

**MINUTES**  
**GRADUATE AFFAIRS COUNCIL**  
Friday, March 30, 2007  
1:00 p.m. – Heth New River Room

**PRESENT:** Mary Atwell, Jolae Brocato, Debora Bays, Robert Hiltonsmith, Carolyn Hines, Donald Langrehr, Robert McCracken, Carole Seyfrit, Fran Steigerwald, Jenni Stroup, Robert Trent, Kenneth Cox for Claire Waldron, and Paul Witkowsky for Erin Webster-Garrett.

**1. MINUTES**

Minutes from the March 2, 2007 meeting were not available.

**2. SUB-COMMITTEE AND TASK FORCE REPORTS**

**Graduate Faculty** – Three graduate faculty applications not requiring Graduate Affairs Council review were reported as attached. One application requiring subcommittee review were presented and recommended for approval. The applications were approved as presented. A renewal application for Karolyn Givens was discussed. It is the first renewal application under the new criteria where a letter of justification is already on file in the graduate college. Dr. Seyfrit asked council members if it is acceptable to use the same justification letter on file in the graduate college for this and future renewals for full-time faculty whose degree is not that of their teaching field. A motion was made and seconded to allow the Graduate College Dean to review and process full-time graduate faculty renewal applications, with justification letters already on file, through the Provost's office rather than resubmit them through the graduate faculty sub-committee. The motion carried.

**Academic Course and Program Review** – Eleven proposals were considered by the subcommittee on March 23, 2007:

**Appalachian Studies** submitted one proposal which was approved with some revisions-  
**New Course Proposal**, APST 698, *Directed Study*;

**Business Management** submitted one proposal also approved with some revisions-  
**Program Revision**, MGMT 685, *adding a comprehensive final exam in to the MBA program of study*;

**Social Work** submitted one proposal approved with some revisions-  
**New Course Proposal**, SOWK 688, *Administration, Management, and Supervision*.

**Psychology** submitted eight proposals:

**Program Revision**, *to include more course coverage in the mental health area and in neuropsychology*;

**Three New Course Proposals**, PSYC 678, *Child Neuropsychological Assessment and Intervention*; PSYC 692:693, *Mental Health Intervention and Prevention in Schools I and II*; PSYC 687, *Pre-internship Seminar*;

**Two Course Deletions**, PSYC 694, *Brief Therapeutic Interventions with Children and Adolescents*, and PSYC 672, *Learning Theory Approaches to Behavior Modification*;

**Course Title Change**, PSYC 688, from Consultation in the Schools to *Consultation and Collaboration in Schools, Home and Community*;

**Course Prerequisite and Description Change**, PSYC 632, *Child Behavioral Assessment and Intervention*.

Sandra Steele will send out an email to departments/programs advising them of the final academic course and program review deadline for proposals to be included in the 2007-2008 catalog, and the remaining Graduate Affairs Council meeting dates.

**Withdrawal Policy Task Force** – Dr. Seyfrit discussed a handout distributed from Matthew Brunner, Education Support Specialist, Office of the Registrar, regarding Radford University's Withdrawal Policy and Enforcement, and similar policies from peer institutions. Radford University Academic Policies and Procedures Committee are currently reviewing the undergraduate withdrawal policy. Council members asked the graduate college to clarify whether the peer institution policies are graduate or undergraduate level. **UPDATE:** Matthew Brunner advised the graduate college that the policies in the handout are graduate level policies. It was agreed to table further consideration of the graduate college withdrawal policy until next year when it can be considered in context with undergraduate considerations.

**Accelerated Program Criteria Task Force** – Revisions to the accelerated programs catalog content recommended at the March 2, 2007 Graduate Affairs Council meeting was discussed. A handout of the revisions was distributed by email prior to the meeting. A motion was made and seconded to approve the revisions. The motion carried.

**Graduate Student Council** – Jenni Stroup reported that the Graduate Student Council will sponsor a graduate and undergraduate student mixer on Thursday, April 5 from 5 to 7 pm in Lucas Hall. An email will be sent out to solicit candidates for the appointed position as chair of the Graduate Student Council. Candidates should submit a letter of interest to Graduate Student Council for consideration. Graduate Student Council is planning activities to support students during exams the last week of classes. A final Graduate Student Council newsletter will be emailed to students and graduate faculty prior to commencement.

### 3. OTHER

**Doctorate in Counseling Psychology (Psy.D.)** – Dr. Seyfrit distributed a list of *Recommendations for Graduate Catalog Changes*. New courses and changes in courses will come through in the fall. First students will be accepted in Fall 2008. She asked for approval from the Council to make the changes presented and to include as much general

information as available about the new program in the 2007-2008 catalog. A motion was made and seconded to approve the recommended changes. The motion carried.

#### **4. DEAN'S ANNOUNCEMENTS**

**Graduate College Staff Changes** – Dr. Seyfrit announced that Brenda Kesling has been hired as Administrative Staff Assistant to cover the front desk in Lucas Hall. Brenda is from Christiansburg and a former employee of Virginia Tech. Brenda's first day was March 25. She will be using the graduate college main telephone number 831-5724. The admissions telephone number remains 831-5431 and the dean's office can be reached by contacting Sandra Steele at 831-7163.

Bethany Flora's last day is March 9. She has accepted the position as Coordinator of Special Projects with the Provost's office at Virginia Tech. There are five candidates interviewing for her position as Director of Graduate Recruiting and Retention. Each candidate will give an open presentation about their suggestions for revising the graduate college website as well as other marketing, recruiting and retention ideas. Graduate Affairs Council, program chairs and coordinators and graduate college staff are invited to attend. Presentation schedules/ interview itineraries are being communicated by email.

**Fulbright Scholar Award** – Dr. Seyfrit announced that she has been named a Fulbright Scholar. She will teach and conduct research at the University of Akureyri in Iceland in Spring 2008. In Fall 2008 she will return to full-time teaching and research. She is a tenured Professor of Sociology in the Department of Sociology and Anthropology.

#### **5. ADJOURN**

The meeting was adjourned at approximately 1:30 p.m.

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**Recommendations from Graduate Faculty Sub-Committee  
Graduate Affairs Council Meeting  
Friday, March 30, 2007**

<b>Graduate Faculty Status</b>		
Joni Goldwasser	Nursing	
Laura LaRue	Nursing	
<b>Adjunct Graduate Faculty Status</b>		
<b>Graduate Faculty Associate</b>		
Deborah Ring	Nursing	

**Graduate Faculty Applications Not Requiring Sub-Committee Review  
(Approved Since Last Graduate Affairs Council Meeting)**

<b>Graduate Faculty Status</b>		
Renee Dickinson	English	
<b>Adjunct Graduate Faculty Status</b>		
<b>Graduate Faculty Associate</b>		

**\*Karolyn Givens**

**Nursing**