



Graduate Council Meeting Summary

September 9, 2021

2:00 – 3:30 pm

Zoom

I. Welcome

Dr. Linda Thomas, Dean, called the meeting to order. Members were informed that the meeting was being recorded to better aid in capturing the meeting minutes.

II. Approval of Minutes

The April 8, 2021, Graduate Council meeting minutes were unanimously approved.

III. Brief Items

A. Introductions and welcome

All attendees were called upon to introduce themselves, provided their titles and indicate whether they were a voting or nonvoting member to Graduate Council.

B. New Era for Graduate Education at JMU

Dr. Thomas recognized the efforts of former Interim Dean Mr. John Burgess and Associate Dean Dr. Michael Stoloff in moving both The Graduate School (TGS) and the graduate housing initiative forward. Currently, Dr. Thomas is leading TGS in developing a Strategic Compass with the first order of business being to “right-size” TGS.

C. Volunteers needed to serve as judges and panelists

Each year, The Graduate School presents numerous awards to graduate students such as the: Three-Minute Thesis competition, the Graduate Showcase, travel grants and the Global Opportunities Scholarship Grants. Volunteers are needed to serve as judges and panelists. If you are interested in serving in this type of capacity, please contact Interim Assistant Dean and Director, Graduate Student Services Laura Ryman (rymanle@jmu.edu). She will also send out a call for service using the Graduate Faculty list serve within the next week.

D. GSA Introduction & Message

Ms. Ellen Jones and Mr. Ramond Curtis will be serving as the Graduate Student Association (GSA) representatives to Graduate Council this year. Ms. Ellen Jones, Vice President, was present to share about the GSA. Ms. Erin Hernon is the President this year of the GSA.

The GSA held their first meeting this year on Thursday, September 2, and the event was well attended. Participants completed a survey about the type of activities they would like to see GSA offer. There was an overwhelming response requesting professional development opportunities be offered to graduate students.

The GSA also hopes to offer social events as well. The GSA is developing a calendar of events, which will be shared with members of the Graduate Council. New this year, graduate students can now access Madison Hall after hours by filling out a form and submitting it to TGS.

E. Travel Grants

The Office of Research and Scholarship, under the direction of Vice President Dr. Anthony Tongen, has agreed to take over the travel grant process. Research and Scholarship has secured some additional funding for travel grants. Research and Scholarship has asked to observe the process for first round of travel grants before officially taking them over.

The Travel Grant application deadlines are: September 30, 2021, January 15, 2022, and March 31, 2022. Additional information about travel grants can be found on TGS's website. An email will be sent to all students with dates and reminders related to the travel grants. Eligible applicants must be an active graduate student and who are presenting or facilitating at a scholarly event.

F. Curriculum Revision Deadlines and 5th Year Programs

Curriculum Revision Deadlines - The university schedule for the fall is entered during the spring semester and students register during spring semester for those courses. The process for getting any course revisions completed is a fairly long process. The curriculum revision process was explained.

The first step in the process, is that course changes are entered in Curriculog, and the changes get approved at the department level. Changes move up the chain for approval at the college level, sometimes by a committee, before going before the Dean for approval. Even after being approved by the Dean, the changes go before the Graduate Council Curriculum Committee, and then goes for a waiting period. Some changes require the approval of CAP (Committee on Academic Programs). At this point, the changes are considered by the Vice Provost Office and may require further conversations before receiving final approval. All this takes place before the Registrar's Office enters the changes into the scheduling system.

Since the schedule has to be entered during the spring semester, it is very important to get started on any curriculum changes for fall very quickly. Programs are encouraged to enter their curriculum changes into Curriculog as soon as possible in order to get the process going. The timeline is tight. The proposals are due November 1. The Deans need to have them approved by December 15, in order for them to be done by the university in time to be entered into the scheduling system. If you have questions about the process, please contact Dr. Michael Stoloff (stolofml@jmu.edu) and Dr. Paula Maxwell (maxwelpj@jmu.edu).

When entering curriculum changes into Curriculog, make sure the objectives and outlines for those courses are accurate and up-to-date.

5th Year Programs - The Graduate School would like to see more fifth year programs offered. The fifth-year programs are ones where the students are undergraduate students here and then they begin their graduate experience while they are still an undergraduate student. They then move to the graduate level in a program that is shorter than it would normally be had they just started their graduate program after they completed their undergraduate degree.

