**Graduate Council**

**Meeting Minutes**

*September 9, 2010 – Taylor 404*

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

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**Attendance –**

**Members present:** Katie Anderson, Dabney Bankert, Michael, Patcie Brevard, Bud Clarke, Harriet Cobb, Corinne Diop, Teresa Gonzalez, Ralph Grove, Patty Hale, Gregg Henriques, Gary Kirk, Reid Linn, A.J. Morey, Susan Murphy, Nancy Nichols, Cindy O’Donoghue, Holly Pence, Elizabeth Ridley, Jason Rosenhouse, Sherry Serdikoff, Kristi Shackelford, Leah Hill (for Mary Jean Speare), Renee Staton, Kathy Thompson, Jane Thall, Kent Todd, Patti Warner, Roshna Wunderlich, Mo Zarrugh, Tracie Zimmerman (for Pavel Zemliansky), and Rhonda Zingraff

**Programs not represented:** Assessment & Measurement, Business Administration, College Student Personnel Administration, Computer Science - IS, Exceptional Education, History, Libraries & Educational Technologies, Occupational Therapy, Physician Assistant Studies, and Political Science.

**Guests:** Adam Copeland and John Davies (Study Group), Lennis Echterling (PSYC-Ph.D. Counseling), Paula Polglase (Madison Magazine), and Wendy Kilby (International Graduate Student Admissions)

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**ANNOUNCEMENTS**

**Graduate Community Dinner:** Friday, September 10, 4:30 – 6:30 p.m. in the Festival Ballroom.

**Northern Shenandoah Valley Regional Graduate & Law School Fair:** Tuesday, September 28, 4:00-7:00 p.m. in the Festival Ballroom with approximately 90 institutions represented. TGS will pay for tables for those graduate programs wanting to attend. Programs should notify Laura Ryman (rymanle@jmu.edu) by September 17 to reserve a table.

All course/program requests to take effect summer or fall 2011 must be submitted by February 3. Catalog copy for each graduate program must be reviewed, revised, and submitted to Kristi Shackelford no later than February 28.

**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).

Paul Polglase invited program representatives to call her regarding events and happenings in graduate programs.

**Formation of new public affairs subcommittee**

Reid announced that he will establish a subcommittee to meet monthly with Paula Polglase from Madison magazine to discuss new developments in graduate programs or other newsworthy items. A Graduate Council representative from each college will be selected to serve on this subcommittee.

**Representatives to Graduate Council, CAP and Honor Council**

- Student representatives to Graduate Council: Katie Anderson and Elizabeth Ridley
- Graduate Council representative to C&I Chairs: Kathy Thompson
- Graduate Council representative to A-Team: Kathy Thompson
- CAP Graduate Council student representative: Elizabeth Ridley
- CAP Graduate Council faculty representatives: Nancy Nichols and Patty Hale
- Honor Council representative: Ralph Grove

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**REPORTS/DISCUSSION**

**Study Group Update** *(See attached presentation)*
Adam Copeland, the Center Director for Study Group, and John Davies, Academic Development Director, reported on the progress of Study Group since the program officially opened on campus August 2009. They gave an overview of Study Group and of the International Study Center (ISC), based in Memorial Hall, and the future plans for development of Study Group at JMU within graduate programs. The Pre-Masters Program (PMP) provides training in English language and academic study skills for academically qualified students. These students will meet all academic criteria with perhaps the exception of the GRE or other standardized test, and have been accepted conditionally, pending successful completion of their English language studies and submission of any other requirements. Last year there was one graduate student in the Pre-Masters Program who took graduate classes while participating in the program. Currently, there are two graduate students in the program. Study Group is proposing to also establish a Masters Qualifying Program (MQP) at JMU to broaden the pool of graduate students within Study Group. This program is designed for students who are not yet academically prepared for a graduate program in the U.S. and would include courses required to build up applicants’ existing qualifications while continuing with their English language studies. The goal is for at least an 80% progression rate into a graduate program for the MQP students. Council members were invited to contact Adam copelaal@jmu.edu or John (jdavies@studygroup.com) directly with questions.

Wendy Kilby from TGS reported on how Study Group applications are processed through The Graduate School (see attached handout). The admissions staff at TGS communicates with applicants via Study Group rather than directly with the applicants. Study Group student files are placed in the folder on the K-drive and will include a notation identifying them as Study Group applicants. An email will be sent to the program director when a Study Group file is ready for review. These files should be reviewed as soon as they are ready since admission decisions need to be made well in advance of the regular admit term; students need up to a year to complete their English language studies before beginning the actual graduate program. Questions or suggestions may be directed to Wendy at kilbywe@jmu.edu.

Student Forms - Lynette Bible reminded the Council that all forms are available on the TGS website: http://www.jmu.edu/grad/current_students/graduate_forms.shtml. Students should submit these forms typed, not handwritten.

SACS Requirements for Syllabi
Kristi Shackelford reminded the Council that The Southern Association of Colleges and Schools (SACS), JMU’s accrediting agency, has a number of requirements for instruction. One group of requirements focuses on the information students receive from their instructors through the syllabus. The requirements mandated by SACS state:

Students must be provided written information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed.  
(Statement 4.2.4, Criteria for Accreditation 29-30 (1998))

For graduate courses, two areas will be emphasized:

- Separate syllabi and requirements for dual-level courses (courses that are offered jointly at the graduate and undergraduate level must have syllabi that clearly articulate the difference in learning outcomes and assignments for different levels of students)

- Complete syllabi or plans of study for independent study, thesis, and dissertation courses

A sample syllabus is available at www.jmu.edu/curriculum/syllabus.shtml. Kristi Shackelford may be contacted (shackekl) with questions.

