



**Graduate Council**  
**Meeting Minutes**  
Madison Union 405  
September 15<sup>th</sup>, 2016  
2:00-3:30 p.m.

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

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**Members present:** Jie Chen (The Graduate School), Michael Stoloff (The Graduate School), Terry Dean (The Graduate School), Lynette Michael (The Graduate School), Sarah MacDonald (Outreach & Engagement), Marilou Johnson (Academic Affairs), Kristi Shackelford (Catalog), Michael Klein (Writing Rhetoric & Technical Communication), Twylla Kirchen (Occupational Therapy), Jeff Dyche (Psychological Sciences), Fred Mayhew (Public Administration), Anthony Tongen (Mathematics Education), Michelle Hughes (Education), Lara Sapp (Libraries & Educational Technologies), Ayakasanta Rout (Communication Science & Disorders), Melody Eaton (Nursing), Catie Mathers (Graduate Student Association), Alyse Lehrke (Graduate Student Representative), Diane Wilcox (Adult Education/HRD), Ken Critchfield (Clinical and School Psychology), Tisha McCoy-Ntiamoah (College of Business), Margaret Kyger (College of Education), Paula Maxwell (College of Health & Behavioral Sciences), Chris Hughes (College of Science & Mathematics), Sonya Baker (College of Visual & Performing Arts), Brooks Hefner (English), Robin Anderson (Graduate Psychology), Nick Luden (Kinesiology), Jerry Weniger (Physician Assistant Studies), John Scherpereel (Political Science)

**Guests present:** Dena Pastor for Deborah Bandalos (Assessment and Measurement), Jonathan Gibson for Mary Jean Speare (Music), Patti Warner for Tammy Gilligan (School Psychology), Jami Frye (Athletic Training), Margaret Sloan (School of Strategic Leadership Studies)

**Graduate programs not represented:** Biology, Art & Art History, College of Integrated Science & Engineering, History, ISAT, Research & Scholarship, Office of International Programs, Exceptional Education, Computer Science, Accounting, Communication & Advocacy, Computer Science – Information Security, Cross-Disciplinary Programs & Curriculum Planning, Business Administration, College Student Personnel Administration, University Communications, College of Arts and Letters

**1. Approval of minutes**

Brooks Hefner moved to approve the March meeting minutes. Alyse Lehrke moved to second the motion. The minutes were approved.

**2. Announcements & Reports**

Jie introduced Terry Dean, the new Associate Dean of The Graduate School. President Alger's address to staff and faculty this year included mention of Graduate Education at JMU. He announced the strategic plan, provided enrollment and travel grant information, and recognized the accomplishments and hard work of those involved in graduate education at JMU.

Michael Stoloff is working with TGS staff on the APR self-study, a draft of which will be sent to Graduate Council for feedback. There will be discussion on the document at the next Graduate Council meeting.

Catie Mathers, president of the Graduate Student Association gave the GSA Report. On the executive council with Catie are Daniel Vieth as Vice President, and Heather Cary as Secretary. The group held their first Sunday meeting of the new academic year, wherein the constitution and budget were ratified, and they kicked off the year with a tailgate at the Grace Street House. The GSA is happy to announce that they are in receipt of additional money from the state, and they will be able to award students for their travel and research. An Impact awards committee will be comprised of students representing their programs.

Events:

- Scholarly lock downs in the Cohen Center Thursdays 10 – 2 and 2 – 5, to provide a quiet study space for grad students.
- Happy Hour September 30<sup>th</sup> at Capitol Alehouse from 5 – 7. All graduate students and faculty are welcome.
- Workshops through the Cohen Center
- Community Dinner October 14<sup>th</sup>, 4:00 to 7:00. An email will go out with details.
- “Grad ‘N Go” food pantry, a new initiative started by Alyssa Welch, 2015-16 GSA president. Heather Daly will oversee this project. Boxes of donations will be collected from buildings around campus. Details to follow.
- Halloween party October 30<sup>th</sup>
- Last meeting of the fall semester November 4<sup>th</sup>

John Scherpereel brought to light the possibility of GSA collaboration with TGS on travel awards. Jie and Catie will discuss this, and will inform Graduate Council.

Catie encouraged members to reach out with questions and to encourage students to become involved.

