



## Graduate Council Meeting Minutes

NOV 09, 2017 -Madison Union 405

| GRADUATE PROGRAM/DEPARTMENT ATTENDEES                                | MEMBER NAME           | Attended |
|--|-----------------------|----------|
| Academic Affairs   | Marilou Johnson       |          |
| Academic Affairs (Cross Disciplinary Studies)                        | A.J. Morey            |          |
| Accounting   | Nancy Nichols         |          |
| Adult Education & Human Resources Development                        | Noorie Brantmeier     |          |
| Art & Art History  | Cole Welter           |          |
| Assessment & Measurement   | Debbie Bandalos       | X        |
| Biology  | Roshna Wunderlich     | X        |
| Business Administration  | Matt Rutherford       |          |
| Business Administration  | Tisha McCoy Ntimaoh   |          |
| College of Arts and Letters  | Sian White            |          |
| College of Business  | Michael Busing        |          |
| College of Education   | Jane Thall            |          |
| College of Health & Behavioral Studies (CHBS)                        | Paula Maxwell         |          |
| College of Integrated Science and Engineering                        | Henry Way             |          |
| College of Science and Mathematics                                   | Anthony Tongen        |          |
| College of Visual and Performing Arts                                | Sonya Baker           |          |
| College Student Personnel Administration (CSPA)                      | Josh Bacon            |          |
| Combined Integrated Clinical and School Psychology                   | Ken Critchfield       |          |
| Comm Science & Disorders   | Ayasakanta Rout       | X        |
| Communication & Advocacy   | Matt Brigham          | X        |
| Computer Science – Information Security                              | Hossain Heydari       |          |
| Counseling and Supervision/Clinical Mental Health/ School Counseling | Michele Louise Kielty |          |
| Education  | Joy Myers             | X        |
| English  | Allison Fagan         | X        |
| Exceptional Education  | Dannette Bronaugh     | X        |
| Graduate Catalog   | Kristi Shackelford    |          |
| Graduate Psychology  | Robin Anderson        |          |
| Graduate Student Representative                                      | Sarah McGrath         |          |
| Graduate Student Representative                                      | Alyse Lehrke          | X        |
| Health Sciences – Dietetics, Nutrition                               | Jeremy Akers          | X        |
| History  | David Dillard         |          |
| ISAT   | Maria Papadakis       |          |
| Kinesiology  | Nicholas Luden        | X        |
| Libraries & Educational Technologies                                 | Lara Sapp             | X        |
| Mathematics Education  | Anthony Tongen        |          |
| Music  | Mary Jean Speare      |          |
| Nursing  | Christine Argenbright | X        |
| Occupational Therapy   | Twylla Kirchen        |          |
| Office of International Programs                                     | Felix Wang            |          |
| Outreach and Engagement  | Sarah MacDonald       |          |
| Physician Assistant Studies  | Jerry Weniger         | X        |
| Political Science (EUPS)   | John Scherpereel      | X        |
| Psychological Sciences   | Jeff Dyche            | X        |
| Public Administration  | Fred Mayhew           | X        |
| Research & Scholarship   | Mary Lou Bourne       |          |

# Graduate Council Meeting Minutes

NOV 09, 2017 -Madison Union 405

| GRADUATE PROGRAM/DEPARTMENT ATTENDEES | MEMBER NAME        | Attended |
|---------------------------------------|--------------------|----------|
| School Psychology                     | Tammy Gilligan     | X        |
| Sports and Recreation Leadership      | Julie Wallace Carr | X        |
| Strategic Leadership                  | Karen Ford         | X        |
| The Graduate School                   | Laura Ryman        | X        |
| The Graduate School                   | Lynette Michael    |          |
| The Graduate School Associate Dean    | Michael Stoloff    | X        |
| The Graduate School Dean (Chair)      | Jie Chen           | X        |
| WRTC                                  | Michael Klein      | X        |
| The Graduate School (Guest)           | Joshua Baugher     | X        |

**1. Approval of the Graduate Council Meeting Minutes 10/12/2017:**

- The Graduate Council approved the minutes on motion by Dannette Bronaugh and seconded by Roshna Wunderlich.

**2. Announcements, Reports, and Updates:**

**a. *GA requests in the 2018-19 Budget Development Process***

- All program directors who need more graduate assistants are encouraged to work with department heads, AUH and Academic Deans. Submit budget initiatives through your college rather than going directly through the Graduate School.
- Following the Provost's guidance, TGS has worked with all academic deans to develop and prioritize a set of criteria that will be used for consideration of GA requests.
- The graduate school will only be receiving GA requests from Deans.
- The deadline for the submissions of GA requests is December 11, 2017.

