



Graduate Council Meeting Summary

September 8, 2022

2:00 - 3:30 pm

Zoom

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 April 14, 2022*

A motion was made by Dr. Brooks Hefner to approve the Graduate Council minutes from April 14, 2022, as dispensed. Dr. Andrea Knopp seconded the motion. The April 14, 2022, Graduate Council meeting minutes were approved.

III. Business Items

A. Dean's Report

Felicia Singson, is the new Graduate Assistantship Coordinator for The Graduate School.

Kathryn Brown is leaving The Graduate School for another position on campus. The Graduate School will be moving forward to advertise the position of Degree Audit Specialist.

The graduate student accomplishments are on the Student Accomplishments page on The Graduate School's (TGS) website. The Graduate Council, as a president appointed committee, completes a report of the faculty accomplishments annually. This report can be found on the Graduate Council Teams channel. Please let TGS know if any corrections need to be made.

This year, Dr. Thomas will be implementing virtual office hours for students or faculty to meet with the dean. These meetings can be scheduled virtually. More information will be disseminated.

There is a list of volunteer committee positions for faculty to sign-up for on the Graduate Council Teams site. These volunteer positions include 3MT judges, Graduate Showcase judges, DEI efforts, R2/National University issues, Council on Academic Programs, Honor Council representative and a QEP representative. Members were asked to review these and to please sign up. If you need access to the Teams site, please reach out to Yvonne Miller, to be added.

B. Enrollment Report

The graduate enrollment for this year is slightly less and similar to enrollment in 2020. Last year, was a banner year for graduate enrollment, and it is anticipated that enrollment will again grow. Overall graduate enrollment is slightly down for 2022, but programs are operating at capacity. The Graduate School has been targeting marketing efforts to more to out-of-state students. This has resulted in a small improvement to our out-of-state enrollments.

C. Marketing Report

1. A new Graduate Viewbook is now available. It has QR codes throughout that will take a student to additional information.
2. Both the National Name Exchange and McNair Scholars Program target under-



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represented minority students. Using these two resources as part of an *Inclusive Excellent Initiative*, TGS plans to identify students who are interested in graduate programs that JMU offers, and those students will receive a copy of the Viewbook.

3. The Northern Shenandoah Valley Regional Graduate Fair will be held on September 20, at Hotel Madison.
4. JMU is taking advantage of the services offered through an international recruitment platform from EduCo. “Accelerate” is EduCo’s website name for recruiting. EduCo agents help international students find fitting programs and universities, complete the application and assist students in being admitted to universities. The Graduate School has listed 15 of our grad programs on the Accelerate website. The EduCo agent may be submitting the form on behalf of student. Our programs are free to accept or not accept, as with any other applicants. Academic Affairs pays a stipend to EduCo if we enroll the student. Cost comes from the university, not programs or The Graduate School.
5. Keystone international directory is frequent by international students. Seven programs were listed last year and some of the programs had an overwhelming response of international applicants primarily attributed to the being listed on this directory. This year 21 programs are listed on the directory. This does not cost programs anything to be listed as the cost is shared between several sources on campus. Programs do not have to do anything extra.
6. The Study Group provided two options (online and on-campus) during Summer 2022 for international students who need to improve their English-language proficiency before they will be ready to begin a JMU graduate program. While several students expressed interest in the program, none enrolled. The goal of each program is to help students improve reading, writing, listening and speaking skills in English, to become proficient enough to be successful graduate students. Please keep this program in-mind if you have a student who needs to strengthen their English skills.

D. QEP Report

The Early Student Success Program collects data regarding where students need additional support. This is a non-cognitive skills assessment which puts students in different categories, so the support that is needed can be identified. The pilot data looks useful. A copy can be provided if requested, but the data based on the pilot, will likely change as the questions will change. This is still in the design stage; therefore, how to compose and implement is still being determined. Dr. Corey Hickerson is the representative to the Early Student Success Program for Graduate Council.

E. Curriculum Chair Report

The curriculum committee has not yet met, but will meet for the first time at the end of the month. The schedule for completing proposals was suggested by the office of the Vice Provost of Faculty Affairs and Curriculum. The timeline for proposals was reviewed.



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Changes needing SCHEV approval include:

1. If it's a new degree or certificate program
2. If the name of the program will change
3. If a degree designation will change
4. If a program will be on HOLD or deleted
5. If the credit hours needed for degree completion will change.

F. Graduate Student Association Report

Brian Cooper and Sloan Lochnivar will be serving as the Graduate Student Association (GSA) representatives to Graduate Council this Year. Brian is the President of the Graduate Student Association (GSA) and gave the following report:

The GSA is working to appointment members to various councils and committees.

The GSA is planning events that will provide valuable experiences to graduate students. The GSA is focusing on promoting an interdisciplinary graduate community, and that will be done primarily by hosting social events and professional workshops.

