



# Graduate Council Meeting Summary

Thursday, November 10, 2022

2:00 - 3:30 pm

Zoom

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## I. Call to Order

Dr. Linda Thomas, Dean, called the meeting to order at 2:01 pm.

## II. Approval of the Graduate Council Minutes from September 8, 2022\*

A motion was made by Dr. Andrea Knopp to approve the Graduate Council minutes from September 8, 2022, as dispensed. Dr. Brooks Hefner seconded the motion. The September 8, 2022, Graduate Council meeting minutes were approved.

## III. Unfinished Business Items

### A. International Student Presentation

Some International Students are experiencing difficulty in obtaining their VISA, which delays their campus arrival and ability to start class on time. International Student and Scholar Services (ISSS) and The Graduate School (TGS) have been working on helping international students transition into JMU. The application process, immigration documents and visa process were reviewed. Programs are requested to convey admission decisions to TGS as early as possible. Assistantship offers should be included with admission decisions. Program Directors should convey to the student that it is urgent that they accept their offer (even if they do not know how they are going to pay) in order to begin their visa process.

Students should be encouraged to work with ISSS especially when there is a problem. ISSS will provide assistance with the VISA application. ISSS also provides international students with a number of services that aid in the transition on campus and their classes. Questions about international students should be directed to the attention of Jonathan Kratz ([kratzjx@jmu.edu](mailto:kratzjx@jmu.edu)).

### B. Curriculum in Catalog Presentation

Since the catalog is the official source of all curricular information, departments should link their websites to the catalog when providing program information. Departments should review their catalog content to ensure it includes complete and accurate admission, curriculum content, course descriptions and pre-requisite information.

At this time, programs need to remove the following from their website;

- 1) The listing of the program curriculum (i.e. the courses and credit hours) required for completion of each program. This includes the suggested four-year plans (or fewer years, if graduate programs)
- 2) Course descriptions (which include course prefix, number and name, the course description, and co/pre-requisites)



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Advising sheets should be reviewed for accuracy and include a disclaimer that the Graduate Catalog is the official document for program requirements. Questions, concerns and feedback on this matter can be submitted to [catalog@jmu.edu](mailto:catalog@jmu.edu).

## IV. Business Items

### A. Dean's Report

For Veterans Day next year, TGS will be co-hosting a celebration with the College of Education in honor of Veterans. Preliminary plans are being made.

TGS was given permission to apply for a budget initiative to have all the GA tuition admission packets charged as in-state. TGS also has to write the policies and procedures for this change to in-state tuition. This just applies to full-time graduate students who are getting full assistantships and with stipends that come from the programs. Each college will have the same number of positions for AY23/24. The proposal is to begin in Fall 2023.

The Dean spoke with the COB Board of Advisors recently, which generated their interest in learning about things that graduate students are doing for investment purposes. Dr. Thomas is collecting suggestions that can be shared with the COB Board of Advisors.

### B. Graduate Student Association Report

The Graduate Student Association is busy collecting and reviewing applications received for the Professional Development Grants. They hope to be able to fund as many professional grants as possible.

Please help to encourage graduate students to participate in GSA, as GSA would like to have a representative from each program. GSA is planning to host several events including a Welcome Back Night. Information can be found at: [Graduate Student Association - JMU](#)

### C. Faculty Fellow Report

A written report will be forwarded.

### D. Introduction of new Degree Audit Specialist

Tami Senger has joined The Graduate School as the new Degree Audit Specialist. Her email is: [sengertd@jmu.edu](mailto:sengertd@jmu.edu). Her office phone number is 86438.

### E. Committee on Academic Program (CAP)

The Graduate Council is allowed two representatives who are willing to serve on CAP (Committee on Academic Programs). This university committee serves as the final faculty and administrative body to review and recommend to the president and board of visitors, curricular matters related to the entire university (e.g., degree requirements; major changes within the



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general education program; and the addition, deletion and significant modifications of all programs). CAP meets once a month. Dr. Scott Gallagher has volunteered to serve as one of the representatives, but a second representative is still needed.

Dr. Katie Dredger volunteered to serve on CAP as the second representative.

## F. Executive Committee Membership

The College of Arts and Letters needed to find a replacement to serve on the Graduate Council Executive Committee. Dr. Almjeld has offered to serve as the College of Arts and Letters representative to the Graduate Council Executive Committee, and she has the support of the other graduate council members from her college. Given this, approval is needed from Graduate Council to accept Dr. Almjeld as a member of the Graduate Council Executive Committee.

The motion was made by Dr. Brooks Hefner to approve Dr. Jen Almjeld as the College of Arts and Letters representative to the Graduate Council Executive Committee and seconded by Dr. Stephanie Wasta. The motion was approved.

## V. New Business

### A. New CollegeNET Feature

PowerPoint slides were shown to Graduate Council Members of what has been created in Admit to assist them when making admission recommendations to prospective students in Admit when there is also an offer of financial assistance, usually in the form of a Graduate Assistantship. If the program director wishes to include an offer of an assistantship at the same time as making an offer of admission; TGS has created within Admit a box that asks if an Assistantship is being offered with a selection of yes or no. If the program director selects Yes, then a prepopulated paragraph will display in the TGS acceptance letter informing the prospective student that they are being offered an assistantship and encouraging them to look in their Activity Page and click on the checklist to view a letter from their program with additional information.

