MINUTES OF THE COUNCIL ON GRADUATE STUDIES   February 5, 2002
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The Council on Graduate Studies met at 2:05 p.m. on Tuesday, February 5, 2002, in the Arcola/Tuscola room.

Members participating: Dean Augustine, Dr. Costa, Mr. Goldacker, Dr. Havey, Dr. Hoberman, Dr. Key, Dr. Leitschuh, Dr. Liu, Ms. Meiners, Dr. Noll, and Dr. Reven.

Members absent: None.

Guests present: C. Rohn.

Staff participating: Dr. Herrington-Perry and Ms. Karr.

I. **Minutes.**
The January 15, 2002 minutes were approved as written.

II. **Items to be Added to the Agenda.**

Dr. Noll moved and Dr. Costa seconded the motion to add the following items to the agenda.
- 02-03, Revision to the Communications Disorders and Sciences major.
- 02-04, Revision of admission requirements for Post-Baccalaureate
   Teacher Certification program.

III. **Agenda Items to be Acted on.**
- 02-01, Revision of admission requirements for the Educational Administration M.S. Ed. program.

   Dr. Rohn presented the proposal and answered questions of the Council. The motion passed unanimously.

   The motion approves the following to become effective Spring 2002.

   Current: Admission Requirements: To be eligible for degree candidacy, applicants must meet all of the requirements for admission to the Graduate School (see "Requirements for Degree-Seeking Students").

   Proposed: Admission Requirements: To be eligible for degree candidacy, applicants must meet all of the requirements for admission to the Graduate School (see "Requirements for Degree-Seeking Students"). **In addition, applicants must demonstrate a focus of interest in school administration. This focus can be documented through the submission of one of the following documents:**
   1) **A valid teaching certificate.**
   2) **Documentation of admission to, and continuing participation in, a teacher certification program.**
   3) **Documentation of employment in an administrative position at the community college or university and a statement of career goals emphasizing educational administration.**

   Extenuating circumstances may be appealed to the Department Faculty for consideration.

- 02-02, Revision of admission requirements for the Educational Administration Ed.S. program.

   Dr. Rohn presented the proposal and answered questions of the Council. The motion as amended passed unanimously.

The motion approves the following to become effective Spring 2002.

Current: Admission Requirements: To be eligible for degree candidacy, applicants must meet all of the requirements for admission to the Graduate School (see "Requirements for Degree-Seeking Students").

Proposed: Admission Requirements: To be eligible for degree candidacy, applicants must meet all of the requirements for admission to the Graduate School (see "Requirements for Degree-Seeking Students"). **In addition, applicants must demonstrate a focus of interest in school administration. This can be documented through the submission of one of the following documents:**
1) **A valid teaching certificate.**
2) **Documentation of admission to, and continuing participation in, a teacher certification program.**
3) **Documentation of employment in an administrative position at the community college or university level and a statement of career goals emphasizing educational administration.**

Extenuating circumstances may be appealed to the Department Faculty for consideration.

Candidates who provide documentation of completion of a Masters Degree and a valid Illinois Type 75 certification may be admitted needing to complete only all 6000 level courses required by University and Department standards. Candidates who do not hold the Type 75 certificate will be required to complete all 5000 level requirements, and 6000 level courses or their equivalent, in order to complete the Specialist Degree.

- 01-26, Course Proposal Format.

Dr. Noll presented the proposal and answered questions of the Council. The motion as amended passed unanimously ("amended" reflects the Council's understanding that the final version will read "Date approved by the department **or school**" and "Date approved by the College ~~or School~~ curriculum committee" and will reflect the clarification of the term "workshop").

The motion approves the following to become effective Fall 2002.

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NEW/REVISED COURSE PROPOSAL FORMAT

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This format is to be used for all courses submitted to the Council on Academic Affairs and/or the Council on Graduate Studies.

1. Catalog description in the style of the University Catalog, showing
   a) course number;
   b) title;
   c) meeting times and credit, such as (3-0-3);
   d) term(s) to be offered (F, S, SU);
   e) short title -- not to exceed 16 characters, including spaces;
   f) course description -- not to exceed four lines. If this course is repeatable, indicate this in the course description;
   g) prerequisite(s), including required technical skills such as software proficiency or Internet use.

2. Objectives and Evaluation of the Course
   a) List the objectives of the course.
   b) If this is a general education course, list the student learning objectives that are designed to help students achieve one or more of the following goals of general education and university-wide assessment:
      - EIU graduates will demonstrate the ability to write and speak effectively.
      - EIU graduates will demonstrate the ability to think critically.
      - EIU graduates will function as responsible citizens.

