



# Graduate Council Meeting Summary

September 19, 2024

2:00 - 3:30 pm

Zoom

## **I. Call to Order**

Dr. Linda Thomas, Dean, called the meeting to order at 2:00 p.m.

## **II. Business Items**

### **A. Graduate Student Association Report**

The Graduate Student Association (GSA) officially commenced the 2024-2025 academic year with a General Board Meeting on September 3rd, 2024. A total of 31 graduate students participated, both in person and via Zoom. During the meeting, the GSA introduced the following planned activities for the semester:

- Hiking and Self-Care Chat: September 28th at Fridley Gap
- Movie Night: October 23rd at the University Program Board (UPB) Movie Theatre
- Talk: Artificial Intelligence, Stress, and Grad School: 12:00 p.m., October 11<sup>th</sup>.
- The last General Board Meeting of the semester is scheduled for December 2<sup>nd</sup> at noon.

Additionally, the GSA announced the opening of applications for the Professional Development Grant on September 1st, which will remain open until November 17th.

The GSA also maintains an active presence on social media platforms, including Facebook, Instagram, and GroupMe, where updates and event information are regularly shared. A new feature, the Grad Student Spotlight, will soon highlight graduate students.

During the General Board Meeting, attendees raised concerns about the lack of tailored career support for JMU's graduate students. They pointed out that the Career Center predominantly serves undergraduates and expressed the need for additional resources to assist graduate students in their job search after graduation.

### **B. Curriculum Report**

The first meeting of the Graduate Council Committee will be held on Thursday, September 26.

Curriculum proposals need to be submitted to Modern Campus. It is the same software previously called Curriculog.



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Include objectives & outlines in new course proposals and when needed to explain a significant change (such as the number of credits) and no longer required for minor course modifications that do not change the course focus (such as course number).

If you need help with Modern Campus, contact Alex Lee ([lee7ag@jmu.edu](mailto:lee7ag@jmu.edu)). He can help you start a proposal.

### Curriculum Deadlines:

For proposal to be effective:	Submit to Modern Campus by:	College Dean Approval by:
Summer 2025	September 27, 2024	November 15, 2024
Fall 2025	November 1, 2024	January 21, 2025
Spring 2026	December 1, 2024	January 21, 2025

Proposals for accelerated graduate programs are welcomed. Forms are on the TGS website. Consultation is available from Michael Stoloff & Paula Maxwell.

<https://www.jmu.edu/grad/faculty/program-course-proposals.shtml>

New degree programs, concentrations, and certificates require Provost Curriculum Council Review, BOV Review, and SCHEV Review. Please discuss the process and requirements with Paula Maxwell and Michael Stoloff.

### C. Recruitment Report

As of the Fall census, JMU had 1,775 enrolled graduate students. (7.75% of overall population—22,913)

This was 104% of OIR's projection.

Graduate enrollment had been dropping, primarily from the loss of 5<sup>th</sup>-year M.A.T. programs. Now stabilized:

Fall Census	Graduate Enrollment
2021	2,096
2022	1,878
2023	1,752
2024	1,774



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International Applicants were way up:

- 303 applications received for Fall 2024 (Up from 255 in 2023 and 179 in 2022)
- 118 applicants recommended for admission
- 103 applicants accepted their offer.
- Additionally, 15 applicants who first applied for Fall 2023 and were matriculated for Fall 2024
- 53 students completed their I-20.
- 37 new students arrived and enrolled during Fall 2024. (Total 106—a record high)
- Additionally, 43 applicants who first applied for Fall 2024 deferred for Spring, Summer or Fall 2025.

In August, students experienced significant trauma and delayed arrivals because of:

- Late admission decisions
- Late (or no) offers of assistantships
- Delayed (or inability to) submit a financial declaration
- Long delays in visa appointments at US embassies
- Initial denial or delayed issuance of visas

TGS and ISSS will work with the Graduate Council Executive Committee to develop recommendations, policies, and procedures to address these concerns.

