



Graduate Council

Minutes

9/10/15 – Madison Union 404

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

Members present: Jie Chen, Melissa Aleman, Lynette Michael, Nancy Nichols (Accounting), Karin Tollefson (Art & Art History), Matthew Rutherford (Business Administration), Ayasakanta Rout (CSD), Cynthia O'Donoghue (CSD), Hossain Heydari (Computer Science – Info. Sec), Debbie Sturm (Counseling & Supervision/Clinical Mental Health Counseling/School Counseling), Brooks Hefner (English), Dannette Bronaugh (Exceptional Education), Courtney Sanders (Student Representative), Nicholas Luden (Kinesiology), Brian Flota (Libraries & Educational Technologies), Anthony Tongen (Mathematics Education), Sherri Strong for Linda Hulton (Nursing), Twylla Kirchen (Occupational Therapy), Gerald Weniger (Physician Assistant Studies), Jeff Dyche (Psychological Sciences), Fred Mayhew (Public Administration), Tammy Gilligan (School Psychology), Karen Ford (Strategic Leadership), Pamela Sullivan (Education), Alyssa Welch (GSA President), Pete Bsumek (Communication & Advocacy), Ken Critchfield (Clinical & School Psychology), Diane Wilcox (Adult Ed/HRD) Janet Smith (University Communications), Stephanie Wasta (EFEX, TESOL), Traci Zimmerman (WRTC), Margaret Kyger (College of Education)

Guests Present: Chris Arndt (College of Arts & Letters), AJ Morey (Academic Affairs –Cross Disciplinary Studies), Kristi Shackelford (Catalog), Tisha McCoy-Ntiamoah (Outreach & Engagement), Sarah MacDonald (Outreach and Engagement) Josh Baugher (The Graduate School), Sara Harper (The Graduate School), Kathy Thompson (The Graduate School) Paula Maxwell (College of Health & Behavioral Services), Judy Dilts (College of Science & Mathematics), Michelle Estes (Adult Ed/HRD – EdTech), Keri Bethune (College of Education)

Graduate programs not represented: ISAT, History, College Student Personnel Administration, College of Integrated Science & Engineering, College of Business, Assessment & Measurement, Health Sciences, Music, Biology, Provost's office

APPROVAL OF MINUTES

The minutes of the May 15, 2015 meeting were approved.

INTRODUCTION by Jie Chen, Dean of The Graduate School

ANNOUNCEMENTS AND REPORTS

- The Graduate School is undergoing organizational adjustments. Jie introduced himself as the new Dean of The Graduate School, as well as Sara Harper, Assistant to the Dean, and Josh Baugher, Finance and Data Manager. Melissa Aleman is Associate Dean and Michael Stoloff is Interim Associate Dean. Melissa's current areas of focus are Student Services and Curriculum Development. Michael's current areas of focus are Recruitment and Admissions. A revised organizational chart will be shared with the Council in the near future.

- The Graduate School will begin the process of developing a Strategic Plan. A task force is to be formed, and drafts will be developed and shared with the Council. The goal is to ensure that the process is inclusive, and to complete the plan by the end of the semester.
- Members were provided with a handout which includes the C&I Change Deadlines for this year. Program Directors should direct colleagues to The Graduate School website and C&I website for the deadlines. Program Directors were encouraged to send requests to Melissa Aleman and Kristi Shackelford for review. Members were reminded to send agenda items one week in advance of the meeting.
- Jie reported that there will be a special Academic Council meeting held October 21st which will specifically highlight Graduate Education – determining the goals for graduate education at JMU and exploring strategies for growth. Jie expressed gratitude to Provost Jerry Benson for this opportunity.
- An APR Self-Study will be initiated. The Graduate School will seek help from Graduate Council members as the study progresses. The deadline for the complete report is November 16, 2016.
- The first year of providing competitive Student Travel Grants was very successful. Melissa called the Council members to encourage students to apply. There are 3 deadlines, the first of which is September 22nd. Faculty Academic Unit Heads will need to approve the applications. The Graduate School calls all Directors to encourage their students to apply, so that we can continue to support graduate students in their efforts and achievements.
- Call for nominations for the Conference of Southern Graduate Schools Awards – Nominate an individual for each category and submit nominations to TGS office by October 15th. A statement of the rationale behind endorsement should be included.
- Kathy Thompson reported on upcoming Graduate Fairs. Tracie Esmaili is now involved in coordinating recruitment for The Graduate School. Program Directors are invited to attend any fairs, and asked to contact Kathy and Tracie if they are interested. Suggestions are welcome for any diversity recruitment ideas. The following are Grad Fairs that are on the calendar. Additional fairs will be planned contingent on funding. All graduate programs were invited to participate in the graduate and professional school fair Sept. 22.