GSA is trying to grow the membership this year in order to push their mission forward. GSA will also focus on finding and appointing members for next year, so that there is a smooth transition and an ability to get started very early next fall.

GSA is planning a football tailgate this fall.

GSA is also planning to offer several career building workshops like resume writing and interview preparation, financial literacy and retirement planning.

GSA is working to establish a committee that will be able to review, and approve or deny, grants for various professional developments opportunities.

GSA will be using a variety of media outlets (Instagram, Twitter and Facebook) in order to provide information on graduate student housing, Grad "N" Go and Campus Kitchen.

GSA will be assisting with the 3-minute thesis competition and the Impact Award Ceremony later this year.

G. Faculty Fellow Report

Dr. Deborwah Faulk the DEI Faculty Fellow for The Graduate School gave the following report:

The DEI Graduate Student Orientation and Welcome Reception is planned for September 15,



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6:00-8:00 p.m., in Madison Hall. There will be food and free headshots.

Graduate School 101 sessions will take place throughout the year, but these will be focused on different goals and information with each session. They will be taking place in Madison Hall, room 2001.

The new page related to Diversity Equity and Inclusion or “Diversity Excellence” has been implemented on The Graduate School website.

IV. Unfinished Business

There were no unfinished business items brought forth.

V. New Business

A. University Career Center (UCC) – Alyssa Hawley, CCSP, Career Advisor and Liaison

Alyssa Hawley is the Career Liaison to The Graduate School. The mission of the University Career Center is *to prepare and empower all students in every aspect of their career development*. Services that UCC can provide include: class presentations on career planning topics, assistance in developing career-related assignments, assist students in connecting their academic interests to career paths, and partner with departments to create customized career events. They would like to increase their graduate student patrons by 25%.

B. Approval of Executive Committee membership*

Membership of the Executive Committee consists of the Interim Dean of The Graduate School, who serves as chair, the Associate Dean, who serves as co-chair and one graduate faculty member representing each college. Members of the committee may be called on, in between full Council meetings and during the summer months, to provide advice to the Interim Dean and to aid in urgent decision-making when the full Graduate Council cannot be gathered. The Interim Dean and Associate Dean of The Graduate School serve as ex-officio, non-voting members.

For the Executive Committee, the Graduate Council must choose one representative for each college from among the members of next year’s Graduate Council.

The slate of officers for the 2022-2023 Executive Committee include:

Graduate Council Executive Committee:

Andrea Knopp	College of Health and Behavioral Studies
Hossain Heydari	College of Integrated Science and Engineering
Matthew Rutherford	College of Business
Jennifer Taylor	College of Arts and Letters



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Angela Webb	College of Education
Roshna Wunderlich	College of Science and Mathematics
Will Dabback	College of Visual and Performing Arts

Dr. Thomas entertained a motion to approve the Graduate Council Executive Committee members. The motion made by Dr. Stephanie Wasta and seconded by Dr. Rachelle Dorne. The slate of officers for the 2022-2023 Graduate Council Executive Committee was approved.

C. Approval of Graduate Council Curriculum Committee membership*

The Curriculum Committee is responsible for making all curriculum decisions on behalf of the Graduate Council. This committee is composed of one graduate faculty member representing each college, one at-large graduate faculty member representing all doctoral programs and one at-large graduate faculty member representing all master's programs. Curriculum Committee members can, but are not required to be members of the Graduate Council.

For the Graduate Council Curriculum Committee, the Graduate Council must choose one representative for each college from among the Graduate Faculty of each college. Members do not have to be Graduate Council members or Program Directors, but these individuals are eligible for this committee. In addition, the Graduate Council must choose one at-large graduate faculty member to represent all master's programs and another who will represent all doctoral programs.

This committee meets as necessary no more than monthly, on Thursdays 2:00-3:00 PM.

The slate of officers for the 2022-2023 Curriculum Committee include:

Graduate Council Curriculum Committee:

Jennifer Almjeld	College of Arts and Letters
Andrea Knopp	College of Health and Behavioral Studies
Mohamed Aboutabl	College of Integrated Science and Engineering
Nicole Wright	College of Business
Eric Carbaugh	College of Education
Janet Daniel	College of Science and Mathematics
Bryce Hayes	College of Visual and Performing Arts
Christine Argenbright	Doctoral Programs
Dana Haraway	Master's Programs

Dr. Thomas entertained a motion to approve the listing of GCCC members for the 2022-2023 academic year. The motion was made by Brooks Hefner and seconded by Rachelle Dorne. The slate of officers for the 2022-2023 Graduate Council Curriculum Committee was approved.



