

**Graduate Council Meeting Minutes**  
**May 18, 2018 9:00am – 12:00 p.m.**  
**East Dining Hall- Montpelier Room**

**1. Approval of Graduate Council meeting minutes**

Upon motion by Cole Welter, seconded by Dannette Bronaugh, the Graduate Council (GC) unanimously approved the minutes of the March 15, 2018, meeting.

**2. Revision of the Bylaws of the Graduate Council**

- Jie Chen briefed everyone on the historical context of the revision of the Bylaws and explained the reason for reconvening the Executive Committee (EC) this academic year. The EC has been focusing on revising the current GC Bylaws, including: the size, the voting member selection, the subcommittee structure, and the operating principles of the Graduate Council.

Jie Chen and Michael Stoloff reported on the Executive Committees accomplishments, such as the revision of the GC Purpose and Major Functions. The revised part of the Bylaw was presented, followed by explanations from Jie Chen and Michael Stoloff. Many of the changes proposed for the bylaws so far will reduce superfluous content and wordiness. The Graduate Council discussed the way Executive Committee members were selected, and the purpose of the committee. Concern was expressed that the Executive Committee was not limited to members of the Graduate Council.

Michael Stoloff explained CIP codes and how they were being used to identify representatives of the Graduate Council. Every program is not actually represented because some programs have the same CIP code. There was some sentiment that every program should be represented on the Graduate Council.

- Jie asked everyone for feedback and initiated group discussion on GC's Organizational Structure:
  - Graduate Council Size
  - Graduate Council Voting Member Selection
  - Graduate Council Structure: subcommittees
  - Graduate Council Operating Principles
- **Group Reports:**
  - Group 1: (see attachment page)**
    - Each program director is a voting member (Eliminate selection by CIP Code)
    - GC Meets three times year (August, January, and May Retreat)
    - Subcommittees (seven members): Legislative and Advisory
    - Executive Committee: a representative from each college, selected from the membership of GC by GC members.
    - Curriculog alerts may be adjusted to notify programs who may be affected

**Group 2: (see attachment page)**

- GC Meets twice and for GC Retreat
- GC members to vote on EC membership
- EC consists of seven members: 1 Committee Chair, 2 Deans, 2 GC members
- EC to serve as oversight to three standing committees and responsible for higher-level votes
- Three standing committees: Curriculum, Student Faculty Support, and Policy
- Ad-hoc Committees for special circumstances composed of GC members
- All program Directors to serve every other year (rotating) on GC

**Group 3: (see attachment page)**

- The EC: TGS Dean non- voting and 7 voting members from each college to meet monthly
- The EC may have a non- voting member to involve those who may be affected.
- The EC members are selected by the Program Directors in consultation with their respective college Dean

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- There would be seven college GC bodies: this would be smaller, and allow for meetings that are more productive. The GC members would pass along information to Executive committee
- GC Members are selected by TGS Dean of GC
- All GC larger body to meet twice a year
- Ad-hoc committees for specific issues i.e. online programs
- There was a discussion on how GC should be represented: How can we make sure it is equal representation? Are we representing quantity of students? Size of college? Program?

**Group 4: (see attachment page)**

- A representative from each program (Not CIP Codes)
- One voting member for each program
- Subcommittees were suggested to allow more efficient use of council meetings.
- Does GC need to meet every month?
- Smaller GC group would meet on routine items, and topics to discuss and later present to larger GC body
- All GC members would meet on topic where all are impacted

**Group 5: (see attachment page)**

- Suggested that we need to decide how membership on the EC should be determined
- Function of GC should include advocacy as part of the purpose statement
- Establish committee structure based on specific tasks/defined duties that require ongoing decisions: C&I, Admissions and Recruitment
- Define C&I and The Graduate School election process and purpose
- The EC to have a more deliberative body of seven members

On behalf of the EC, Jie thanked everyone for their feedback and believes GC Retreat made a lot of progress. The EC will consider all of these ideas and continue to explore GC size, voting membership selection, GC structure, and operating principles. The EC will report its recommendations to GC members for discussion, decision, and vote. Michael Klein mentioned it has been a privilege to work with everyone while he has been Interim Associate Dean and announced his transition back to Cohen Center Director. Jie thanked everyone for his or her contributions to the discussions at this retreat, and wished everyone a good summer.

