached report
    - Ad hoc Diversity, Equity, & Inclusion (DEI) – See attached report
  - Thesis Manual Committee (*ad hoc*) – no report
    - Committee members – Greg Sherman, Ken Smith, Sena Keck, Emily Close

- Graduate Faculty – See attached list for graduate faculty approved since Sept 1 GAC meeting
- Adjourn

## **Dates and Deadlines Graduate Affairs Council Meeting**

### **Important Dates to Remember:**

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

March 18<sup>th</sup> – 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.**

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

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

**1. Physician Assistant**

**A. Course Revision Proposals**

- 1. PHYA 601** – Course syllabus change – Updated syllabus and Course Learning Outcomes were revised to align with the Physician Assistant Accreditation Standards **ACPR** – Approved Oct 12, 2023;  
- **Approved by GAC Oct 13, 2023**
  
- 2. PHYA 628** – Course syllabus change - Course Learning Outcomes were revised to align with the Physician Assistant Accreditation Standards **ACPR** – Approved Oct 12, 2023;  
- **Approved by GAC Oct 13, 2023**
  
- 3. PHYA 634 Behavioral Medicine II** – Course syllabus change - Course Learning Outcomes were revised to align with the Physician Assistant Accreditation Standards. **ACPR** – Reviewed and Approved Oct 12, 2023;  
- **Approved by GAC Oct 13, 2023**
  
- 4. PHYA 721 Master’s Capstone** – Updated catalog description and syllabus to reflect current practices and course learning outcomes to align with Physician Assistant Accreditation Standards. **ACPR** – Approved Oct 12, 2023;  
- **Approved by GAC Oct 13, 2023**

## Policies & Procedures Committee

Minutes 9/15/2023

Attendance: Agida Manizade (Leader), Bruce Parsons, Maneesh Thakkar, Emily Close, Sean Keck, Karen Douglas

**Next meeting** is scheduled for October 20, 1-2pm; Whitt Hall 116, or at <https://radford.zoom.us/j/776801752>

Notes:

- Academic Forgiveness Policy Draft for Graduate College

[https://docs.google.com/document/d/1kBKXnvVWB4h\\_QOm4OhUC6Ytl422ys6xhKdSskKPNTI4/edit](https://docs.google.com/document/d/1kBKXnvVWB4h_QOm4OhUC6Ytl422ys6xhKdSskKPNTI4/edit)

- o No comments from GAC will be present for approval
- o Need to follow up with the procedure document
- o Use format for policy from Princeton (see below)
- o Include appropriate sections, do not make longer than a page for the catalog
- o Include link in the catalog with the full document
- o Consistency would be helpful
- o Need to vote on policy at the next meeting

- Directed Study Policy

- o Concern of Dean Caldwell

Used unlike it was intended

Professors using it as group work instead of independent study

- o Have had issues come up multiple times in the past 2 years in the English department
- o Should be clearer for the students
- o Include an introductory sentence clarifying
- o Student helps to direct and design the project
- o Approve students working together but for individual projects
- o Some programs don't have a special topics course
  - § Offer one for each program
- o Faculty can be in charge of more than one

o Agida will add a sentence and send it out for people to add commentary and make changes they see fit

§ After will send it to GAC for approval

o Emily will send out an example without student's name

Please see attached: <https://www.dropbox.com/scl/fi/evbvt1s5v27aw4azexd7/Directed-Study-Example.pdf?rlkey=geubhz0kexkxm73r8gmvevpb0&dl=0>

o Possibly include an example in the catalog

Next step is to present to GAC for approval

<https://docs.google.com/document/d/1X2lt3du4YZKBAjBXoGqRD6ipFH2Ja4Dqwrq5Pw88E4/edit>

[https://docs.google.com/document/d/1kBKXnvVWB4h\\_QOm4OhUC6Ytl422ys6xhKdSskKPNTI4/edit](https://docs.google.com/document/d/1kBKXnvVWB4h_QOm4OhUC6Ytl422ys6xhKdSskKPNTI4/edit)

## Policies and Procedures Proposals for Consideration by GAC

### A. Academic Forgiveness (NEW Policy)

**Policy Title:**

Academic Forgiveness Policy for the Graduate College

**Responsible Office(s):**

Radford University College of Graduate Studies

**Contact(s):**

Radford University College of Graduate Studies

Email: [cgsr@radford.edu](mailto:cgsr@radford.edu)

**Effective Date:**

ASAP

**Last Update**

09/15/2023

#### I. Who Is Affected By This Policy

This policy is applied to students who have been separated from previously enrolled graduate programs at Radford University for at least two years. A graduate student may request academic forgiveness as described below.