**b. *Dr. Coltman was introduced by Dr. Chen***

- Dr. Coltman came to meet and greet everyone and asked everyone to introduce themselves and their respective departments; she commended all for their efforts in support of graduate students.
- The purpose of her visit to the Graduate Council was to receive feedback and run a Q&A about any thoughts or concerns:
  - **Q:** Communications Sciences and Disorders program shared that they rely largely on their own funding for recruitment of international students. They attract a national and international audience to their program. Unfortunately, JMU does not guarantee in-state tuition rates for students on assistantships and this is an impediment to recruiting the best students..
  - **A:** JMU already allows for some out-of-state graduate students to receive in state tuition rates; this occurs through the "V-LIST" process. The V-List is JMU's interpretation of state code with consideration of JMU budget constraints. The Graduate School understands this issue has an impact on all JMU graduate student recruitment. The graduate school is developing strategies and recommendations to present to the Provost to expand the V-List.
  - **Q:** The English Department mentioned that they are recruiting very good students who are being enticed to attend other universities that offer higher assistantship funding. The #1 reason they are not attending JMU is because they are receiving more funding elsewhere.
  - **A:** The Provost is very familiar and sympathetic with this issue and will consider this concern as future budgets are developed.
  - **Q:** Can you summarize the email Michael Stoloff sent to GC in regards to Tax Plan Proposal?
  - **A:** The current the federal tax plan makes both the graduate assistant's stipend and her/his tuition remission taxable. The email links to articles that present scenarios that may occur if this tax plan is enacted. The message and links present various ways individuals can let legislators know about the negative impact of this tax plan on graduate students. JMU is among the graduate schools in Virginia that have signed a statement to our federal legislators regarding the tax plan. The letter brings to light the negative impact of the tax plan and advocates for all graduate students.

# Graduate Council Meeting Minutes

NOV 09, 2017 -Madison Union 405

- **Q:** Why is the 3-Minute Thesis Competition taking place in January? Is there a reason for this date? Also, do students need to be currently enrolled at JMU, or can they be recent graduates?
- **A:** The date was necessary to allow the winner to participate in the regional competition at the Conference of Southern Graduate Schools on February 23-26, 2018. The student needs to be a currently enrolled student. They need to have a thesis, dissertation or capstone project rather than just a research project. The presentation can focus on the general concept and does not necessarily need to include the final results. During a 3-minute thesis presentation, students should summarize the rationale and methodology for addressing their question. Students can explain the implications of what their expected results. The presentation should be designed for audiences who are unfamiliar with the subject being investigated.

## **c. Student Services Support Announcements (Laura Ryman)**

- The announcements handout was reviewed to include some highlights:
  - The Inaugural 3 Minute Thesis competition is on January 25, 2018 @ 6PM; five students have registered.
    - Registration is open please visit: [JMU Three Minute Thesis Competition](#).
    - Students should contact **Alyse Lehrke**: [lehrkeat@jmu.edu](mailto:lehrkeat@jmu.edu) for more information and schedule preparation workshops.
  - Commencement December 15, 2018. Please submit your RSVP's.
  - Travel Grants: \$8,100 dollars in Travel Grants were awarded to 19 students and 12 graduate programs are represented among those recipients. If interested in serving on the selection committee please email **Alyse Lehrke**: [lehrkeat@jmu.edu](mailto:lehrkeat@jmu.edu). Upcoming deadlines: January 15, and March 31<sup>st</sup> (correction from March 3)
  - Conference of Southern Graduate Schools Awards: JMU has submitted two nominees from biology and assessment and measurement.
  - Global Opportunity Scholarships: The deadline was November 1. We received 9 completed applications. \$1000 scholarships that can be applied to tuition only.
  - Graduate Community Newsletter Deadlines: November 15
  - Graduate Student State Scholarship Program: December 15 Deans will receive an email to begin discussions with your Deans.
  - Curriculum and program changes – deadline for 2018-2019 catalog: March 15th, 2018
  - Graduate Showcase of Research and Creative Activities, and The Graduate School Awards Reception: Thursday, April 19<sup>th</sup>.