JMU is a little behind other Virginia institutions in offering fifth-year programs. Many institutions have instituted policies that facilitate fifth-year programs. The policies that are in place allow for undergrad students to take graduate courses, at least to a limited extent, that count toward both their undergraduate degree and toward their future graduate degree. Other institutions also have favorable tuition policies that allows students to take as a fulltime undergraduate some graduate courses without paying anything extra for those graduate courses. As a fulltime undergraduate student, they pay full tuition and can take a certain number of credits. If some of those credits are required for their undergraduate program they can take at undergraduate tuition. This is something that JMU does not offer. Instead at JMU, students enrolled in a graduate course pay graduate fees.

Dr. Stoloff and Dr. Maxwell have been working on creating some policies that would allow more fifth-year programs to progress. Any department that would like to develop a fifth-year program and they have some idea what a fifth-year program would like, Dr. Stoloff and Dr. Maxwell would like to see an outline of over-lap semesters when a student is enrolled in both undergraduate and graduate courses. Having this sort of information to review would help in the development of policies that would facilitate the creation of more fifth-year programs.

Policies need to be in place for undergrads to take grad courses both toward their undergrad degree and their grad degree. It would be nice to have policies that would allow faculty to be able to do what they wish verses having faculty trying to make programs fit within the policies. We need to be more creative in our offerings and creating fifth-year programs is one possibility.

Discussion ensued. Those with more questions on fifth-year program development or wish for some assistance in creating program proposals, may contact either Dr. Stoloff or Dr. Maxwell.

IV. Discussion Items

A. 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 2021-2022 Executive Committee include:

Dr. Jen Almjeld	College of Arts and Letters
Dr. Matthew Rutherford	College of Business
Dr. Angela Webb	College of Education
Dr. Jeremy Akers	College of Health and Behavioral Studies
Dr. Orlandrew Danzell	College of Integrated Science and Engineering
Dr. Roshna Wunderlich	College of Science and Mathematics
Dr. Will Dabback	College of Visual and Performing Arts

The slate of officers for the 2021-2022 Graduate Council Executive Committee were approved through electronic voting.

B. 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 2021-2022 Curriculum Committee include:

Dr. Corey Hickerson	College of Arts and Letters
Dr. Nancy Nichols	College of Business
Dr. Eric Carbaugh	College of Education
Dr. Andrea Knopp	College of Health and Behavioral Studies
Dr. Hossain Heydari	College of Integrated Science and Engineering
Dr. Janet Daniel	College of Science and Mathematics
Dr. William “Bryce” Hayes	College of Visual and Performing Arts

The slate of officers for the 2021-2022 Graduate Council Curriculum Committee were approved through electronic voting.

The floor was opened for nominations for the at-large Master’s Program representative and the at-large Doctoral Programs representative to the Graduate Council Curriculum Committee. The following nominations were made. The nominees will be contacted about their willingness to serve and their availability following the meeting.

Dr. Christine Argenbright	Doctoral Programs At-Large Representative
Dr. Stephanie Wasta	Master’s Program At-Large Representative
Dr. Dana Haraway	Master’s Program At-Large Representative

C. Committee on Academic Programs (CAP) Members*

The Committee on Academic Programs 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 General Education Program; and the, deletion and significant modifications of all programs). This committee meets as necessary no more than monthly, on Mondays 1:15-2:15 p.m. Graduate Council needs two representatives.

The floor was opened for nominations for two Graduate Council representative to the Committee on Academic Programs.

Dr. Deborah Bandalos volunteered to serve as one of the Graduate Council representatives.

A second representative is still needed, and there will be a follow-up email sent out to solicit a volunteer.

D. Honor Council Advisory Board Representative*

A university committee, the Honor Council Advisory Board, is charged with ensuring that the code is properly implemented and maintained. All changes to the Honor Code are made through this body. They exercise various responsibilities in connection with the operation of the university's honor system. It is comprised of the following members: the Honor Council coordinator, president, vice president and investigators; the Provost (or their designee); and one instructor of record from each college appointed by the dean of each college.

Dr. Nancy Nichols has severed the last several years and volunteered to serve as the graduate faculty representative to the Honor Council Advisory Board.

E. New Certificate Program Policy*

The Graduate Certificate Programs, Policy Number 2020, was revised in December 2019, and again with very minor changes in July 2020. While the Graduate Council Executive Committee approved the Graduate Certificate Programs Policy, it was never brought before the Graduate Council for an official vote.

There was a brief discussion for the clarification of credit limit in the policy. The policy defines the credit limit as 12-24 credits.

Upon motion by Dr. Corey Hickerson, seconded by Dr. Andrea Knopp, the Graduate Certificate Programs, Policy 2020, was approved.