#### II. Policy

- Forgiveness will apply to All graduate RU grades for semester(s) being requested; all grades will remain on transcript. ALL course grades during semester(s) requested will be excluded from GPA calculations; hours will not count toward graduation requirements. Any academic probations/suspension, academic honesty violations or dismissal will remain on their transcript. Students may request forgiveness for any or all prior semesters preceding the request. If multiple semesters (sessions) are requested for forgiveness, they must be sequential.
- Graduate students may apply for forgiveness one time only. The decision is final.
- The academic forgiveness requests must be approved/granted by the Graduate College Dean before the student is re-admitted or re-enrolled.
- Students are eligible to apply to the same program they were dismissed from or to a different program. All admissions requirements of the program must be met.
- Upon their return, students are restricted to taking no more than 9 credits their first semester or 6 credits in a seven-week 'fast track session', unless this restriction conflicts with a program's requirements.
- Academic forgiveness may not be requested after earning a degree or a certificate.

\* Other institutions may or may not recognize the forgiveness policy and may include forgiven grades and recalculate GPAs for their own purposes.

\* Students should follow up with the RU Financial Aid Office to determine eligibility following approval of academic forgiveness.

### III. Procedures

1. Students must complete a copy of the 'Academic Forgiveness Request Form' and include a statement describing: 1) how their situation has improved, 2) what additional support they have, compared to their previous semester(s) for which they seek forgiveness; and 3) how will they ensure their academic success.
2. Academic forgiveness requests will be approved or denied by the Graduate College Dean.
3. Academic forgiveness requests must be approved before the student is re-admitted or re-enrolled.

### B. Directed Study – Policy Revision - Changes highlighted in **RED**

#### Policy Title:

Directed Study Policy for the Graduate College

#### Responsible Office(s):

College of Graduate Studies

**Responsible Executive(s)/Staff:** Dr. Benjamin Caldwell; Dr. Agida Manizade

#### Contact(s):

Radford University College of Graduate Studies

Email: [cgsr@radford.edu](mailto:cgsr@radford.edu)

#### Effective Date:

10/01/2023

#### Last Update

09/25/2023

### I. Policy Statement

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

- 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 cannot have a group of students enrolled in a singular course. Meaning each course is for a single student.

- 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

*Include links to any related university policies.*

### IX. Update Log

This policy was last updated on **October 1<sup>st</sup>, 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.

## **Grievance Committee Minutes** **Friday September 22, 2023, 1PM**

Attendees: Ben Caldwell (presider, non-voting), Judy Jenks, Maneesh Shakkar, Ken Smith

Absent: Jason Browning, Jeff Pittges, Ryan Smith

### 1. Purpose of Grievance Committee

- a. Grievance Procedures
- b. Timelines

Dean Caldwell gave an overview of the grievance processes and procedures

- Student must first attempt to resolve any disputes through an informal process
- If a resolution is not achieved through an informal process, the student initiates a formal grievance resolution process
- Reviewed deadlines and timelines for steps involved in process; noted there is not set timeline/deadline for initial review of grievance by committee.

Initial Concerns and Suggestions:

- Document is extremely dense and difficult to read and follow
  - o Have lawyer review and make comments or suggestions
- Bullets could help in separating important processes and ease reading
- Timeline can vary depending on whether grievance applies to an individual complainant vs. a program or department
- There is no timeline indicated for initial review of grievance by committee to determine if there grounds for a hearing – amend to include time component to complete initial review; should be consistent time with other timed deadlines
- If committee holds a hearing and finds in favor of the student appellant, the grievance could be referred back to the department for resolution. There is potential that the grievance may not be resolved and extend the process unnecessarily or indefinitely.
- Ken Smith suggested the Appeals section of the Discrimination and Harassment Policy used Office of Institutional Equity could be useful for comparison since it utilizes a similar timeline of processes.

### 2. Update Recent GC activities

Dean Caldwell discussed the process used for a formal grievance filed in June 2023.

- Noted during period from July 31- Aug 10, faculty are not under contract – no obligation by faculty to conduct business; grievance extension was agreed to by student and grievance committee to accommodate this time period

### 3. Charges

- Review any formal filed grievance, following current procedures
- Review current processed and procedures document and recommend changes to make process more clear and understandable.