**End of Minutes.**

Group 1

# GRAD Council

- Each program director gets a voting membership (NO CIP codes)
- Grad Council meets 3 times a year to receive charge
  - August
  - January
  - Retreat
- Subcommittees (7-ish members)
  - Legislative
  - Advisory

\* plus student rep

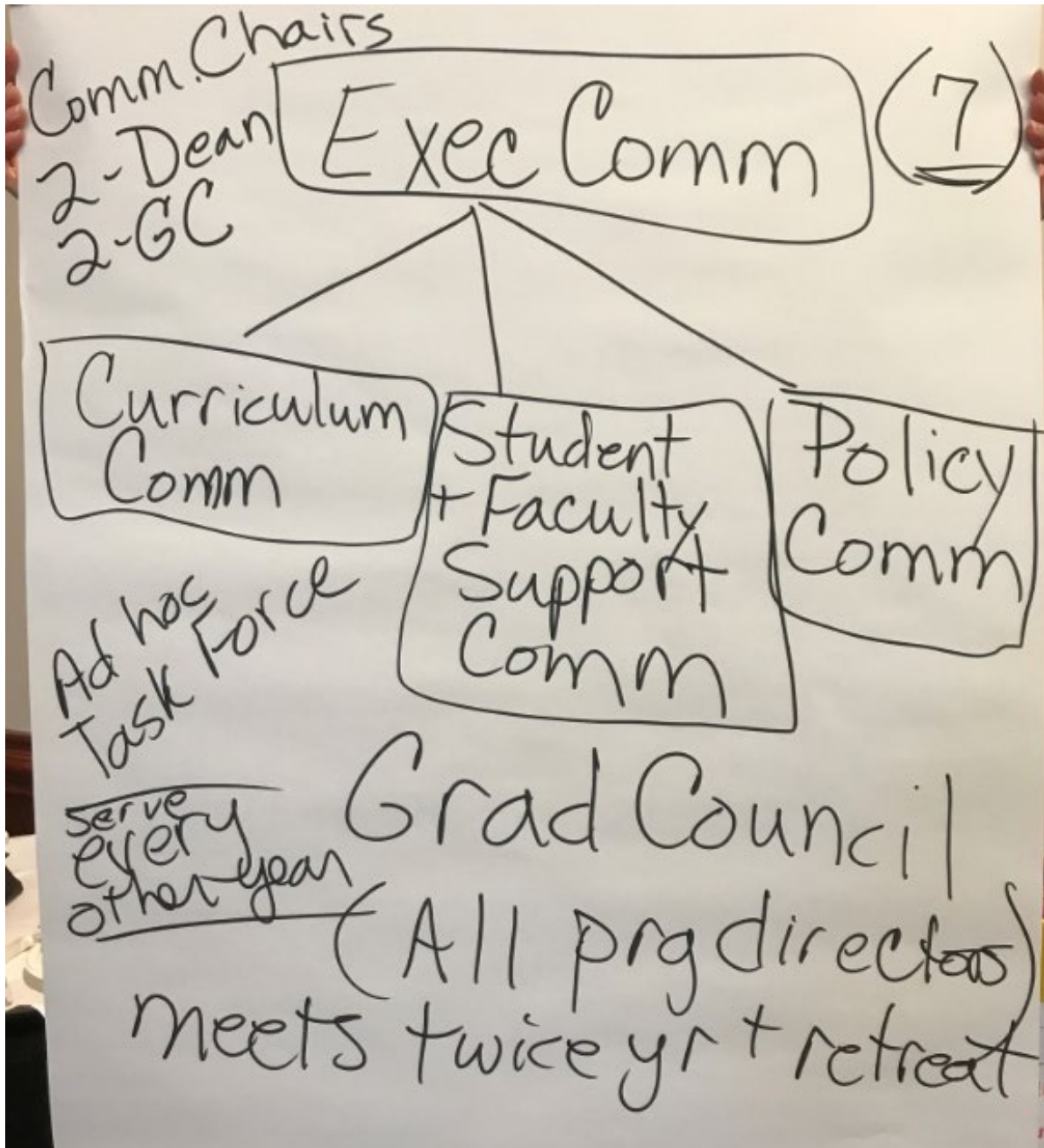
Exec Committee = (Staggered 2-year terms)

A Rep from each college voted/selected by college from a

slate of graduate directors  
(will host once a semester college mtg)

