

**Graduate Council Meeting Minutes**  
**March 15, 2018 2:00 – 3:30 p.m.**  
**Madison Union 404**

**Approval of the Graduate Council Meeting Minutes 2/8/2018:**

Upon motion by John Scherpereel, seconded by Debbie Bandalos, the Graduate Council unanimously approved the minutes of the February 8, 2018, meeting.

**Announcements, Reports, and Updates:**

Dr. Chen introduced Cheryl Doss, who was hired to replace Tracie Esmaili as Director of Graduate Recruiting and Marketing, and Pamela Bell, a temporary replacement to fill the Administrative Assistant position vacated by Justin Whetzel. The search for the full-time person is in process.

**IDEA Grant Award:** Lynette Michael, Director of Graduate Admissions, reported that The Graduate School IDEA (The Innovative Diversity Effort Award) Grant proposal was selected for funding. The proposal, *Enhancing Diversity and Inclusion of Graduate Admissions Through Holistic Review Training for Graduate Admission Committee Members*, was submitted by Lynette, Alyse Lehrke (TGS graduate assistant), and Michael Stoloff. The objectives of the project are: to educate graduate admissions decision-makers about holistic review principles; to facilitate interdisciplinary discussions regarding how applicant merit is defined; and to examine how admissions processes enhance or limit diversity during the applicant selection process. The project involves hosting a two-day workshop in the fall for faculty with an expert on holistic review in graduate admissions and developing a tool-kit of resources based on the workshop sessions that will facilitate ongoing training and dialogue. The workshop sessions will be videotaped for the benefit of new graduate advisors. The tool-kit will be available through a Canvas course provided to all workshop participants as well as all graduate faculty.

**Executive Committee Meeting Report: Updating the By-laws:** Jie reported that the Executive Committee met February 15 and revised the first portion of the Graduate Council By-laws, which addresses the purpose and responsibilities of the Graduate Council. The Committee is currently working to revise the second portion on organizational structure. A draft of the revised By-laws will be presented to the Graduate Council during the May retreat.

**GA Mixer:** Michael Klein reported that 18 graduate program directors and representatives attended the mixer February 22 to learn about other programs and departments that provide assistantships. TGS plans to sponsor this event every semester to keep the conversation and interaction going. The fall event will be in early October, and Michael invited everyone to send him any suggestions regarding the event. Jie thanked Michael for organizing this event and thanked graduate program directors for their participation.

**Graduate Student Parking:** Michael K. submitted the parking proposal to Towana Moore. It will be presented to the Parking Advisory Committee next Thursday, then, if approved, to the Faculty Senate. Michael Stoloff suggested that Graduate Council members talk with their department Senate representatives and encourage them to advocate for the importance of making this parking available.

**Student Services Updates:** Michael K. reminded the Council that the deadline for submission of proposals for the third Graduate Showcase of Scholarship and Creative Activities is March 16.

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Award nominations are also due March 16, and March 31 is the deadline for travel grants. An online submission must be sent as well as a paper submission for the travel grants.  
[www.jmu.edu/grad/current-students/awards-grants/travel-grants.shtml](http://www.jmu.edu/grad/current-students/awards-grants/travel-grants.shtml)

**GSA Report:** Sarah McGrath reported that 20 people from nine graduate programs attended the March meeting.

*The GSA Networking Event* is scheduled for Thursday, April 5, 5-7 p.m. at Ruby's Arcade. Graduate faculty and graduate students are encouraged to attend and network with others from different departments.

*GSA spring 2018 grant winners* were chosen for professional development and travel/research, for a total of \$2,467. Thirty-one applications from 17 different programs were received for the professional developments grants, and eight grants were awarded to seven different programs. Thirty-nine applications from 18 different programs were received for the travel/research grants, and three grants were awarded to two different programs. Award notifications will be sent out soon.

*CSGS:* Emily Murray, GSA secretary, and Matthew Harris from the Cohen Center attended the Conference of Southern Graduate Schools in February. They will make a presentation at the April meeting.

*GSA Executive Council:* Six applications from three different departments were received for the GSA Executive Council. New Executive Council members for 2018-19 will be: Jack Nichting (MPA), president; Jackson Chambers (MPA), vice president; Amanda Bomfim (MPA), secretary; and Will Arney (MPA), treasurer.

**Discussion and Action Items:**

**Curriculum Proposals:** Michael S. reported that two program revisions and numerous course proposals were submitted; an e-vote will be sent next week

Kinesiology, Fifth-Year Format, M.A.T.: Liz Edwards explained the proposed changes to the Kinesiology PHETE (Physical Health Education) M.A.T. program, dropping one elective course and adding one prescribed course.

Strategic Leadership Studies, Ph.D.: Margaret Sloan reported that the credit hours are changing from 66 credit hours to 57-66 credit hours to recognize the coursework that some students have already completed in prior graduate programs. No new courses are created and three concentrations remain.

**Position Statement for Graduate Education:** Chris Meyers, Director of Recruitment Marketing from University Communications and Marketing, stated that the university is undergoing a rebranding process. As part of that process, conversations are taking place across campus to receive feedback on the university's core messaging. The "Being the Change" expression will be included in the position statement. The university's vision and mission are the foundation of this position statement.

Chris distributed a worksheet, along with a working draft developed for the College of Health & Behavioral Studies. Graduate Council members worked individually to brainstorm key words, attributes, benefits to students, and benefits to the world for their graduate programs. *Key*

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*words* describe the people within their programs (students, faculty, and staff) who succeed. *Attributes* are tangible attributes that make graduate programs effective and superior. *Benefits to students* describe what prospective students can expect to gain from each graduate program. *Benefits to the world* describes how the graduate program will impact the world. CG members then divided into four groups to reflect on what was reported individually and to identify key words and phrases that overlap. The large group then discussed key words and phrases that were consistent between programs. University Communications and Marketing will develop a position statement for all individual graduate programs as well as for the colleges (which will include undergraduate and graduate programs) and for the graduate school as a whole. The position statement will be used to inform potential donors as well as prospective students.

Approved