



# Graduate Council Meeting Summary

April 14, 2022  
2:00 – 3:30 pm  
[Zoom](#)

## **I. Call to Order**

Dr. Michael Stoloff, Associate Dean, called the meeting to order at 2:00 p.m.

## **II. Approval of the Graduate Council Minutes from January 20, 2022\***

A motion was made by Dr. Andrea Knopp to approve the Graduate Council minutes from January 20, 2022, as dispensed. Dr. Brooks Hefner seconded the motion. The January 20, 2022, Graduate Council meeting minutes were unanimously approved.

## **III. Business Items**

### **A. Dean's Report**

One issue that has been at the forefront for Dean Thomas is advocating to hire all Graduate Assistants by qualifying them for in-state tuition. Dr. Thomas and other members of The Graduate School have met with Towana Moore and representatives from the Budget Office and Academic Resources to discuss the issue. They have another meeting scheduled to continue these conversations.

Dean Thomas has been advocating for additional graduate assistantships. There will not be any new lines available for next year. Hopefully, lines will come available in the coming years.

At this time, most programs are close to, or at, full-capacity. Without additional growth, new faculty lines designated to graduate teaching are not expected. A survey of Graduate Program Directors is currently collecting information about program growth potential.

The Dean would like to form an ad hoc committee to discuss graduate faculty load and strategies for graduate program growth. The ad hoc committee will be formed in September.

Members of the Graduate Council suggested that The Graduate School award scholarships to students who will complete Study Group's Intensive English Summer Program, as it is a valuable but expensive program. The Graduate School thought we had found the necessary funds for this initiative, but we learned that these funds cannot be used for that purpose. Unfortunately, TGS will not be able to give scholarships to students in the summer intensive English Program through the Student Group. TGS realizes that the cost of the program is an impediment for some students to take advantage of the Summer Intensive English Program.

## B. Curriculum Chair Report

The next meeting of the Curriculum Committee is scheduled for April 28. Prior to that meeting, an agenda will be shared with all members of the Graduate Council.

## C. Graduate Student Association Report

Last semester, the Graduate Student Association (GSA) gave remarks at the new student orientation, hosted a tailgate for the first football game of the season, provided an interview and resume workshop, participated in an intramural kickball team, and dispersed over \$2000 in grants for graduate students to pursue professional development opportunities.

During the first meeting of the spring semester, several international GSA members expressed concern regarding the lack of affordable housing available at JMU and in the surrounding community. In response to this concern, the GSA started a Facebook group to allow graduate students to find roommates and share housing opportunities with one another. The group already has over 50 members and they hope this will be a valuable resource for all JMU graduate students in the future.

In February, GSA hosted Dr. Deborwah Faulk to discuss her role as the Diversity, Equity, and Inclusion (DEI) junior faculty fellow for The Graduate School. Members were asked about their JMU experience and given the opportunity to share any concerns with her.

At the moment, the GSA is working to disperse another \$2000 in grants for graduate students to pursue professional development opportunities. GSA is also in the process of selecting both a graduate student and a faculty member to receive the GSA Impact Award at the Graduate Showcase. The GSA Impact Award is awarded to a faculty member and student who have positively impacted the JMU graduate community through their dedication, compassion, selfless efforts, and/or civic mindedness.

The GSA plans to conclude the semester on April 25<sup>th</sup> by hosting a workshop with Alyssa Hawley from the University Career Center. Alyssa will discuss salary negotiation and job search engines, per the request of many of our members. Pizza and soda will be provided to incentivize members to join us.

Lastly, GSA is in the process of recruiting new members for the GSA executive board for the 2022-2023 academic year. The GSA plans on meeting with 6 interested members of the GSA to discuss the roles and responsibilities of each of the executive positions. Both Ellen Jones and Erin Hennon have enjoyed our time as GSA executive board members and look forward to watching the organization continue to grow.

## D. THRIVE Report

On April 6, 2022, The Graduate School and Thrive held a Graduate School Forum for current undergraduate students at JMU. The event was designed to introduce students to the application process and expectations of graduate education in effort to uncover the “hidden curriculum.” This

was especially important for students of underrepresented and diverse backgrounds. Five current graduate students attended the event and served on a student panel to discuss their experiences as students. Speakers from Graduate Recruitment, Office of Financial Aid & Scholarships, and Off Campus Life were present for the event.

To wrap-up the semester, the plan is to hold drop-in hours on April 28, 2022. This space is intended to serve as a co-working space wherein students can simply join a place of community.

Moving forward, Dr. Faulk plans to continue to listen and hear from students in order to better improve graduate student success for all students.

Dr. Faulk is available to answer questions via email at [faulkdx@jmu.edu](mailto:faulkdx@jmu.edu)

#### **IV. Unfinished Business**

None.

#### **V. New Business**

##### **A. Graduate Program Director Position Description**

The Graduate Program Director is a very important position. The Graduate Director Orientation Handbook contains a long list of the position responsibilities. While the listing is comprehensive, it does not include information on many issues such as appointment, release time, remuneration or evaluation. TGS examined Graduate Program Director position descriptions from other universities. Thinking about JMU, “a one size fits all” approach will not work because these positions vary from program to program. As we prepared the draft position description for the Graduate Program Director that was distributed prior to the meeting, the Graduate Council Executive Committee and the Deans have provided input.

Members made several suggestions which were noted by Dr. Stoloff. Members were also asked to share the document with their Academic Unit Head, their colleagues and forward any input to the attention of Dr. Stoloff ([stolofml@jmu.edu](mailto:stolofml@jmu.edu)) by April 28.

