



Graduate Council Meeting Summary

September 10, 2020

2:00 – 3:30 pm

[Zoom](#)

I. Approval of Minutes

The May 15, 2020, Graduate Council Retreat meeting minutes were unanimously approved via a voice vote.

II. Brief Items

1. Introductions and Welcome

Dean Burgess greeted participants and introduced Associate Dean Dr. Michael Stoloff, who described his role and responsibilities with the Graduate School (TGS).

2. Approval of Executive Committee and Graduate Council Curriculum Committee Membership for 2020-2021

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.

There was no discussion. Upon motion by Dr. Debbie Bandalos, seconded by Dr. Bill VanNorman, it was decided by unanimous vote that the members for the 2020-2021 Executive Committee would be as follows:

Dr. Corey Hickerson - College of Arts and Letters
Dr. Jeff Dyche - College of Health and Behavioral Studies
Dr. Hossain Heydari - College of Integrated Science and Engineering
Dr. Matthew Rutherford - College of Business
Dr. Stephanie Wasta, Dr. Angela Webb - College of Education
Dr. Roshna Wunderlich – College of Science and Mathematics
Dr. William “Bill” Wightman – College of Visual and Performing Arts

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.

There was no discussion. Upon motion by Dr. Debbie Bandalos, seconded by Dr. Bill Wightman, it was decided by unanimous vote that the members for the 2020-2021 Graduate Council Curriculum Committee would be as follows:

Dr. Corey Hickerson - College of Arts and Letters
Dr. Rachele Dorne – College of Health and Behavioral Studies
Dr. Brett Tjaden – College of Integrated Science and Engineering
Dr. Nancy Nichols – College of Business
Dr. Eric Carbaugh – College of Education
Dr. Janet Daniel – College of Science and Mathematics
Ms. Lisa Tubach – College of Visual and Performing Arts
Dr. Jeanne Horst – Doctoral Programs
Dr. Dana Haraway – Master's Programs

3. Development of “Graduate Navigator” website

The Graduate School is now working with Communication and Marketing to create a “Graduate Navigator,” a virtual view book for graduate opportunities available at JMU. The template for this website is based on the virtual CHOICES website created last year for undergraduate admissions. The Graduate Explorer will include substantial information about our graduate programs, campus and region. The Graduate Navigator will be designed for prospective students, and especially for students who live far from Harrisonburg to explore the wonderful graduate opportunities that are available here, without needing to visit campus. This is especially important during the 2020-21 academic year when travel is so difficult and we are all socially distancing.

Program Directors have been asked to record very brief video presentations about each of their graduate programs and to develop a list of Frequently Asked Questions (FAQs). Videos are scheduled to be recorded next week (September 14-18). The hope is to have the landing navigator page ready to roll-out the middle of October.

4. Enrollment Status

Last year, The Graduate School had the strongest enrollment in our history. Right now, there are only six students less enrolled than last year. There have been several deferrals due to COVID-19, so we would have had record enrollment this year were it not for the pandemic. There is an increase in the enrollment of international students and in-state students. Enrollment declined slightly for out-of-state domestic students.

5. Graduate Student Association

Ms. Sarah Gully, a Sports and Recreation student, and the Vice President of the Graduate Student Association (GSA) joined the meeting. The GSA has already held their first meeting this year. This year, the GSA plans to build a strong community for graduate students to

ensure that they are well-supported for success in their programs. GSA always wants student to have the necessary resources to network confidently in their careers. GSA plans to use social and practical-themed events, aimed to support students as they navigate graduate school. They will be conducting a survey to see what kinds of activities graduate students would like to participate in, taking into account the need for social distancing.

6. THRIVE

Ms. Briana Gaines, a doctoral student, shared information about the THRIVE program. Ms. Gaines serves as the Coordinator of THRIVE. The goal of THRIVE is to provide an inclusive community, and a safe space, for minority students who often feel invalidated and overlooked. The hope is to provide a sense of belonging to students who feel siloed within their programs. THRIVE is led by graduate students who work to ensure that minority students are growing both academically and personally. Support is provided through mentorship, student run affinity groups, workshops, speaker series and other culturally relevant programming.

Currently, THRIVE is looking for individuals to join their Student Advisory Board. The board will work closely with the coordinator of THRIVE to leader the organization and the Graduate School. Ms. Gaines will prepare an email with additional details and send to Graduate Council and Program Directors. Program Directors and Graduate Council members are asked to help recruit Advisory Board members and encourage students to participate in THRIVE activities.

In addition to serving as the Coordinator for THIRVE, Briana is also serving on a university-level committee that is focusing on diversity and inclusion, a continuing priority for the university.