Grad Fair Calendar:

9/21 **Radford University & VT**

9/22 **JMU Graduate and Professional School Fair**

<https://www.jmu.edu/cap/fair/grad.shtml>

9/23 **UVA & Longwood University**

9/25 **ODU**

10/7 **VCU**

10/29 **Hampton University**

- **GSA Report (Presented by Alyssa Welch, President):** The Graduate Student Association is “of students and for students”. The goals of the association are to facilitate social events that encourage interdisciplinary connections, contribute to the professional development of graduate students, and advocate for a variety of needs on campus, creating an environment of community engagement. The potential advocacy focus for the year is the provision of health insurance for graduate students. The GSA will hold meetings on Sundays at the Cohen Center, from 5- 6pm. All faculty are welcome. The GSA will strive to highlight students’ achievements and presentations. Program Directors and Faculty are encouraged to have their students advertise their achievements on GSA social media. There are many upcoming events sponsored by the GSA.

COMMITTEE APPOINTMENTS

- Student representatives to Graduate Council: Caitlin Mundy and Courtney Sanders
- Graduate Council representative to C&I Chairs: Melissa Aleman
- Graduate Council representative to A-Team: Michael Stoloff
- CAP Graduate Council student representative: pending
- CAP Graduate Council faculty representatives: Debbie Sturm and Jeff Dyche
- Honor Council representative: Nancy Nichols

ACTION ITEMS

- **Graduate Council Approval of Change Grade Review Process (Melissa Aleman)**
Melissa Aleman presented revisions to the Grade Review Process to include procedures for students to appeal evaluations of comprehensive assessment activities (e.g. comprehensive exams). In the case of an appeal to a comprehensive activity, policy revisions allow for the first two steps to be handled entirely through written channels or with the committee chair serving as a proxy for the committee. The revision also includes the committee chair in the comparable role as the "instructor" in all phases of the process for the appeal of a failing grade in all comprehensive activities. The council motioned to amend the revisions to clearly state that in cases in which the AUH or the Program Director is serving on the student's committee, that the college dean will appoint an Associate Dean to serve in the role of AUH for the grade review process.
- **Adaptive Education Presentation**
Maggie Kyger and Keri Bethune presented their Program Change Action Request, proposing that the program description be revised and a new concentration area added. The proposed concentration is K-12 Adaptive Curriculum, within Post-Baccalaureate Programs in Special Education: MAT in Special Education, as well as Post-Baccalaureate M.A.T. Program: Initial Licensure Program. The proposal was approved by council members via e-vote on September 11, 2015.

CONCLUSION

Jie Chen concluded the meeting, reporting that he has had meetings with all of the deans regarding current status of grad programs as well as the future of programs. He remarked that he has received insightful input during these meetings.

Jie plans to visit each department. An email will go out to Department chairs to initiate visits. Jie hopes to join already planned meetings with all faculty and will spend up to 30 minutes for remarks and discussion. Jie stressed the importance of Graduate faculty coordination and interaction. He plans to share with the Graduate Council the topics that will be covered during these visits.

Remaining 2014-15 Meeting Dates:

Thursday, September 10, 2015, Madison Union 404

Thursday, October 8, 2015, Madison Union 404

Thursday, November 12, 2015, Madison Union 306

No December Meeting

Thursday, January 14, 2016, Madison Union 404
Thursday, February 11, 2016, Madison Union 404
Thursday, March 31, 2016, Madison Union 404
No April Meeting (Symposium being planned)
Friday, May 13, 2016 – Morning Retreat