Terry Dean provided a reminder regarding the course waiver policy. When a course is waived, the student is not required to take that course, but is still required to complete the total number of credits required for the degree. If program directors find that it is common for their program to waive courses, they might consider formal curriculum changes that will allow for more flexibility. Program directors can consult with Terry to strategize solutions for both individual cases and overall curriculum issues. The Graduate School course waiver form is available on the TGS website.

The first travel grant deadline was today, and over 40 applications have been received. Terry Dean thanked the volunteers who will serve on the Travel Grant Committee: Tisha McCoy-Ntiamoah, Christine May, Mira Cole Williams, and Dani Bronaugh.

Awards will be announced October 7<sup>th</sup>. Council members are encouraged to visit the website for a list of deadlines.

Blue Ridge Community College is working to diversify faculty by expanding their pool of adjuncts, and they are interested in working with us to identify JMU graduate students who would have the credentials to be able to teach in their programs. A meeting was held involving Jie Chen, Melissa Aleman, Terry Dean, BRCC President John Downey, and other BRCC administrators to discuss potential programs and opportunities.

Information regarding their program needs of BRCC are being compiled, and once this data is received, Graduate Council will be informed of partnering opportunities. Graduate students will be identified who are qualified to teach BRCC classes. President John Downey will be invited to attend an Academic Council meeting to discuss this partnership in more detail.

Council members were reminded of the Council of Graduate Schools' Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants (document provided) for 2016 -17. When making an offer of admission that includes financial assistance (assistantships, scholarships, fellowships), programs may NOT require students to accept the offer of admission before April 15<sup>th</sup>.

The deadline for submission of CGS award nominations to The Graduate School is October 15<sup>th</sup>. A list of awards will go out to the council. Nominees selected by TGS will be submitted to CSGS by November 9<sup>th</sup>.

The Cohen Center Speaker Series calendar and speakers were provided. Upcoming announcements and additional information will be posted on the Cohen Center website.

The 2016 December graduate commencement ceremony will be separate from the undergraduate ceremony this year for the first time. Details will be provided by Kathy Thompson.

## **Discussion and Action Items**

### Grad Council Representative Appointments:

CAP: Jeff Dyche, Council member TBD, Student rep TBD

- Members were asked to send nominations to Jie or Sara for a student to serve as a rep to CAP.
- A volunteer is needed for the 2<sup>nd</sup> Grad Council rep to CAP.

Honor Council: Nancy Nichols

A-Team: Michael Stoloff and Terry Dean

C&I Chairs: Terry Dean

It was proposed that a modification be made to allow counting of certificate credits toward a Masters degree. The council approves of taking steps toward modifying the policy. At the next Graduate Council meeting, specific language will be proposed. A task force will be formed once the Graduate Council finishes considering these policy changes.

The task force will consider questions such as:

1. What is the role and value of certificates at JMU?
2. How are certificates different from a degree programs?
3. What are the parameters or guidelines that should be common to all certificate programs at JMU?

Following the May retreat, the Strategic Plan for Graduate Education at JMU was revised according to the feedback, and brought to Academic Council. Jie presented to Academic Council a framework for growth, which will be used as a guide for conversations with colleges. The document was approved by Provost Jerry Benson to send to stakeholders, and Jie was asked to facilitate conversation in Graduate Council regarding the final document.

Jie presented the framework to Graduate Council, which includes the plan to increase enrollment, and the use of data to inform conversations with colleges. Data will be compiled by October 15<sup>th</sup> and will be sent to the council. Meetings with all colleges to discuss collaboration will begin early

November. The target date for completion of these conversations is mid-December. Results will be presented to Academic Council and Graduate Council for further discussion and planning.

***\*Meeting Schedule for 2016 – 2017 Academic Year:***

November 10, 2:00 – 3:30 pm, Madison Union 404

No December Meeting

January 12, 2:00 – 3:30 pm, Madison Union 404

February 9, 2:00 – 3:30 pm, Madison Union 404

March 30, 2:00 – 3:30 pm, The Cohen Center, Wilson 107

No April Meeting

May 19, 2017, 9:00am – 12:00, Morning Retreat, Montpelier Rm, East Campus Dining Hall