Consider Graduate Grade Appeal Procedures (very similar in process to grievance processes) and consider recommendations for potential revisions to grade appeal procedures document.

### 4. Select committee chair – no quorum

Duties

- Oversee formal filed grievance process if/as needed
- Coordinate review of grievance procedures and communicate recommendations to GAC for approval

5. Future Meetings, 1PM
  - Oct 27
  - Nov 17
  - Feb 23
  - Mar 22

## **GAC Bylaws Committee Meeting Minutes** **September 8, 2023, 1 PM**

Attendees: Ben Caldwell, Robert Trent, Ben Biermeier-Hanson, Dee Pennington

Absent: Kim Baskette, Katie Hilden, Charles Manyara, Jenessa Steele

1. Shared Folder – 2022-2023 committee’s documentation
2. Review current draft bylaws

Considered representation – attendees felt one representative per program (including separate concentration) was appropriate; certificates would not have representatives

Suggested changes:

- Article III, Section 4: Attendance – remove *consecutive* from number of absences; add “without prior notification”
  - Article VII,
    - o Sectio 3. Voting – suggested not including allowance for proxy votes; recommend attendance required to vote
    - o Section 4. Who may call meetings – discussed whether general faculty should be allowed to call/request GAC meeting; recommendation of group was for faculty to request Dean/GAC Chair to call special meetings; some attendees not comfortable with faculty calling special meetings
  - Article VIII. Graduate Faculty Criteria
    - o Began discussion of full graduate faculty qualifications; recommended striking “at time of hire from statement “Doctorate or other recognized terminal degree ~~at time of hire,~~”. Some faculty earn doctorates following initial hire.
    - o Discussion of Dean Caldwell’s request to include time period for demonstration of professional/scholarly/creative activities to provide evidence of staying current in faculty member’s field; will need additional consideration and discussion
3. Discuss feedback from April 7, 2023 GAC meeting - included in review above
  4. Steps moving forward
    - Complete review of Graduate Faculty Qualifications and Graduate Curriculum, Amendments, Ratification
  5. Other items for discussion – none

## DEI Ad-Hoc Committee Meeting Minutes

09/22/2023

Zoom

1:00 PM- 1:30 PM

**Participants:** Agida Manizade (Chair); Shuo Yao; Brian Kitts; Holly Cline; Darryl Corey

### **Purpose of Meeting:**

Create a plan for DEI for the College of Graduate Studies

### **Topics Discussed:**

- Introductions/Why are people interested in DEI?
- Graduate college does not have an existing DEI statement.
- Start with the statement, then come up with an action plan, and then change the statement after the action plan.
  - Statements should be able to be changed consistently to match the action plan.
  - Writing the statement first creates a good framework for an action plan.
- Pull sections from the RISE program (QEP), to cover all bases and be in alignment with the university.

<https://www.radford.edu/content/radfordcore/home/news/releases/2022/july/qep-overview.html>

- After the statement is created include input from faculty outside of the committee

### **Decisions and Actions to be Taken:**

- Agida will propose an initial draft DEI statement before the next meeting.
- At the next meeting committee will look over the draft and decide what changes need to be made
- From there, the committee will move on to creating the action plan.

### **Princeton DEI Statement:**

<https://inclusive.princeton.edu/about/our-commitment-diversity>

### **Yale DEI Statement:**

<https://belong.yale.edu/resources/policies-statements>

**MIT DEI Statement:** <https://hr.mit.edu/diversity-equity-inclusion#:~:text=Our%20objective%20at%20MIT%20is,experience%2C%20talents%2C%20and%20ideas.>

### **Harvard DEI Statement:**

<https://edib.harvard.edu/odib-dei-commitment-statement>

**Stanford DEI Statement:**

<https://ideal.stanford.edu/about-ideal/diversity-statement>

**Carnegie Mellon DEI Statement:**

<https://www.cmu.edu/diversity/>

**George Mason DEI Statement:**

<https://diversity.gmu.edu/diversity-inclusion/equity#:~:text=George%20Mason%20University%20strives%20for,academic%20inquiry%20and%20employment%20opportunities.>

**UCLA DEI Statement:**

<https://seis.ucla.edu/equity-diversity-inclusion>

**NYU DEI Statement:**

<https://as.nyu.edu/departments/facultydiversity/recruitment/diversity-statements.html#:~:text=NYU%20FAS%20Diversity%20%26%20Inclusion%20Statements,academy%20and%20For%20particular%20disciplines.>