F. Two new English-Proficiency Tests*

International students who completed their undergraduate degrees outside of the US, must present evidence of English proficiency. The ability to communicate proficiently in the English language is important to a student's participation and success in the graduate program.

Currently TGS accepts TOEFL iBT (total score of 80 or higher) and IELTS (overall score of 6.5 or higher). Individual programs may expect higher levels of English proficiency with these tests. Students may also complete an English language preparation program. Another option available to TGS students, is to request an exception for extraordinary circumstances (example: has been working in a professional role in the US for many years). The Graduate School is fielding questions about considering additional testing options and those options are:

1. TOEFL Essentials (proposed JMU minimum score 80)
2. Duolingo (proposed JMU minimum score 105)

A motion was made by Dr. Andrea Knopp to table the matter for now, and properly second by Dr. Stephanie Wasta. The motion carried.

G. DEI Graduate Faculty Fellow

The Graduate School is seeking a Faculty Fellow who will lead the creation, coordination and implementation of James Madison University's campus-wide Diversity, Equity and Inclusion portfolio for graduate education. This is initially a one-year appointment, with an opportunity for renewal for up to two additional terms. Responsibilities include: leading strategic planning for DEI in TGS; supervising TGS's Thrive Initiatives; attending DEI Director meetings as TGS's representative; promoting the new "National Name Exchange" initiative; and leading the development and implementation of programs that enhance DEI sensitivity and antiracist behavior among faculty, staff and students. Additional activities may include: conducting and publish research on graduate school DEI issues; and seek external funding for diversity, equity and inclusion initiatives.

Interested applicants need to apply by September 30, by sending their materials to the attention of Yvonne Miller (millerys@jmu.edu).

V. New Business

There were no new business matters brought forth.

VI. Announcements

The Graduate Fair will be held on Tuesday, September 28, at Hotel Madison.

James Madison University is now a national member of the National Name Exchange, which is a consortium of 56 universities. The National Name Exchange collects and exchanges names of students with a 3.0 who are considered minorities from underrepresented ethnic backgrounds. Eligible students register voluntarily to participate. JMU's membership ensures that as a participating university these qualified students are identified as potential recruitments into graduate programs. TGS has moved forward to contact these students.

The Graduate Program Director Luncheon Training date has been changed to October 29, 12:00-3:00, lunch will be provided in the Ballroom of Festival.

VII. Conclusion

Dean Thomas thanked members for their participation in the meeting. With no further business, the Graduate Council Meeting ended at 3:30 p.m.



Graduate Council Voting Members

Sign-in Sheet

September 9, 2021

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	Ben	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	
Hickerson	Corey	Communication & Advocacy	Yes
Imbrescia	Eric	Early, Elementary & Reading Education	Yes
Knopp	Andrea	Nursing	Yes
Mayhew	Fred	Political Science	Yes
Nichols	Nancy	Accounting	Yes
Nye Nick	Susan Luden	Kinesiology	Yes (Dr. Luden substituted in Dr. Nye's absence for 9/9/21)
Rout	Ayasakanta	Communication Sciences & Disorders (CSD)	
Rutherford	Matthew	Business Administration	
Sloan	Margaret	School of Leadership	Yes



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Stevens	Alexis	Mathematics	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	Yes
Curtis	Ramond	Graduate Student Association	



Graduate Council Guests

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The Graduate School Representatives Non-Voting Members		
Full Name	Title	Joined Zoom Meeting
Linda Thomas	Dean	Yes
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	Yes
Apple	Kevin	Associate Dean, College of Sciences & Mathematics	Yes
Arndt	Chris	Dean's Office, College of Arts and Letters	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
Gallagher	Scott	Associate Dean, College of Business	



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Last Name	First Name	Academic Unit	Joined Zoom Meeting
Hajdasz	Lisa	Dean's Office, The Graduate School	Yes
Holloway	Steven	Libraries & Educational Technologies	Yes
Kiely	Michelle	School Counseling Program	
Klein	Michael	Associate Professor, WRTC	
MacDonald	Sarah	Dean's Office, Professional & Continuing Education	Yes
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	Yes
Stevens	Wren	Interim Associate Dean, College of Visual & Performing Arts	
Tang	Jeff	Dean's Office, College of Integrated Science and Engineering	
Wang	Felix	Center for Global Engagement, International Programs	
Way	Henry	Interim Associate Dean, CISE, ISAT	
Zugelder	Bryan	Associate Dean, College of Education	