Also indicate additional student learning objectives, if any, designed to help students achieve the goals of the course and/or a particular discipline or program.

c) List the methods of assessing students' achievement of these objectives (projects, reports, research papers, oral presentations, group problem solving, examinations, etc.) and indicate how these methods support that achievement. If non-traditional delivery modes (e.g., workshop, short course, technology-delivered*) may be used, list any necessary assessment alternatives and explain how these methods support students' achievement of the specified learning objectives.

d) If this course is numbered 4750-4999, specify additional or more stringent requirements for students enrolling for graduate credit. These include:
   (1) course objectives;
   (2) projects that require application and analysis of the course content; and
   (3) separate methods of evaluation for undergraduate and graduate students.

e) If applicable, indicate whether this course is writing-active, writing-intensive, or writing-centered, and describe how the course satisfies the criteria for the type of writing course identified.**

3. Outline of the Course

a) Specify units of time (e.g., for a 3-0-3 course, 15 weeks of 45 fifty-minute class periods) for each major topic in the outline. Provide clear and sufficient details about content and procedures so that possible questions of overlap with other courses can be addressed. If the course, or some sections of the course, may be technology-delivered, explain how the course content "units" are sufficiently equivalent to the traditional on-campus semester hour units of time described above. If the course will ONLY be offered in a technology-delivered format, explain why the course content and student workload justifies the semester hour assignment (e.g., 3-0-3).

b) If the course, or some sections of the course, may be offered in a non-traditional format (e.g., workshop, short course, technology-delivered), explain how the integrity of the original course will be maintained as it relates to students' achievement of learning objectives. In particular, address the following:
   (1) How will contact with students, participation in discussion, and/or research mentoring be managed?
   (2) How will security issues, including academic integrity, be addressed?

4. Rationale

a) Purpose and need: Explain the purpose of and need for this course. If this is a general education course, indicate the segment of the general education program into which it will be placed, and describe how the course meets the requirements of that segment. If the course, or some sections of the course, may be technology-delivered, explain the need for it to be technology-delivered.

b) Justification of the level of the course and a list of all prerequisites.

c) Similarity to existing courses and/or effect upon programs in other departments:
   (1) Give a clear justification for the new course if it is similar to an existing course.
   (2) Cite course(s) to be deleted if the new course is approved or the exceptional need to be met or the obvious gap to be filled.
   (3) Describe any relevant program modification if the course is approved.
   If substantial duplication of contents occurs, or a program change outside the department is required, the new proposal should be discussed with the appropriate chairpersons, deans, or curriculum committees and their responses noted in the proposal.

d) Impact on Program: Specify programs, majors, or minors in which the course is to be required or used as an approved elective. If the proposed course causes a change in a major, minor, etc., submit a separate proposal requesting that change along with the course proposal. Provide a copy of the existing program in the current catalog with the requested changes noted. If the course, or sections of the course, may be technology delivered, how will the program(s) involved be affected (for example, course availability, number of available seats, program access, etc.).

5. Implementation

a) Faculty member(s) to whom the course may be assigned. In case of a graduate course, if the department does not currently offer a graduate program, it must document that it employs faculty qualified to teach graduate courses.

b) Specification of any additional costs to students, including those for supplemental packets, hardware/software, or any other additional technical or technological requirements. (Course fees must be approved by the President's Council.)

c) Text and supplementary materials to be used, including publication dates.

d) Term to be offered first.

6. Community College Transfer

If the proposed course is a 1000- or 2000-level course, state either, "A community college course may be judged equivalent to this course" OR "A community college course will not be judged equivalent to this course." A community college course will not be judged equivalent to a 3000- or 4000-level course but may be accepted as a substitute; however, upper-division credit will not be awarded.

7. Date approved by the department _____

8. Date approved by the College or School curriculum committee _____

9. Date approved by CAA _____ CGS _____

* A **technology-aware** course section uses the Internet and other technologies to augment a regularly scheduled, face-to-face course section by providing basic catalog, scheduling, syllabus, and other routine information via the Internet. No two-way technology-based interaction between faculty and students is facilitated. A **technology-enhanced** course section augments a regularly scheduled course section and adds opportunities for interaction between a faculty member and the students or among students; course related information, including handouts and assignments, may be published dynamically during the course, and students may submit and have assignments returned electronically. The primary and predominant mode of instruction is face-to-face. A **technology-delivered** course section is designed and scheduled to use technology as the exclusive or predominant mode of instruction and faculty-student interaction.

In **writing-active courses, frequent, brief writing activities and assignments are required. Such activities -- some of which are to be graded – might include five-minute in-class writing assignments, journal keeping, lab reports, essay examinations, short papers, longer papers, or a variety of other writing-to-learn activities of the instructor's invention. Writing assignments and activities in writing-active courses are designed primarily to assist students in mastering course content, secondarily to strengthen students' writing skills. In **writing-intensive courses**, several writing assignments and writing activities are required. These assignments and activities, which are to be spread over the course of the semester, serve the dual purpose of strengthening writing skills and deepening understanding of course content. At least one writing assignment is to be revised by the student after it has been read and commented on by the instructor. In writing-intensive courses, students' writing should constitute no less than 35% of the final course grade. In **writing-centered courses** (English 1001G, English 1002G, and their honors equivalents), students learn the principles and the process of writing in all of its stages, from inception to completion. The quality of students' writing is the principal determinant of the course grade. The minimum writing requirement is 20 pages (5,000 words).

