Graduate Council
Meeting Minutes
04/14/11 – Taylor 404

Supporting, facilitating and promoting excellence in lifelong education
through graduate programs of distinction, innovative outreach programs and a diverse student body.

Attendance –


Graduate programs not represented: Biology, C-I Psychology, CSD, CSPA, Computer Science, Education, History, Kinesiology, Nursing, Strategic Leadership.

Approval of Minutes – The minutes of the March 17, 2011, meeting were approved with one correction: the Clinical Mental Health program was represented (Renee Staton).

ANNOUNCEMENTS

- Madison, the JMU magazine welcomes news items (including activities and projects) as well as stories about graduate programs or graduate (Masters, Ed.S, or Doctoral) students. You may submit story ideas to Michelle Hite (martinmh@jmu.edu) or Paula Polglase, our Public Affairs Associate (polglaph@jmu.edu).
  - The Madison Magazine monthly luncheon is happening next week. If you would like to attend and share a story about your program, please contact Kathy Thompson at thompskb@jmu.edu.

- “Rolling admissions” deadlines have been removed from TGS webpage – prospective students are now referred to individual program pages for deadlines

- Congratulations to Sara Finney (CARS), who received the Provost Award for Excellence in Graduate Advising!

- All graduate faculty are encouraged to attend graduate commencement Friday, May 6, 7 p.m. in the Convocation Center. Academic unit heads and faculty will process in regalia and be seated in the faculty section.

- May Symposium – over 45 events – www.jmu.edu/cfi
  - Celebration of Madison Scholarship – Thursday, May 12 – Forbes Center

REPORTS

CAP – Nancy Nichols reported that CAP met last month to review the iMBA proposal and the Jazz Studies major (undergraduate).
A-Team – Discussed May Symposium.
C&I – No report
Honor Council – No report.

DISCUSSION ITEMS

Report from Executive Committee – Kathy Thompson reported on activities of the Executive Committee:
  - Clarification of requirements for thesis/dissertation committees
Each committee must consist of at least three approved members of the JMU graduate faculty. Only full-time graduate faculty in the student’s program may direct or co-direct the committee.

- At least two of the three committee members must routinely participate in the student’s graduate program. The dean of The Graduate School must approve non-graduate faculty members for thesis, research project or dissertation committees.
- Non-graduate faculty members shall make up less than half of the total committee membership and may include persons external to the university.

- **Graduate Council by-laws changes** – Kathy reviewed proposed changes that the Executive Committee recommends. The by-laws changes will be emailed to the Graduate Council and voted on at the May meeting. Please email questions to Kathy Thompson at thompskb@jmu.edu.

Kathy thanked the Executive Committee for their work. Members include: Nancy Nichols (COB), Jane Thall (COE), Roshna Wunderlich (CSM), Jim Hammond (CISAT), Corinne Diop (CVPA), Steve Reich (CAL), in addition to Kathy and Reid.

**GRE Revised General Test** – Lynette Bible shared information about the revised test and scoring scale. She will email the Council with additional information.

**Proposed Business Process Change** – Lynette Bible asked the Council’s thoughts about accepting digital unofficial transcripts from applicants instead of requiring official transcripts before the application is considered complete by The Graduate School. This would speed the application review process for the programs and would save time and expense for the applicants. Students would be offered conditional admission, pending receipt of official transcripts. When official transcripts are received, TGS would have to check them and match with the unofficial transcript received. Lynette will investigate how other graduate schools are handling this procedure and report back to the Graduate Council. Kathy also asked the Council to consider whether official transcripts are needed for ALL schools attended, or whether only the transcripts from schools from which the student received a degree would be adequate. Applicants would have the option to also submit additional transcripts if they felt those courses were pertinent to the graduate program or satisfying prerequisites.

**Faces of Graduate Education project update** – Kathy thanked the Council for their nominations of diverse students to be interviewed and photographed for this project. A slideshow will be created to showcase a broad spectrum of graduate students that will be posted on the TGS website as well as displayed on a laptop at recruiting events. Each slide will consist of a photo of the graduate student accompanied by the student’s “profile.” The first students to be interviewed and photographed are those who will be graduating in May. So far, four students have been interviewed and photographed, and work on the slideshow will continue through the summer and next semester. TGS will email the Graduate Council when the slideshow is ready to be viewed with the initial interviewees.

**Pilot program on degree progress report** – Kathy reported that The Graduate School has met with the Registrar’s Office regarding the possibility of a pilot program to develop usable Degree Progress Reports for graduate students on e-campus. Currently this functionality is disabled because the setup required is extensive and will vary among all graduate programs. The pilot work will begin this summer with the accounting and music graduate programs.

**Other updates** – Kathy Thompson thanked Elizabeth Ridley for her work with the Graduate Council this year. Elizabeth’s schedule next year is such that she won’t have the time to devote to a full graduate assistantship, so a new GA will be selected. The Council applauded Elizabeth for her work.

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**Remaining 2010-11 Meeting Dates:**
Friday, May 20, 2011 (Retreat) - Allegheny Room, Festival, 8:30 a.m. - 1:30 p.m.

The following course requests were approved by the Graduate Council:
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Level</th>
<th>Modify</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 455</td>
<td>Dual</td>
<td>Modify</td>
<td>PLANT PHYSIOLOGY</td>
<td>Function and structure of higher plants including water relations, mineral nutrition, transport phenomena, metabolism, growth and development, and selected topics in physiological ecology. Credit may not be earned in both BIO 455 and 555.</td>
</tr>
<tr>
<td>BIO 480</td>
<td>Dual</td>
<td>Modify</td>
<td>ADV MOLEC BIO</td>
<td>Cellular constituents and genetics are emphasized at the molecular level. Credit may not be earned in both BIO 480 and 580.</td>
</tr>
</tbody>
</table>

The following program change requests were approved by the Graduate Council:

1. MBA Program Change

2. Biology Program Change