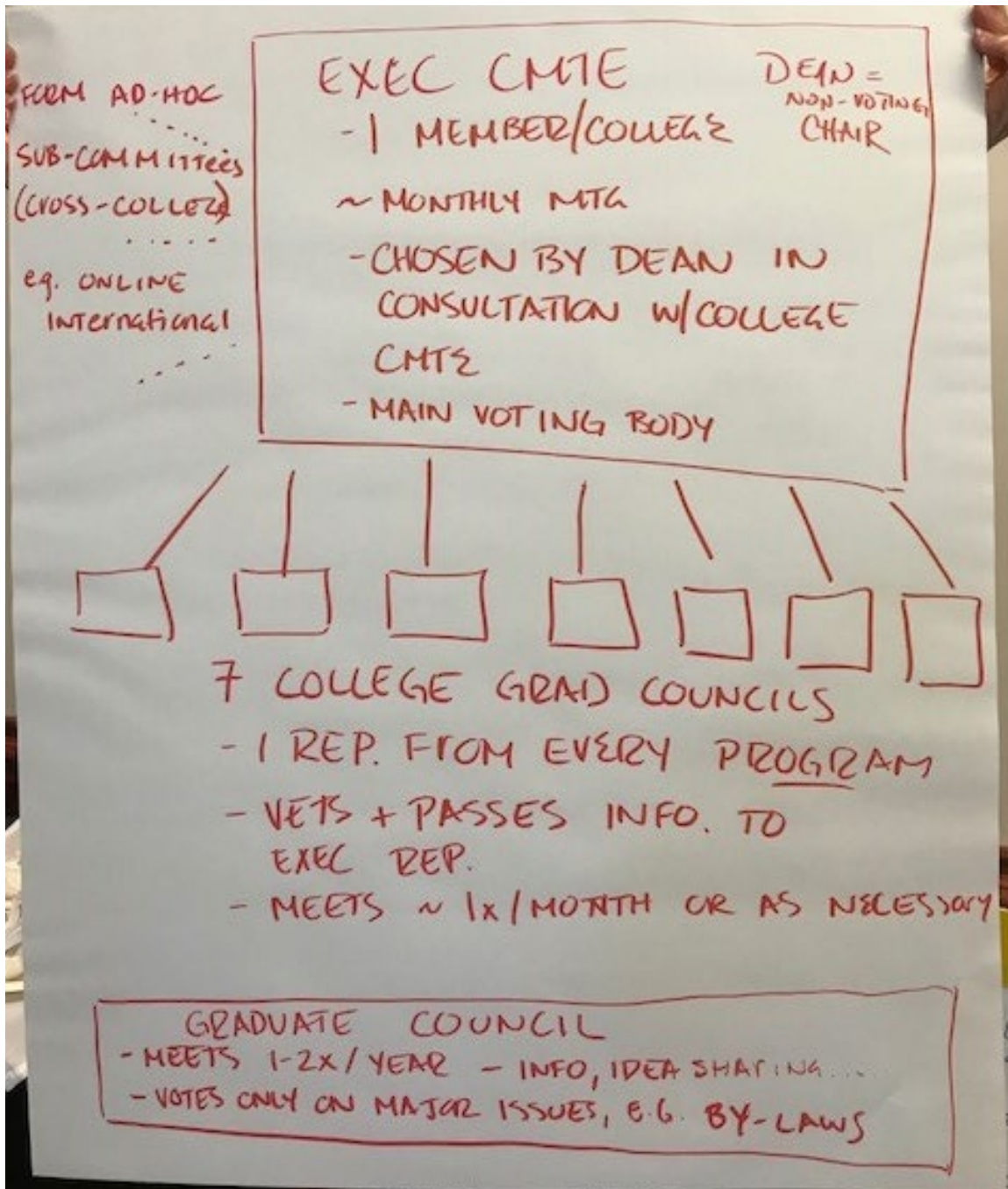
Graduate Council Meeting Minutes  
Attachments

Group 2



Graduate Council Meeting Minutes  
Attachments

Group 3



Group 4

Size: Reps from all programs\*  
CIP codes may not be "the way"  
\* Program can decide how they  
are represented.

Voting Member selection: ?? one vote per program?

Council Structure/Sub committees:

Sub-committees would allow for more  
efficient use of full Council Mtg times.  
- Do we need to meet every month.  
-

Operating Principles:

- Impactful topics are brought to full  
committee for substantive discussion

- Smaller groups — discussion on topics →  
bring issues to larger group

- Subcommittees — "Routine" items

C&D (Curriculum) needs → approvals & "flags"

1. DEFINE POLICY FOR HOW EXEC COMMITTEE SHOULD BE DETERMINED (AND DRAWN FROM) THE GRAD COUNCIL
2. FUNCTION OF GRAD COUNCIL SHOULD INCLUDE ADVOCACY AS PART OF PURPOSE STATEMENT
3. ESTABLISH COMMITTEE STRUCTURE BASED ON DISCRETE TASKS / DEFINED DUTIES THAT REQUIRE ONGOING DECISIONS
  - C&I
  - ADMISSIONS & RECRUITMENT
4. DEFINE C&I TGS ELECTION PROCESS & PURPOSE