## VI. Announcements

The December 2022 Undergraduate and Graduate School Commencement Ceremony is scheduled for Saturday, December 17, at 10:00 a.m., in the Atlantic Union Bank Center.

## VII. Conclusion

With no further business, the meeting was adjourned at 3:30 p.m.



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Graduate Council Voting Members			
Last Name	First Name	Academic Unit	Joined Zoom Meeting
Almjeld	Jennifer	Writing, Rhetoric, & Technical Communication (WRTC)	
Coates	Tabitha	Learning, Technology, & Leadership Education	Yes
Dabback	William	Music	Yes
Danzell	Orlandrew	School of Integrated Sciences	
Diop	Corinne	College of Visual and Performing Arts	Yes
Dorne	Rachelle	Health Professions	Yes
Dyche	Jeff	Psychology	
Gabbin	Alexander	Accounting	Yes
Hardwick	Kevin	History	Yes
Hefner	Brooks	English	Yes
Heydari	Hossain	Computer Science	
Hickerson	Corey	Communication & Advocacy	
Imbrescia	Eric	Early, Elementary & Reading Education	
Knopp	Andrea	Nursing	Yes
Luden	Nick	Kinesiology	Yes
Piker	Erin	Communication Sciences & Disorders (CSD)	
Rutherford	Matthew	Business Administration	
Sloan	Lochnivar	Graduate Student Association	
Sloan	Margaret	School of Strategic Leadership	



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Staton	Renee	Department of Graduate Psychology	
Stevens	Alexis	Mathematics	Yes
Sloan	Margaret	School of Leadership	Yes
Taylor	Jennifer	Political Science	
Wallace-Carr	Julie	Sport & Rec Leadership	
Wasta	Stephanie	Educational Foundations & Exceptionalities	Yes
Webb	Angela	Middle, Secondary and Mathematics Education	
Wunderlich	Roshna	Biology	Yes

Graduate Council Non-Voting Members			
Last Name	First Name	Title	Joined Zoom Meeting
Thomas	Linda	Dean	Yes
Stoloff	Michael	Associate Dean, Admissions and Recruitment	Yes
Ryman	Laura	Interim Assistant Dean and Director of Graduate Student Services	Yes

Guests			
Last Name	First Name	Academic Unit	Joined Zoom Meeting
Anderson	Robin	Graduate Psychology	
Apple	Kevin	Associate Dean, College of Sciences & Mathematics	
Bell	Pamela	Dean's Office, The Graduate School	Yes
Brown	Kathryn	Degree Audit Specialist	
Carr	Julie Wallace	Hart School	Yes



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Cooper	Brian	Graduate Student Association Representative	Yes
Doss	Cheryl	Dean's Office, The Graduate School	Yes
Faulk	Deborwah	Diversity, Equity and Inclusion Faculty Fellow, The Graduate School	
Hajdasz	Lisa	Dean's Office, The Graduate School Finance and Data Manager	Yes
Hawley	Allyssa	University Career Center Advisor	
Hegg	Kevin	Libraries	Yes
Kratz	Jonathan	Center for Global Engagement, Director of International Student Services	Yes
MacDonald	Sarah	PCE	
Malburne-Wade	Meredith	Honors College	
Maxwell	Paula	Faculty and Curriculum	Yes
Michael	Lynette	Dean's Office, The Graduate School Director of Admissions	Yes
Miller	Yvonne	Dean's Office, The Graduate School	Yes
Sharp	Marlee	Center for Global Engagement, Associate Director of International Student Services	Yes
Stax Brown	Carol	CGE	Yes
Stewart	Anne	Graduate Psychology	Yes
Wightman	William	Art Education	Yes

## Graduate Program Academic Unit Heads (Grad AUH) & Graduate Program Directors (Grad PD)

(Invited to attend because of the relevancy of several agenda items)

Last Name	First Name	Title	Joined Zoom Meeting
Blake	Charles	Grad PD, Political Science-European Union Policy Studies	Yes
Buchanan	Holly	Grad AUH, Nursing-Adult/Gerontological, Nursing-Family Nurse Practitioner	Yes
Childs	Becky	Grad AUH, Department of English	Yes
Daniel	Janet	Grad AUH, Department of Biology	Yes



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Dredger	Katie	Grad AUH, Middle Education 6-8, Literacy Education	Yes
Dudding	Carol	Grad PD, Speech Language Pathology-Online	Yes
Estes	Michele	Grad AUH, Teacher Leadership	Yes
Gilligan	Tammy	Grad PD, SPCE/School Psychology	Yes
Hametz	Maura	Grad AUH, History	Yes
Kielty	Michele	Grad PD, SPCE/School Counseling	Yes
Leventhal	Brian	Grad PD, PSYC/Assessment & Measurement	Yes
Marcopulos	Bernice	Grad PD, PSYC/Psychological Services	Yes
Mexiner	Cara	Grad PD, College Student Personnel Admin (Graduate Certificates)	Yes
Piker	Erin	Grad PD, CSD-Clinical Audiology	Yes
Timler	Geralyn	Grad PD, Speech Language Pathology-On Campus	Yes
Zugelder	Brian	Grad PD, EDUC-Teacher Leadership	Yes