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D. CAP Members*

This university committee serves as the final faculty and administrative body to review and recommend to the president and board of visitor's curricular matters related to the entire university (e.g., degree requirements; major changes within the general education program; and the addition, deletion and significant modifications of all programs). CAP meets once a month. The Graduate Council needs to identify two faculty members to serve on CAP. Graduate Faculty interested in serving on CAP may sign-up on the Graduate Council Group within Microsoft Teams.

E. Honor Council Representative*

One volunteer is needed to be a representative from graduate faculty on the Honor Council. Having a graduate faculty representative on this committee helps to ensure the understanding of the consequences to a "graduate" student, in the rare event that there would be a graduate student reviewed. Dr. Drew Danzell volunteered to serve.

F. QEP Representative*

Dr. Corey Hickerson volunteered to continue serving as the Graduate Council representative to the Quality Enhancement Plan (QEP).

G. Early Appointment of GA's

International students who cannot afford graduate education without a graduate assistantship, need to be sure they have an assistantship prior to applying for a visa. They need the assistantship to fill out their financial declaration for the visa. Many students do not obtain their Visa in time to start the program, so they have to defer. Programs/departments need to be informed that these assistantship offers should go out to the prospective students as early as possible.

Discussion ensued about the problems experienced by international students to obtain a visa after receiving a graduate assistantship offer. Dr. Thomas is willing to help students get an immigration appointment by writing a letter on their behalf. Her letter would explain that their assistantship was in jeopardy if they did not get the necessary visa appointment. The student can then present the letter to their embassy in hopes of getting a timely appointment for their visa.

It was mentioned that the cost of the international students from a program standpoint comes into play as well. It can take the programs longer to determine the available funds to accommodate these students. If the international students could be charged as in-state, this would eliminate the issue of cost concerns from the program's standpoint.

The Graduate School will make every effort to inform hiring departments of time constraints, especially those outside of Academic Affairs, encourage departments to advertise assistantships



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and make offers by April 15. The Graduate School has put forth requests for an additional Graduate School Recruiter. These are on-going conversations.

VI. Announcements

The Graduate Program, Director Assembly meeting, will be held on Thursday, October 20, 2022, through Zoom.

The next Graduate Council meeting is scheduled for November 10, 2022, through Zoom.

VII. Conclusion

With no further business, Dr. Renee Staton motioned to adjourn. Dr. Andrea Knopp seconded the motion and members voted unanimously to end the Graduate Council Meeting at 3:35 pm.

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



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Graduate Council Voting Members			
Last Name	First Name	Academic Unit	Joined Zoom Meeting
Almjeld	Jennifer	Writing, Rhetoric, & Technical Communication (WRTC)	Yes
Coates	Tabitha	Learning, Technology, & Leadership Education	Yes
Dabback	William	Music	Yes
Danzell	Orlandrew	School of Integrated Sciences	Yes
Diop	Corinne	College of Visual and Performing Arts	Yes
Dorne	Rachelle	Health Professions	Yes
Dyche	Jeff	Psychology	Yes
Gabbin	Alexander	Accounting	Yes
Hardwick	Kevin	History	Yes
Hefner	Brooks	English	Yes
Heydari	Hossain	Computer Science	Yes
Hickerson	Corey	Communication & Advocacy	Yes
Imbrescia	Eric	Early, Elementary & Reading Education	No
Knopp	Andrea	Nursing	Yes
Luden	Nick	Kinesiology	Yes
Piker	Erin	Communication Sciences & Disorders (CSD)	Yes
Rutherford	Matthew	Business Administration	No
Sloan	Lochnivar	Graduate Student Association	Yes
Sloan	Margaret	School of Strategic Leadership	Yes



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Staton	Renee	Department of Graduate Psychology	Yes
Stevens	Alexis	Mathematics	No
Sloan	Margaret	School of Leadership	Yes
Taylor	Jennifer	Political Science	Yes
Wallace-Carr	Julie	Sport & Rec Leadership	Yes
Wasta	Stephanie	Educational Foundations & Exceptionalities	Yes
Webb	Angela	Middle, Secondary and Mathematics Education	Yes
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	Yes
Apple	Kevin	Associate Dean, College of Sciences & Mathematics	Yes
Bell	Pamela	Dean's Office, The Graduate School	Yes
Brown	Kathryn	Degree Audit Specialist	Yes
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	Yes
Hajdasz	Lisa	Dean's Office, The Graduate School Finance and Data Manager	Yes
Hawley	Allyssa	University Career Center Advisor	Yes
Hegg	Kevin	Libraries	Yes
MacDonald	Sarah	PCE	Yes
Malburne-Wade	Meredith	Honors College	Yes
Maxwell	Paula	Faculty and Curriculum	Yes
Michael	Lynette	Dean's Office, The Graduate School Director of Admissions	Yes
Stax Brown	Carol	CGE	Yes
Stewart	Anne	Graduate Psychology	Yes
Wightman	William	Art Education	Yes