<b>Graduate Council Retreat Attendance</b>		<b>Date: May 18, 2018</b>
<b>The Graduate School Representatives - Non-Voting Members</b>		
Jie Chen	Dean, The Graduate School	PRESENT
Michael Stoloff	Associate Dean, Admissions and Recruitment	PRESENT
Michael Klein	Interim Associate Dean, Student Services	PRESENT
<b>Guests - Non-Voting Members</b>		
A.J. Morey	Associate Vice Provost, Cross Disciplinary Studies	NOT PRESENT
Cheryl Doss	Recruitment & Marketing Coordinator, TGS	PRESENT
Florian Buchholz	Associate Professor, Computer Science	NOT PRESENT
Jeff Tang	Associate Dean, College of Integrated Science and Engineering	NOT PRESENT
Judy Onestak	Program Support Tech, College of Business	NOT PRESENT
Kristi Shackelford	Assistant Vice Provost, Academic Affairs	PRESENT
Lara Sapp	Libraries and Educational Technologies	PRESENT
Laura Ryman	Director of Student Services, TGS	PRESENT
Lynette Michael	Director of Graduate Admissions, TGS	PRESENT
Marilou Johnson	Vice Provost, Academic Affairs	NOT PRESENT
Mary Lou Bourne	Research and Scholarship	PRESENT
Paula Maxwell	Associate Dean, College of Health & Behavioral Studies	PRESENT
Robin Anderson	Professor, Graduate Psychology	NOT PRESENT
Sarah McDonald	Assistant Dean, Outreach and Engagement	PRESENT
Sian White	Associate Dean, College of Arts and Letters	PRESENT
Felix Wang	Associate Exec Director, International Programs	NOT PRESENT
Tisha McCoy-Ntiamoah	College Of Business	NOT PRESENT

<b>Graduate Program Representatives- Voting Members</b>			
<b>CIP Code</b>	<b>JMU Program</b>	<b>Member Name</b>	<b>Attendance</b>
<b>52.0301</b>	Accounting	Dr. Nancy Nichols	PRESENT
<b>13.1201</b>	Adult Education and Human Resource Development	Dr. Noorie Brantmeier	PRESENT



### Graduate Program Representatives- Voting Members

50.0701	Art & Art Education	Dr. Cole Welter	PRESENT
42.2708	Assessment & Measurement	Dr. Deborah Bandalos	PRESENT
26.0101	Biology	Dr. Roshna Wunderlich	NOT PRESENT
52.0201	Business Administration	Dr. Matt Rutherford	NOT PRESENT
13.1101	Clinical Mental Health & School Counseling	Dr. Renee Staton	NOT PRESENT
51.0203	Clinical and Clinical online	Dr. Ayasakanta Rout	PRESENT
13.1102	College Student Personnel Administration	Dr. Josh Bacon	NOT PRESENT
42.2801	Combined-Integrated Clinical & School Psychology	Dr. Ken Critchfield	NOT PRESENT
9.0101	Communication & Advocacy	Dr. Peter Bsumek	PRESENT
11.0101	Computer Science	Dr. Hossain Heydari	PRESENT
42.2899	Counseling & Supervision	Dr. Debbie Sturm	NOT PRESENT
13.0101	Education Programs except SPED and Adult	Dr. Joy Myers	PRESENT
23.0101	English	Dr. Brooks Hefner	PRESENT
13.1307	Health Sciences	Dr. Jeremy Akers	PRESENT
54.0101	History	Dr. Bill Van Norman	NOT PRESENT
30.1501	Integrated Science and Technology	n/a, program not accepting applications	NOT PRESENT
31.0501	Kinesiology	Dr. Janet Wigglesworth	PRESENT
13.1311	Mathematics	Dr. Anthony Tongen	PRESENT
50.0903	Music Programs	Dr. Mary Jean Speare	PRESENT
51.3803	Nursing Master's Programs	Dr. Melody Eaton	PRESENT
51.3818	Nursing Practice	Dr. Jeannie Garber	NOT PRESENT
51.2306	Occupational Therapy	Dr. Elizabeth Richardson	PRESENT
51.0912	Physician Assistant	Gerald Weniger	NOT PRESENT
45.1001	Political Science: European Union Policy Studies	Dr. John Scherpereel	PRESENT
42.0101	Psychological Sciences	Dr. Jeff Dyche	PRESENT
44.0401	Public Administration	Dr. Fred Mayhew	PRESENT
51.0202	Research, Audiology, Ph.D.	Dr. Ayasakanta Rout	PRESENT

### Graduate Program Representatives- Voting Members

<b>42.2805</b>	School Psychology	Dr. Tammy Gilligan	NOT PRESENT
<b>13.1001</b>	Special Education Programs	Dr. Danette Bronaugh	PRESENT
<b>31.0504</b>	Sport and Recreation Leadership	Dr. Julie Wallace Carr	PRESENT
<b>30.9999</b>	Strategic Leadership Studies	Dr. Karen Ford	PRESENT
<b>23.1303</b>	Writing, Rhetoric & Technical Communication	Dr. Jen Almjeld	PRESENT