

## MINUTES OF THE COUNCIL ON GRADUATE STUDIES

February 4, 2003

The Council on Graduate Studies met at 2:00 p.m. on Tuesday, February 4, 2003 in the Arcola/Tuscola Room.

Members present: Dean Augustine, Dr. Cheryl Noll, Dr. Shane Miller, Dr. Britto Nathan, Dr. Ruth Hoberman, Dr. Mary Ellen Varble, Dr. Ping Liu, Dr. Linda Morford  
Members absent: Dr. Michael Havey, Dr. Mark Voss-Hubbard, Mr. Jo Robbins  
Staff present: Dr. Mary Herrington-Perry, Mrs. Linda Barter  
Guests present: Dr. Brian Poulter, Dr. Dana Ringuette, Dr. Bonnie Irwin

### I. Minutes

The minutes of the January 21, 2003 meeting were approved as published.

### II. Communications

January 27, 2003: College of Education and Professional Studies Curriculum Committee Minutes

January 24, 2003: College of Sciences Curriculum Committee Minutes

### III. Executive Actions

From Dean Mary Anne Hanner, College of Sciences.

1. CHM 4770 – Change prerequisite from “CHM 3920 or 5300 or concurrent enrollment in CHM 5300” to “CHM 3915 and 3920 or 5300 or concurrent enrollment in CHM 5300.” Effective date: Fall 2003
2. CHM 4860 – Change course title from “Advanced Biochemistry” to “Biochemistry III.” Effective date: Fall 2003
3. CHM 4900 – Change prerequisite from “CHM 2310 and 3920” to “CHM 2310, 3910, and 3920.” Effective date: Fall 2003
4. PLS Major (M.A.) -- Remove of the last sentence on page 24 of the graduate catalog under “Admissions Requirements,” which currently reads as follows: “Students who receive a combined verbal and quantitative score of over 1000 are eligible for unconditional admission to the M.A. program in Political Science.” Effective date: Summer 2003

#### **IV. Items to be Added to the Agenda**

##### **03-02 Proposed Catalog Text: Alternative Teacher Certification Program**

Dr. Ruth Hoberman moved and Dr. Mary Ellen Varble seconded the motion to add this item to the agenda.

#### **V. Items to be Acted On**

##### **02-42 Dr. Blair Lord, VPAA: Policy review request, IGP #46, Grades**

The Council referred this item back to the Incomplete Grade Committee with the following recommendations: The letter "I" shall not remain on the transcript indefinitely but rather a time frame should be developed to remove the "I" and record a default grade. The department chair or graduate coordinator should have a plan to remove the "I" on file.

##### **02-43 Up-date Policy on Calculating the Undergraduate Cumulative Grade Point Average**

This action was approved to become effective immediately.

##### **Calculating the Undergraduate Cumulative Grade Point Average**

The undergraduate cumulative GPA is defined as the final GPA as reflected on the official transcript of the institution granting the baccalaureate degree. If no cumulative GPA is specified or if the institution uses a scale other than a 4.0 scale, the Graduate School will calculate the GPA for the baccalaureate institution.

If applicants do not have a 2.75 cumulative GPA on the official transcript of the institution granting the degree, or if the undergraduate degree was earned from an accredited institution in a non-traditional program, the Graduate School will automatically calculate the GPA on the last 60 hours of graded academic course work. The cumulative GPA for the last 60 hours is calculated by identifying the most recent term in which the student has completed course work and counting backward until the terms in which 60 semester hours were earned are identified. All of the hours in those terms will be included in the calculation.

Admission applicants may request that course work taken as a post-baccalaureate student be considered in the computation of the GPA when calculating the GPA on the last 60 semester hours. Applicants must provide official transcripts of all post-baccalaureate course work and request that all post-baccalaureate work be included in the calculation. When such a request is made, the cumulative GPA is calculated by identifying the most recent term in which the student has completed course work and counting backward until the terms in

which 60 semester hours are identified. All of the hours in those terms will be included in the calculation.

#### 02-44 Up-date Policy on Graduate School Admission Procedures for Domestic Students

This action was approved to become effective immediately.

#### **Applicants Completing or Holding Undergraduate Degrees from EIU with a Cumulative GPA of 2.75 or Higher at the Time of Application**

Applicants who are completing or holding a baccalaureate degree from EIU and who are seeking continued enrollment as graduate candidates are required to submit an application and fee. Applicants who have earned a cumulative undergraduate GPA of 2.75 or higher and who have department/school approval may be authorized to register for graduate courses.