Effective Fall 2002
CAA approved _____
CGS approved _____

Disability Services 581-6583   **CAREER SERVICES** 581-2412   **LEARNING ASSISTANCE CENTER** 581-6696   **counselingcenter** EASTERN ILLINOIS UNIVERSITY 581-3413

~~~~~~~~~~~~~~~~ Supporting Student Success ~~~~~~~~~~~~~~~~

IV. Communications.
1. Request (1/22/02) for Executive Action from the College of Sciences for the following:
    - BIO 4948 Plant Taxonomy. Change course description and prerequisites from "The classification and characteristics of the common families of flowering plants. Prerequisite: BIO 1200G" to read "The classification **and evolution of flowering plants. Emphasis on learning common families and field techniques, especially specimen**

preparation. Saturday field trip required. Prerequisite: BIO 3322 or 3612 or permission of instructor." Effective: Fall 2002.

- BIO 4950 Ichthyology, BIO 4952 Herpetology, and BIO 4954 Ornithology. Change prerequisite from "BIO 3950 or permission of instructor" to **"BIO 3800 or BIO 3950 or permission of instructor."** Effective: Fall 2002.
- BIO 4956 Mammalogy. Change prerequisite from "BIO 1200G and 3950" to **"BIO 3800 or BIO 3950 or permission of instructor."** Effective: Fall 2002.

2. Email of CASL minutes.
3. Dr. Key noted faculty elections for council seats would be held in the spring and stated that he, Dr. Costa, and Dr. Reven would be finish their terms this year.
4. Dr. Herrington-Perry invited the Council to attended the workshop on "Tools, Techniques, and Tips for Academic Assessment at the Department Level" being held Friday, February 15, from 9:00 a.m. to 12:00 p.m. in the Mattoon-Charleston Room, MLK Union.

V. <u>Reports.</u>
1. Dr. Hoberman reported the Board of Trustees had approved the Honorary Degree Committee's two nominees.

VI. <u>Dean's Report.</u>
1. Dean Augustine noted he was holding two information sessions for authors of TEDE grant applications. The first is from 12:00 to 1:30 p.m. on February 12 in Buzzard Hall, Room 2160 and the second one is from 12:00 to 1:30 p.m. on February 15 in Buzzard Hall, Room 1441.

The meeting was adjourned at 3:08 p.m.   Luann Karr, Coordinator

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ANNOUNCEMENT OF THE NEXT MEETING
Tuesday, February 19, 2002, 2:00 p.m.
Arcola/Tuscola Room

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Agenda Items:
None at this time.

Pending Executive Actions:
1. BIO 4948 Plant Taxonomy. Change course description and prerequisites from "The classification and characteristics of the common families of flowering plants. Prerequisite: BIO 1200G" to read "The classification **and evolution of flowering plants. Emphasis on learning common families and field techniques, especially specimen preparation. Saturday field trip required. Prerequisite: BIO 3322 or 3612 or permission of instructor."** Effective: Fall 2002.

2. BIO 4950 Ichthyology. Change prerequisite from "BIO 3950 or permission of instructor" to **"BIO 3800 or BIO 3950 or permission of instructor."** Effective: Fall 2002.

3. BIO 4952 Herpetology. Change prerequisite from "BIO 3950 or permission of instructor" to **"BIO 3800 or BIO 3950 or permission of instructor."** Effective: Fall 2002.

4. BIO 4954 Ornithology. Change prerequisite from "BIO 3950 or permission of instructor" to **"BIO 3800 or BIO 3950 or permission of instructor."** Effective: Fall 2002.

5. BIO 4956 Mammalogy. Change prerequisite from "BIO 1200G and 3950 " to **"BIO 3800 or BIO 3950 or permission of instructor."** Effective: Fall 2002.

Executive Actions:
1. *CHM 4765 Biochemistry Laboratory. Change course number to 3455. Effective date: Fall 2002.

2. *CHM 4860 Complex Biochemical Systems – Change course title to "Advanced Biochemistry" and change prerequisite from CHM 4760 or CHM 3450 with consent of the instructor to "**CHM 3460**." Effective date: Fall 2002.

3. *CHM 4900 Modern Inorganic Chemistry. Change the course description of CHM 4900 from "A study of the structures and reactions of inorganic compounds with particular emphasis on chemical bonding and coordination theory. Prerequisites: CHM 2310 and 3920 to read as follows**: "Bonding, structures, and reactivity of inorganic, organometallic, and bioinorganic compounds. Prerequisites: CHM 2310 and 3920."** Effective date: Fall 2002.

4. * PLS 4774 American Constitutional Law. Change course credits from "4-0-4" to **"3-0-3."** Effective date: Fall 2002.