7. Preparing Future Faculty (PFF) Program

Dr. David Owusu-Ansah is interested in partnering with diverse and under-represented students who are enrolled in JMU doctoral programs who are interested in careers in the academy. The PFF program would mentor and support these students. Graduate Council members were asked to forward names of doctoral students who would be interested in participating.

8. Graduate Catalog

The Graduate Council Executive Committee worked diligently last year to update the Graduate School's Policies and Procedures manual, which are now being incorporated into the Graduate Catalog. In addition, a comprehensive review of the graduate catalog is underway. Members are asked to please review their section of the Graduate Catalog for accuracy and report any issues to Paula Maxwell.

III. Discussion Items

1. R2 and Peer Institutions

Dr. Anthony Tongen, Vice Provost, Office of Research, Scholarship, and Creative Endeavors and Mr. John Burgess have been listed as the champions for one of the President's Key Goals. They have been assigned to provide recommendations to the University for achieving and maintaining a Carnegie Classification as a Doctoral University: High Research Activity (R2). They are analyzing R2 institutions to establish new peer institutions, and are preparing recommendations for helping to achieve a competitive national ranking through U.S. News and World Report.

2. Applications for correct programs (Dr. Michael Stoloff and Lynette Michael)

When reviewing applications for your programs, please make sure that the student is being admitted to the program and concentration that is appropriate for that student. Once a student is admitted, there is a long chain of events that must happen to change a student to a different program that becomes quite cumbersome after they have been matriculated into the university.

3. Program interest in expanding online program presence and online degree tracks

Last semester, an Online Program Advisory Group was convened to share knowledge and expertise regarding effective online graduate programs. This expertise can help us expand the number of programs that are offered online. The members of this group represented programs that have been quite successful with online delivery. The information collected in these meetings would be quite helpful for any program giving consideration to transitioning to having more online presence. Programs that wish to transition to having a greater online presence should contact Mr. John Burgess or Dr. Michael Stoloff.

4. Out-of-State Tuition Models

One of the biggest initiative this year for TGS is to help the university develop competitive out-of-state tuition models. Preliminary conversations have been held about JMU offering competitive out-of-state tuition models for graduate education. Dr. Stoloff has been busy collecting data that will soon be presented to Academic Affairs.

5. Operating programs with COVID-19 constraints and other concerns

At this point in the meeting, the focus turned to an open conversation about operating programs with COVID-19 constraints and related concerns. Conversations and questions/answers included the following:

- The enrollment census date for the university has been moved back to October 10.
- The Dean has continued to advocate for assistantships by making sure that everyone understands how important graduate assistants are for programs.
- Temporary Graduate School polices were developed in response to the COVID-19 crisis that applied for spring and summer semesters. Some of those polices have carried over into fall. Information on the temporary polices can be found at:
<https://www.jmu.edu/grad/temporary-graduate-school-policies.shtml>

- Note that there is no GRAD 597 this semester. There will be no enforcement of Continuous Enrollment during fall 2020. Students will not be discontinued if they are not enrolled in any courses. There is no need to request an exception.
- Members will be contacted for input from their programs about grading options, so please watch for that email.
- Q – Given the university’s current budget status, there is a potential for some courses to not be offered. If courses are not offered this may affect a Graduate Assistant’s ability to carry a nine hour load as required of their assistantship. If this were to happen, would exceptions be made?
A - Yes, exceptions can be made.
- The university will make every effort to protect the anticipated Carnegie reclassification of the university from a comprehensive university to a research-2 institution.. This includes prioritizing and protecting doctoral programs.
- Q – At this time, it was uncertain whether the university would resume classes in October. Should the university resume classes, there is always the possibility of having to return to a virtual environment later in the school year. If so, will graduate programs have the autonomy to do what is best for their program?
A – The Graduate School has advocated for flexibility in determining what is best for each program. Members were asked to bring such matters to the attention of TGS who will serve as advocate for what’s best for each program.
- The Provost will be joining the October 8, Program Director Assembly Meeting, in a town hall format. The conversations will focus on advancing graduate programs at JMU.
- Q – How accessible are adjunct faculty member course evaluations in different programs? Information contained in these evaluations would be quite helpful to Program Directors in knowing whether an adjunct is being successful in their teaching. It could actually be that with a little mentorship, the adjunct would improve. Without having informaton on an adjunct’s performance, a program doesn’t know how to gauge a faculty member’s teaching effectiveness. Are there policies in the Faculty Handbook that prevent or would allow access to information collected in course evaluations for adjuncts?
A – Members responded that adjunct course evaluations are not shared. Nursing uses a second survey through the BLUE system to collect information from the students pertinent to the performance of their adjunct instructors. Discussion ensued about how helpful it would be if they had information on the performance of adjunct instructors. This would would be especially helpful for mentoring the adjunct, encouraging course improvement, and for accreditation. This is an important issue to discuss because Program Directors are also responsible for strategic planning for their programs and developing their faculty relative to the curriculum and program needs. This matter will be further discussed by Executive Council and possibly taken to A-Team.