Programs with largest numbers:

<b>Program</b>	<b>Enrolled</b>
Music	21
Public Administration	14
Strategic Leadership Studies	11
Communication & Advocacy	9
Business Administration	7
Sport & Rec Leadership	7
AHRD	6
WRTC	6
Kinesiology	4
Art	3
English	3
10 others	1 or 2

We get the most international applications from Nigeria and Uganda

D. Student Services Report



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Several professional development workshops will be offered this fall:

- "Mentoring Up" Communication  
When: Friday, September 20th from 1:00 pm - 2:00 pm  
Where: Holland Yates Hall Room 4010
- Write on Track: Forming and Maintaining Writing Habits  
When: Thursday, September 26th from 5:00 pm - 6:00 pm  
Where: Student Success Center Room 1075
- Stress and Anxiety Management Workshop  
When: Friday, October 11th from 1:00 pm - 2:00 pm  
Where: Student Success Center Room 1075
- Overcoming Unconscious Bias  
When: Thursday, November 14th from 3:00 pm - 4:00 pm  
Where: Holland Yates Hall Room 4000

The Three-Minute Thesis Competition is scheduled for January 24, 2025, at 6:00 p.m., in Holland Yates Hall, First Floor.

The Graduate Showcase and Creative Activities is scheduled for April 11, 2025, in the Hall of Presidents.

### III. Unfinished Business

None

### IV. New Business

#### A. University Career Center (UCC) – Alyssa Hawley, CCSP, Career Advisor and Liaison

Alyssa Hawley is the Career Liaison for The Graduate School. The mission of the University Career Center is *to prepare and empower all students in every aspect of their career development*. Some of the services that UCC provides include assistance with class presentations, resumes, cover letters, interview prep and preparation, job and internship searches, planning professional attire, career decision-making, graduate school preparation, and professional headshots. Don't hesitate to contact Alyssa Hawley ([adamsar@jmu.edu](mailto:adamsar@jmu.edu)) for additional information about the services the University Career Center can provide.

Information on career outcomes by class year can be found at the University Career Center website: <https://www.jmu.edu/career/careeroutcomes/index.shtml#SET-A-A>.



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## B. Approval of Executive Committee membership

Membership of the Executive Committee consists of the Dean of The Graduate School, who serves as chair, the Associate Dean, who serves as co-chair, and one graduate faculty member representing each college. Committee members may be called on between full Council meetings and during the summer months to advise the Dean and aid in urgent decision-making when the full Graduate Council cannot be gathered. The Dean and Associate Dean of The Graduate School serve as ex-officio, non-voting members.

For the Executive Committee, the Graduate Council must choose one representative for each college from among the members of next year's Graduate Council.

The slate of officers for the 2024-2025 Executive Committee includes:

### Graduate Council Executive Committee:

Andrea Knopp	College of Health and Behavioral Studies
Brett Tjaden	College of Integrated Science and Engineering
Matthew Rutherford	College of Business
Lori Beth De Hertogh (Fall) & Melissa Aleman (Spring)	College of Arts and Letters
Angela Webb (Fall) & Tabitha Coates (Spring)	College of Education
Roshna Wunderlich	College of Science and Mathematics
Bill Wightman	College of Visual and Performing Arts

The slate of officers for the 2024-2025 Graduate Council Executive Committee was approved.

## C. Approval of Graduate Council Curriculum Committee membership

The Curriculum Committee is responsible for making all curriculum decisions on behalf of the Graduate Council. This committee comprises one graduate faculty member representing each college, one at-large graduate faculty member representing all doctoral programs, and one at-large graduate faculty member representing all master's programs. Curriculum Committee members can but are not required to be members of the Graduate Council.

For the Graduate Council Curriculum Committee, the Graduate Council must choose one representative from each college's Graduate Faculty. Members do not have to be Graduate Council members or Program Directors, but these individuals are eligible for this committee. In addition, the Graduate Council must choose one at-large graduate faculty member to represent all master's programs and another who will represent all doctoral programs.



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The slate of officers for the 2024-2025 Curriculum Committee includes:

Tim Ball	College of Arts and Letters
Andrea Knopp	College of Health and Behavioral Studies
Mohamed Aboutabl	College of Integrated Science and Engineering
Nicole Wright	College of Business
Eric Carbaugh	College of Education
Janet Daniel	College of Science and Mathematics
Corinne Diop	College of Visual and Performing Arts
Christine Argenbright	Doctoral Programs
Dana Haraway	Master's Program

The slate of officers for the 2024-2025 Graduate Council Curriculum Committee was approved.

## D. Committee on Academic Programs

This university committee serves as the final faculty and administrative body to review and recommend to the president and board of visitors curricular matters related to the entire university (e.g., degree requirements; major changes within the general education program; and the addition, deletion, and significant modifications of all programs). CAP meets once a month. The Graduate Council has two faculty members who serve as representatives on CAP.

Scott Gallagher has agreed to continue serving this year. Another representative still needs to serve on CAP. Dr. Paula Maxwell will send members a description of the position. Faculty interested in serving should contact Dr. Linda Thomas ([thoma7lm@jmu.edu](mailto:thoma7lm@jmu.edu)).

