

LONGWOOD



GRADUATE COUNCIL ANNUAL SUMMATIVE REPORT

2020-2021

Council Members	Council Meeting Dates
<p>Business Administration Dr. Xun Bian <i>Term: 2018 - 2021</i></p> <p>Communication Sciences & Disorders Dr. Alison King <i>Term: 2020-2023</i></p> <p>Counselor Education Dr. Kat McCleskey, <i>Faculty Senate Representative</i>, <i>Term: 2018-2021</i></p> <p>Education/Educational Leadership Dr. Sarah Tanner-Anderson, <i>Vice Chair</i> <i>Term: 2021-2024</i></p> <p>Education/Health & Physical Education Dr. R. Dan Michael, <i>Term: 2019-2022</i></p> <p>Education/Special Education Dr. Kat Alves <i>Term: 2018-2021</i></p> <p>Graduate Student Association Marin Tettlebach <i>Term: 2020-2021</i></p> <p>Greenwood Library Ms. Tammy Hines <i>Term: 2019-2022</i></p> <p>Reading, Literacy & Learning Dr. Angelica Blanchette, <i>Chair</i> <i>Term: 2020-2023</i></p> <p>School Librarianship Dr. Jen Spisak <i>Term: 2020-2023</i></p> <p>Mathematics Education Dr. Maria Timmerman <i>Term: 2018-2021</i></p>	<p><i>Tuesday, 3:30 to 5:00 p.m.</i></p> <p>August 20, 2020</p> <p>September 15, 2020</p> <p>October 20, 2020</p> <p>November 17, 2020</p> <p>January 19, 2022</p> <p>February 16, 2022</p> <p>March 16, 2022</p> <p>April 20, 2022</p> <p>May 12, 2022 <i>Graduate</i></p> <p><i>Retreat</i></p>

LONGWOOD



Council Sub-committees

- Executive Council (Chair: Ang Blanchette)
- Faculty & Student Awards (Maria Timmerman)
- Symposium (Alison King)
- Policy (Sarah Tanner-Anderson)
- Interprofessional (Karla Collins & Lissa Power-deFur)
- Advocacy & Student Support (Kat McCleskey)

Ongoing reports shared monthly

- Graduate Curriculum Committee
- Faculty Senate
- Graduate Student Association

Summer 2020 work

- Faculty Forum: Focus COVID-19 Fall Preparations (July 9th) “The first-ever Summer Graduate Faculty Forum hosted by Graduate Council was a resounding success! Sincere thanks to our fearless leaders, Provost Smith, Dr. Shoenthal, Deans, & Chairs for being available to both inform and listen to your faculty. A wealth of information was shared and discussed; but perhaps most important of all, the gathering emanated the spirit of compassion, logic, respect, and flexibility, reminding us how valuable and uplifting these moments of connection and humanity are to our work.”
- Faculty Forum: Focus President Reveley’s call to action to address systemic racism at Longwood (July 21st) “The second-ever Summer Graduate Faculty Forum hosted by Graduate Council was another success! Thank you to all who were able to participate, especially Drs. Brown-Meredith and Johnson who shared information from the Equity Task Force and about the Five-Year Strategic Diversity Plan, as well as Dr. Long who enriched our discussion with information and insights from his work and engagement with equity issues.”

Reports

- Faculty Input from May 2020 Graduate Retreat
- Senate proposal re: Inter-professional Committee (Fall 2020)
- Marketing and Recruiting (November)
- Graduate Program Four-year Fiscal/Viability Report (January)

Action Items

- Election: Sub-committees were established and chairs selected (August)
- Election: Add Executive Council group (Council chair will chair) (September)
- Policy: *missing notes* (September)

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- Policy: Withdrawal (October)
- Policy: Timeline for Completion (October)
- Policy: Deferring Admission (November)
- Policy: Seniors Taking Graduate Classes (November)
- Policy: Class Attendance (November)
- Policy: Course Substitution (November)
- Policy: Acceptance of Transfer Credit (November)
- Policy: Approval to take Courses Outside of the Institution (November)
- Schedule: Reschedule Council for Feb and Mar to not conflict with EPC
- Policy: Incomplete Grades (March)
- Policy: Admission Appeals (March)
- Elections: 2021-2022 Chair (Ang Blanchette), Vice-chair (Sarah Tanner-Anderson), & Senate Rep (Dan Michaels)

Guest Speakers

- Dr. Brown-Meredith -Collaborating with Lancers for Academic Success Program (CLASP) -targeting students of color (October)
- Jamie Echo -Marketing & Recruiting report (November)
- Katie Manis -Graduate Four-year Fiscal/Viability report (January)
- Dr. David Shoenthal -Q&A with faculty questions (February)