##### **B. Positioning Statement**

The last publication of the Graduate View Book was prior to the pandemic. Programs and curriculum changes have been made since that publication necessitating an update of the Graduate View Book. The first step in updating this document was to create a “positioning statement” as an internal resource. JMU’s Office of Communication and Marketing worked with the Graduate Council Executive Committee to develop a new positioning statement that was distributed prior to this meeting.

Once finalized, the Positioning Statement will serve as a description of how graduate education at JMU fulfills the needs of those prospective students. It makes the case regarding how JMU provides exceptional graduate experiences. The positioning statement will help guide the messaging in the View Book and ensure consistent communication and it will be used for future marketing efforts.

Members were asked to review the draft and provide any feedback to Dr. Stoloff through email ([stolofml@jmu.edu](mailto:stolofml@jmu.edu)) by April 28.

## **VI. Announcements**

- A. The Showcase of Graduate Student Scholarship and Creative Activities is scheduled as a daylong event on Thursday, April 21, 2022, in the Hall of Presidents.

Research Presentations	8:30 a.m. – 12:15 p.m.
Poster Presentations	1:30 p.m. – 3:00 p.m.
Reception	5:00 p.m. – 8:00 p.m.
Awards	6:00 p.m.

- B. The Graduate School Commencement Ceremony is scheduled for Thursday, May 12, 4:00 p.m. in the Atlantic Union Bank Center. Mr. Arber Shehu, who earned a Master's Degree in Health Science in 2020, will be the commencement speaker for the Graduate School Ceremony.
- C. Graduate Council Retreat, May 20 (tentative).

## **VII. Conclusion**

With no further business, Dr. Brooks Hefner made a motion to adjourn the meeting. Dr. Orlandrew Danzell seconded the motion and members voted unanimously to end the Graduate Council Meeting at 3:13 p.m.

\*Votes are likely to be called for items marked with an asterisk.



## Graduate Council Voting Members

### Sign-in Sheet

April 14, 2022

2:00 - 3:30 pm

Zoom

Last Name	First Name	Academic Unit	Joined Zoom Meeting
Almjeld	Jennifer	Writing, Rhetoric, & Technical Communication (WRTC)	Yes
Akers	Jeremy	Health Professions	Yes
Bandalos	Deborah	Department of Graduate Psychology	Yes
Carr	Julie Wallace	Hart School	Yes
Coates	Tabitha	Learning, Technology, & Leadership Education	Yes
Dabback	William	Music	Yes
Danzell	Orlandrew	School of Integrated Sciences	Yes
Dillard	David	History	Yes
Dyche	Jeff	Psychology - Undergraduate	Yes
Hefner	Brooks	English	Yes
Heydari	Hossain	Computer Science	Yes
Hickerson	Corey	Communication & Advocacy	Yes
Imbrescia	Eric	Early, Elementary & Reading Education	
Knopp	Andrea	Nursing	Yes
Mayhew	Fred	Political Science	Yes
Nichols	Nancy	Accounting	
Nye	Susan	Kinesiology	Yes
Rout	Ayasakanta	Communication Sciences & Disorders (CSD)	Yes
Rutherford	Matthew	Business Administration	
Sloan	Margaret	School of Leadership	Yes



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Stevens	Alexis	Mathematics	Yes
Timler	Geralyn	Communications Sciences and Disorders	Yes
Wasta	Stephanie	Educational Foundations & Exceptionalities	Yes
Webb	Angela	Middle, Secondary and Mathematics Education	Yes
Wightman	Bill	School of Art & Design History	Yes
Wunderlich	Roshna	Biology	Yes
Jones	Ellen Marie	Graduate Student Association	
Curtis	Ramond	Graduate Student Association	



## Graduate Council Guests

### Sign-in Sheet

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#### The Graduate School Representatives Non-Voting Members

Full Name	Title	Joined Zoom Meeting
Linda Thomas	Dean	
Michael Stoloff	Associate Dean, Admissions and Recruitment	Yes
Laura Ryman	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	Yes
Bell	Pamela	Dean's Office, The Graduate School	
Bourne	Mary Lou	Research and Scholarship	
Davis	Marcus	Dean's Office, College of Science & Mathematics	
Doss	Cheryl	Dean's Office, The Graduate School	Yes
Faulk	Deborwah	Diversity, Equity and Inclusion Faculty Fellow, The Graduate School	Yes
Gallagher	Scott	Associate Dean, College of Business	



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Hajdasz	Lisa	Dean's Office, The Graduate School	
Holloway	Steven	Libraries & Educational Technologies	Yes
Kielty	Michelle	School Counseling Program	
Klein	Michael	Associate Professor, WRTC	
Lee	Hakseon	Diversity, Equity and Inclusion Faculty Fellow, The Graduate School	Yes
MacDonald	Sarah	Dean's Office, Professional & Continuing Education	
Maxwell	Paula	Vice Provost, Faculty & Curriculum	Yes
Michael	Lynette	Dean's Office, The Graduate School	Yes
Miller	Yvonne	Dean's Office, The Graduate School	
Shackelford	Kristi	Office of Vice Provost for Academic Development	
Stax Brown	Carol	Interim Director, Center for Global Engagement	Yes
Stevens	Wren	Interim Associate Dean, College of Visual & Performing Arts	
Tang	Jeff	Dean's Office, College of Integrated Science and Engineering	
Way	Henry	Interim Associate Dean, CISE, ISAT	
White	Sian	Associate Dean, College of Arts and Letters	Yes
Zugelder	Bryan	Associate Dean, College of Education	





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Program Directors			
Last Name	First Name	Academic Unit	Joined Zoom Meeting
Marcopulos	Bernice	Program Director, Psychological Sciences	
Stewart	Anne	Program Director, PSYC/Combined Clinical & School Psych	

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