E. If members want to add agenda items for future meetings, please email Dr. Thomas ([thoma7lm@jmu.edu](mailto:thoma7lm@jmu.edu)).

F. Due to visa constraints, a question was raised about how programs get students from the African continent, and a discussion ensued.

## V. Announcements

A. The Graduate Fair is scheduled for September 24 at Hotel Madison from 3:00-6:00 p.m.

B. Graduate Assistants may be eligible for SNAP benefits, but they must complete a federal application that will aid them in purchasing food. The exception to this is that International Students do not qualify for SNAP benefits. Information on campus resources and community resources on food assistance at <https://www.jmu.edu/ssh/food/index.shtml>.



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## **VII. Conclusion**

With no further business, a motion to adjourn the meeting was made and properly seconded. The motion carried, and the meeting adjourned at 3:00 p.m.



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Graduate Council Voting Members			
Last Name	First Name	Academic Unit	Joined Zoom Meeting
Irving	James	Accounting	
Wunderlich	Roshna	Biology	Yes
Rutherford	Matthew	Business Administration	
Piker	Erin	Communication Sciences & Disorders (CSD)	Yes
Heydari	Hossain	Computer Science	
Grande	Steve	Department of Graduate Psychology	Yes
Moore	Kethera	Department of Psychology	Yes
Imbrescia	Eric	Early, Elementary & Reading Education	
Pulos	Joshua	Educational Foundations & Exceptionalities	
Godfrey	Mollie	English	Yes
Car/Wallace Carr	Ben/Julia	Hart School	Yes
Peterson	Connie	Health Professions	Yes
Gubser	Michael	History	Yes
Nye	Susan	Kinesiology	
Coates	Tabitha	Learning, Technology, & Leadership Education	Yes
Stevens	Alexis	Mathematics	Yes
Webb	Angela	Middle, Secondary and Mathematics Education	
Knopp	Andrea	Nursing	Yes
Sombo (Muzata) & Alexander (Rob)	Muzata (Sombo) & Rob (Alexander)	Political Science	Yes Yes





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Diop	Corinne	School of Art & Design History	Yes
Aleman	Melissa	School of Communication Studies	Yes
Spindel	Jonathan	School of Integrated Sciences	Yes
Dabback	William "Will"	School of Music	Yes
Sloan	Margaret	School of Strategic Leadership	Yes
DeHertogh	Lori Beth	Writing, Rhetoric & Technical Communication ( <b>WRTC</b> )	Yes
Mehou	Juste	Graduate Student Association	
Plowright	Emily	Graduate Student Association	

Graduate Council Non-Voting Members			
Last Name	First Name	Title	Joined Zoom Meeting
Thomas	Linda	Dean	Yes
Stoloff	Michael	Associate Dean, Admissions and Recruitment	Yes
Ryman	Laura	Assistant Dean and Director of Graduate Student Services	Yes

Guests			
Last Name	First Name	Academic Unit	Joined Zoom Meeting
Anderson	Robin	Professor, Graduate Psychology	
Hochstetler	Doug	Associate Dean, CHBS	
Bell	Pamela	Administrative Assistant, TGS	Yes
Brutus	Tiffany	Research and Scholarship	
Doss	Cheryl	Recruitment & Marketing Coordinator, TGS	Yes



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Gallagher	Scott	Associate Dean, COB	
Flota (Brian) & Pulos (Joshua)	Brian (Flota) & Joshua (Pulos)	Library	Yes Yes
Johnson	Beth	Assistant Director of Admissions	Yes
Kielty	Michele	Professor, Department of Graduate Psychology	
Lipscomb	Rebecca	Finance and Data Manager, TGS	
MacDonald	Sarah	Assistant Dean, Outreach & Engagement	Yes
Maxwell	Paula	Associate Vice Provost	Yes
McDonnell	Kristi	Student Records and Graduation Specialist, The Graduate School	
Michael	Lynette	Director of Admissions, TGS	Yes
Miller	Yvonne	Assistant to the Dean, TGS	Yes
Rose	Liz	Graduate Admissions Document Manager and Computer Coordinator, TGS	
Shackelford	Kristi	Communications Officer, Academic Affairs	
Stevens	Wren	Associate Dean, CVPA	
Lam	Mike	Interim Assistant Dean, College of Integrated Science and Engineering	Yes
White	Siân	Associate Dean, College of Arts and Letters	
Zhou	Jy	Director, Center for Global Engagement	
Zugelder	Bryan	Associate Dean, COE	
Hawley	Alyssa	University Career Center	Yes