Discussion Items

August:

- Review of Council Purpose & Duties from FPPM
- Review of progress and suggestions from 2019-2020*
- Equity of support for on- and off-campus students
- Honor code violation process
- Graduate curriculum process
- Summer graduate forums were a success (would like Dr. Brown-Meredith as guest speaker for Council)
- Academic regulations policy
- 6 hours is approved as full-time for grad
- Parking issues -information posted in Grad. Student Canvas shell
- Portfolio remuneration will be part of larger conversation on faculty load and program sustainability
- Interprofessional Committee -proposal to Senate to become a University committee since it now includes grad and undergrad
- Health services -services through CAPS, value in connection with Equity Task Force - seek out guest speaker, proposed Advocacy & Support Council sub-committee

September:

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- Equity Task Force: Naomi Johnson invited to Council and suggested a visit in the spring because Equity Task Force summer work was handed over to Diversity Council
- Faculty input from May 2020 Grad Retreat shared with Council to inform subcommittee work this year
- Graduate honor code violation process (Policy committee will lead)
- Student survey of needs (Student Support, Advocacy & Equity committee will lead)
- Admissions support at crunch times (MBA volume issue)
- Webinars
- Host hot course/topic discussion groups
- Equity review process for admissions

October:

- Admission deposit
- Symposium format

November:

- Interprofessional committee will be Standing committee instead of Senate (per advisement of Senate Chair)
- Symposium format
- Graduate student survey

January:

- New Banner course search -does not display add/drop & withdrawal any longer
- Graduate incomplete policy
- Program-specific initiatives shared that contribute to enrollment success

February:

- Renumbering of Task Force recommendations
- CGPS Dean is working “with department chairs on faculty academic load and the findings will be posted to the Council Canvas shell. She is close to ready for a proposal to be considered. There are inequities between programs that teach undergrad and grad and those that only teach grad. The proposal will include clarity on field experiences – i.e.: how it counts and how faculty are paid. Enrollment numbers are good.”
- Progressing with list of comparable programs around state for each grad program

March:

- CSD Survey results
- SAE committee priorities
- Themes and recommendations looking across reports: Fiscal Data, Recruiting & Marketing, & EAB
 - high yield approaches are *high touch*
 - evaluate program structures to remove barriers

April:

- Recap of accomplishments in all areas
- Commencement
- Professional studies -collaborative benefit for grad programs
- Reflect on themes and recommendations looking across reports

May 12, Graduate Retreat:

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- Marketing goals
- Program analysis data
- MBA experience
- EAB report
- Summer workgroups

Special Thank You to Cathy Charleston for her support with meeting minutes and record keeping in Canvas.

Respectfully compiled by:

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Longwood University

Pronouns: she/her/hers

***Summary of progress and suggestions from 2019-2020**

Task Force update from 2019-2020 meeting minutes & discussion

1. Aug. 2019 acknowledged summer work and chair called for updates by Sept. to inform Oct. discussion
2. Nov. 2019 updates shared by a committee member (Dr. Doyle)
3. Dec. 2019 subcommittee met with the goal of recommending next steps
4. Jan. 2020 two recommendations shared -both items to remove, both approved
5. Apr. 2020 Dean Perry said updates would be shared
6. For 2020-21: Is the Task Force Recommendation document still relevant? What's next?

Marketing & Recruiting continuation of 2019-2020 discussions

1. Grad programs meeting with marketing service throughout 2019-2020
2. Call for update on work with programs and application impact report (e.g., What did Summer '20 applicants select for "How did you hear about us?")
3. Aug. 2019 reported undergrad recruitment is presenting grad options
4. Call for rep. to report and connect
5. Call for outreach to HBCUs and other Va Institutions w/o grad programs
6. Call for financial and scholarship counseling for grad students

Graduate program viability (budget, course caps, etc.)

1. Mar. 2020 rich discussion: "Dean Perry shared that there has not been a policy and there are so many pieces to consider including fiscal issues, quality for students, and faculty concerns. It is being discussed by the CGPS & CEHS Dean and CEHS department chairs."..."She concluded with the thoughts that in the time of uncertainty, we need to give ourselves, students, and faculty time and grace. dean Perry shared that this semester does not have to be perfect and echoed Dean Power-deFur that we should give grace."
2. Call for Katie Manis to present CGPS budget?
3. Call for programs to develop program-wide course caps to meet viability needs?