- During every Graduate Council meeting, an Open Discussion will be held. Members were encouraged to forward any question that they have for Open Discussion to be placed on the meeting agenda.

6. Travel Grants

The deadline for students submitting a travel grant has been moved from September 15, to September 30. An additional classification has been added this year for any student presenting at an online/virtual conference. If the department is not covering the student's online registration fee, then a student may apply for a Travel Grant under this new classification.

7. Calendar

The 2020-2021 Graduate Council Meeting Schedule At-a-Glance was shared with members through email.

Other important graduate related dates were listed at the bottom of the meeting agenda for today. Some of the events listed on the calendar may change depending on the developments with the pandemic.

The Three-Minute Thesis Competition will be held this year.

IV. Conclusion

Interim Dean Burgess thanked members for their participation in the meeting. With no further business, the Graduate Council Meeting ended at 3:15 p.m.



Graduate Council Meeting
Voting Members
Sign-in Sheet
 September 10, 2020
 2:00 - 3:30 pm
 WebEx

Last Name	First Name	Academic Unit	Joined WebEx Meeting
Almjeld	Jennifer	Writing, Rhetoric, & Technical Communication (WRTC)	Yes
Bandalos	Deborah	Psychology - Graduate	Yes
Brantmeier	Noorie	Learning, Technology, & Leadership Education	Yes
Carr	Ben and Julie	Hart School	Yes & Yes
Dabback	William	Music	Yes
Dorne	Rachelle	Occupational Therapy	Yes
Dyche	Jeff	Psychology	Yes
Hefner	Brooks	English	Yes
Heydari	Hossain	Computer Science	
Hickerson	Corey	Communication & Advocacy	Yes
Knopp	Andrea	Nursing	Yes
Mayhew	Fred	Political Science	Yes
McCartney	Holly	Early, Elementary & Reading Education	Yes
Nichols	Nancy	Accounting	Yes
Nye	Susan	Kinesiology	Yes
Rout	Ayasakanta	Communication Sciences & Disorders (CSD)	Yes
Rutherford	Matthew	Business Administration	

Sloan	Margaret	School of Leadership	Yes
Stevens	Alexis	Mathematics	Yes
Van Norman	William (Bill)	History	Yes



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Last Name	First Name	Academic Unit	Signature
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



Graduate Council Meeting

Guests

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The Graduate School Representatives Non-Voting Members		
Full Name	Title	Joined WebEx Meeting
John Burgess	Interim 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 WebEx 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
Atkins	Karris	Dean's Office, The Graduate School	
Bell	Pamela	Dean's Office, The Graduate School	Yes
Bourne	Mary Lou	Research and Scholarship	
Davis	Marcus	Dean's Office, College of Science & Mathematics	Yes
Doss	Cheryl	Dean's Office, The Graduate School	
Escalona Berbetty	Boris	Dean's Office, The Graduate School	Yes
Gaines	Briana	Coordinator, THRIVE, Dean's Office, The Graduate School	Yes
Gallagher	Scott	Associate Dean, College of Business	
Gully	Sarah	Graduate Student Association, Vice President	Yes



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Last Name	First Name	Academic Unit	Joined WebEx Meeting
Holloway	Steven	Libraries & Educational Technologies	
Kiely	Michelle	School Counseling Program	
Klein	Michael	Associate Professor, WRTC	Yes
MacDonald	Sarah	Dean's Office, Professional & Continuing Education	
Maxwell	Paula	Dean's Office, College of Health & Behavioral Studies	Yes
Michael	Lynette	Dean's Office, The Graduate School	Yes
Miller	Yvonne	Dean's Office, The Graduate School	Yes
Shackelford	Kristi	Office of Vice Provost for Academic Development	
Steven	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	Yes
Way	Henry	Interim Associate Dean, CISE, ISAT	
Zugelder	Bryan	Associate Dean, College of Education	Yes

Program Directors

Last Name	First Name	Academic Unit	Joined WebEx Meeting
Frye	Jamie	Program Director, Athletic Training	Yes
Dredger	Katie	Program Director, Middle Education & 5 th year Middle Education MAT	Yes
DePaolis	Rory	Program Director, Communication Sciences & Disorders	Yes



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WebEx

Name of Guest Not Included on List Above			
Last Name	First Name	Academic Unit	Joined WebEx Meeting
Holloway	Steven	Director, Metadata Strategies for Libraries & Educational Technologies	
Eli			