Updated Graduate Certificate Policy – Kristi Shackelford presented a revised policy (original policy dated October 2008). After some discussion about double-counting courses, it was decided that further revision/clarification is needed, and approval of the revision was tabled at this time.

Revised Graduate Faculty appointment process – Reid reported that Academic Council approved a revision of the procedure for the initial appointment of Graduate Faculty. New faculty or those assuming new responsibilities with regard to graduate education will complete the application, obtain the appropriate signatures, and send it along
with the vitae to The Graduate School. There will no longer be a requirement to post the application and vitae on the Curriculum Board for Graduate Council review and voting. All approvals will be at the college level.

**Academic Unit Head Signatures on Admission Approval forms and Thesis/Dissertation Approval Page** – Reid announced that the signature of the academic unit head will no longer be required on the admission approval form. There was discussion about whether the AUH signature should also be removed from the Thesis/Dissertation Approval Page. Reid asked Graduate Council members to discuss this with their academic unit heads and report any concerns about removing the signature.

**Call for Nominations for the VCGS Graduate Student Research Forum (Feb. 3, 2011)**

JMU will again have six student representatives at the Virginia Council of Graduate Schools Graduate Student Research Forum at the Library of Virginia on February 3. Please have your faculty consider those students in your program that will be finished, or nearly completed, with a research project that would represent JMU well at the forum. Please submit information on nominees to Reid by September 30. Reid will select the representatives in collaboration with deans from other state universities in a manner that will assure wide representation across many disciplines. Though nominees may be out-of-state students, you are encouraged to consider in-state students.

**VCGS Video Production** – Reid is working with former SMAD faculty member John Woody to produce a video profiling graduate student research across the Commonwealth. The video is to be shown at the Forum and linked on the VCGS website as well as each state university’s graduate school website. Separate 3-5 minute videos of a student representing each VCGS member institution will also be produced for the forum and each representative school.

**Format for Nominee Information - VCGS Graduate Student Research Forum**

<table>
<thead>
<tr>
<th>Area of Research:</th>
<th>Healthcare/Biomedical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Presentation:</td>
<td>Determination of Diagnostic Predictors of Heart Failure</td>
</tr>
<tr>
<td>Name:</td>
<td>Ima D. Sample</td>
</tr>
<tr>
<td>Major:</td>
<td>Integrated Science and Technology (M.S.I.S.A.T.)</td>
</tr>
<tr>
<td>Institution:</td>
<td>James Madison University</td>
</tr>
<tr>
<td>Undergraduate Institution:</td>
<td>Old Dominion University</td>
</tr>
<tr>
<td>Hometown:</td>
<td>Dumfries, Virginia</td>
</tr>
</tbody>
</table>

**Description of Research:**
The examination of the underlying behavior of Congestive Heart Failure (CHF) is an active area of medical investigation. Current research on diagnosis of heart disease and heart failure has centered on approximately 20 key variables measured by Doppler echocardiography. This research focuses on the left side of the heart because it experiences increased loads. Twenty key diagnostic variables were examined through the statistical technique of multivariate discriminant analysis in order to explain the variation within the four stages of CHF. Particular attention was placed upon CHF in patients with normal pumping capacity (ejection fraction) to see if the process of CHF is distinct in such subjects. By examining those variables with the highest explanatory value, it was observed that their characteristic patterns might explain the progress of CHF as a dynamic process despite the ejection fraction of the patients. A dynamic model of the progress of CHF is presented. The debilitating process is characterized with a possible explanation for the relevance of the identified key factors.
Policy Related to Institutional GAs – Reid reminded the Graduate Council that students will be awarded assistantships for a maximum of four academic semesters (exclusive of summer session) in most master's and educational specialist degree programs and a maximum of three years in the Master of Fine Arts and doctoral programs. Stipends for GAs remaining longer than this may be funded from unit budgets or grants.

Report on New Graduate Student Orientation August 23 – Reid reported that orientation went well and next year we may need to move to a bigger room, as approximately 150 new students attended this year.

GradSchools.com emails – request for information from prospective students – Kathy reported that the contract with GradSchool.com was not renewed because of increased costs. However, GradSchools.com may still continue to send requests for information from prospective students, but without all of the contact information. Cindy O’Donoghue will share a post card that she has created to send to prospective students identified from GradSchools.com (attached).

Graduate Fairs:
   TGS will attend the following graduate recruitment fairs:
   Monday, September 27 – VT - 11:30 a.m. – 3:30 p.m.
   Tuesday, September 28 – JMU – 4:00 – 7:00 p.m.
   Thursday, September 30 – VCU – 10:00 a.m. – 2:00 p.m.
   Wednesday, October 20 – Bucknell – 3:00 – 7:00 p.m.
   Thursday, October 21 - Penn State – 11:00 a.m. – 2:00 p.m.
   Thursday, October 28 – Hampton University – 10:00 a.m. – 3:00 p.m.

The following course requests were approved by the Graduate Council:
EXED 507 – New – ACCESS TO THE GENERAL CURRICLM
EXED 520 – Modify – DIFFERENTIATION OF INSTRUCTION
EXED 543 – Modify – ASSISTIVE TECHNOLOGY
EXED 610 – Modify – PRACTICUM IN SPED METHODS