## **d. Development of Criteria for RA Support**

- In collaboration with the Office of Research and Scholarship, The Graduate School has been developing criteria for research assistant support. Stipends for RA positions will be paid through externally funded projects. A separate budget for RA tuition support will be established.
- All future applications and requests for RA support will be reviewed and considered under the criteria. Details will continue to be worked out; any updates will be shared as they become available.
- This is a new category of support at JMU for graduate students to have an additional source of funds for RAs.

## **e. Graduate Student Association Report**

- Sarah McGrath shares some announcements to the Graduate council:
  - November Monthly Meeting: The focus will be on Graduate Student Health and Personal Wellness. JMU student health services speakers made presentations on available resources; the presentation was livestreamed via Facebook.
  - GSA discussed Health Insurance for Graduate Students. This issue will be one of GSA's initiatives They will present their concerns at the Board of visitors meeting in April 2018. GSA encourages programs to share any personal stories and information with Sarah so she can include these in her presentation. GSA's vice president will be sending an email to all graduate students asking them to complete a brief survey to gather information on health coverage needs, types required, and insurance basics.
  - GSA Happy Hour: Tomorrow at Ruby's Arcade. Friday, November 10th 5-7pm at Ruby's Arcade

# Graduate Council Meeting Minutes

NOV 09, 2017 -Madison Union 405

- Ugly sweater Party at Madison Hall; Milk and cookies, holiday movie/music, relaxation.
- Grad n Go: 12 donation boxes are in place around campus. GSA encourages all to donate.
- GSA will help sponsor a people's choice award for the 3 Minute Thesis Competition.
- Dr. Chen asked Sarah to email announcements to include in Graduate Council minutes.

### 3. Discussion and Action Items:

- Graduate enrollment strategies: recruitment, admissions, matriculation-encouragement strategies, and student support (Michael and Laura)
  - JMU has a record number of students this year, in part because last year we had a record number of applications.
  - TGS suggests that all programs be strategic in their admissions processes. Based on our APR and Graduate Council Retreat, here are 4 things programs can do to make it more likely that our best applicants accept our offers of admission:
    1. **Think about Overbooking your 1<sup>st</sup> round of admissions**-Admit more than the number of student you ultimately want to enroll. Base the number of admission offers you make on historical data on admissions and enrollment. If programs don't have this information, these data can be provided by Lynette Michael or Josh Baugher.
    2. **Be Quick to Appoint GA's**- Ideally, include offers of GA positions within your admission letter. Tell your very best admitted students that they have a GA position as an incentive to accept offers of admission.
      - **In State/ Out of State**- Don't be overly concerned with the number of assistantship offers you make to out-of-state students. If your best applicants are out-of-state students, and you have assistantship positions available, you can make a few more out-of-state assistantship offers than you have. More details about in-state and out-of-state assistantship numbers will be shared in December in an e-mail from Laura Ryman and Josh Baugher. TGS is trying to make it possible to offer assistantships to more out-of-state students. More assertively recruit your best students, regardless of residency status and let TGS deal with the tuition funding issues.
    3. **Develop strategic alliances with non-academic departments that have GA positions**- There are many department that have GA positions outside of academic units. They hire your students. Develop alliances that allow your students to quickly line up these out-of-department assistantships.
    4. **Use the Scholarship Program strategically**- We will continue to have scholarships available to incoming students. Make the scholarship offers early, in admissions letters, immediately after admissions letter, quickly, to provide incentive for student enrollment.
- **Questions & Comments:**
  - Can we allow students to apply to assistantships through Joblink before they accept offers of admission? Admitted students may apply for assistantships through Joblink, and they can interview for positions, before they accept our offers of admission. Students should not accept offers for assistantships until they have accepted our offers of admission.
  - Why are there so many GA positions in administrative departments? JMU has historically developed many GA positions in administrative departments. We do not have the ability to move them to academic departments, but we can take advantage of these positions as we recruit students
  - Is there a list of administrative departments that have GA's? Laura Ryman will create a list and distribute it to Program Directors.
  - The e-mails from Program Directors that TGS has been collecting will begin to be sent to students who inquire about your programs starting next week.
  - Question for Michael Stoloff: Are you telling us to overbook of admissions over capacity? Yes! Overbook your offers of admission based on historical data regarding the number of students who have been offered admission and the number that typically enroll. Overbooking of GA's

# Graduate Council Meeting Minutes

NOV 09, 2017 -Madison Union 405

should be done much more conservatively. Wait for guidance about this from Laura Ryman and Josh Baugher.

- Everyone is encouraged to speak to Laura and Josh before making decisions.

**End of Minutes**

DRAFT