#### **Applicants Completing Undergraduate Degrees from EIU with a Cumulative GPA below 2.75 at the Time of Application**

Applicants who are completing a baccalaureate degree from EIU but who have earned less than a 2.75 undergraduate cumulative GPA at the time of application do not meet degree candidacy or provisional candidacy requirements for admission. Such applicants may seek authorization to register for graduate classes through the Graduate School Waiver and Appeals Process. If approved, the applicant may register for graduate courses. If the applicant fails to complete the baccalaureate degree during the current term and has less than a 2.75 undergraduate GPA, the applicant will be dropped from all graduate courses by the 10<sup>th</sup> day of the following term. Undergraduates who fail to complete their baccalaureate degrees as scheduled and who have less than a 2.75 undergraduate cumulative GPA are not eligible for any graduate study options.

#### **Applicants Who Hold Faculty or Administrative Appointments at EIU**

Applicants who hold faculty or administrative appointments at EIU and who wish to enroll for non-degree graduate study are required to submit an application. Transcripts are required only if not on file at the University. Application fees are waived if applicants complete the faculty and administration application fee waiver form available in the Benefits Office. A copy of the application fee waiver form must be attached to the application. Degree candidacy and graduate certificate admission are granted only by departments/schools. See the section of the *Graduate Catalog* titled "Degree Candidacy" and "Certificate Programs" for specific requirements.

#### **Applicants Who Hold Civil Service Appointments at EIU.**

Applicants who hold civil service appointments at EIU and who wish to enroll for non-degree graduate study are required to submit an application and transcripts. Application fees are waived if applicants complete the civil service application fee waiver form available in the Benefits Office. A copy of the application fee waiver form must be attached to the application. Degree candidacy and graduate certificate

admission are granted only by departments/schools. See the section of the *Graduate Catalog* titled “Degree Candidacy” and “Certificate Programs” for specific requirements.

### **Applicants Who are McNair Scholars**

McNair Scholars are strongly encouraged to apply for graduate study at Eastern Illinois University. Application fees are waived for McNair Scholars. McNair Scholars are required to submit an application and transcripts. McNair applicants should check the section of the application that verifies their enrollment as McNair Scholars and must include a copy of their certificate of candidacy in the McNair Scholars program.

02-45 **4761 JOU. Advance New Media Design. (2-2-3)** The study and design of advanced forms of journalism and storytelling using emerging new media such as streaming audio, video, animations, virtual reality simulations and other means and media. Prerequisites: JOU 3701 and JOU 3702 or permission of the instructor.

Dr. Brian Poulter presented the proposal and answered questions of the Council. Motion passed with a unanimous vote. This action approved the item above to become effective Spring 2004.

02-46 **4762 JOU. Interactive Reporting and Design. (1-3-3)** Class will focus on the creation of interactive journalistic packages. Industry standard software (such as Flash) and the corresponding scripting languages will be used extensively. The course will emphasize how best to use interactive packages to communicate effectively with diverse audiences. Prerequisites: JOU 3701 and JOU 3702 or permission of the instructor.

Dr. Brian Poulter presented the proposal and answered questions of the Council. Motion passed with a unanimous vote contingent upon approval of CAA. This action approved the item above to become effective Fall 2004.

02-47 **4771 JOU. Communication Law. (3-0-3)** The study of the history and development of media law in the United States. Major emphasis will be placed on speech and press theories, libel, invasion of privacy, copyright, broadcast and advertising regulation, access to government records and meetings, access to court proceedings, and legal rights and limitations of new media. Prerequisites: Junior standing.

Dr. Brian Poulter presented the proposal and answered questions of the Council. Motion passed with a unanimous vote contingent upon approval of CAA. This action approved the item above to become effective Fall 2003.

02-48 **4801 ENG. Integrating the English Language Arts. (3-0-3)** Strategies for integrating the English language arts, including literature, composition, speech, drama, and works in other media such as film. Attention to pedagogical theory and its practical applications.

Dr. Dana Ringette and Dr. Bonnie Irwin presented the proposal and answered questions of the Council. Motion passed with a unanimous vote contingent upon approval of CAA. This action approved the item above to become effective Fall 2003.

03-01 **New/Revised Course Proposal Format** (Revision approved by CAA 1-16-03)

This item was passed with a unanimous vote and approves implementation of the attached course proposal form immediately.

## **VI. Committee Reports**

Committee reports were postponed to the next meeting.

## **VII. Dean's Report**

**The Dean announced the Faculty Marshals for Spring 2003 Commencement are:**

Dr. Mary Ellen Varble – Early Childhood – College of Education and Professional Studies

Dr. Ruth Hoberman – English – College of Arts and Humanities

Dr. Britto Nathan – Biological Sciences – College of Sciences

Dr. Ping Liu – Technology – College of Business and Applied Sciences

**NCA Accreditation – The Dean invited CGS member to volunteer for NCA self-study committees.**

As many may already know, Eastern's decennial accreditation visit by the North Central Association (NCA) will be taking place during the Spring 2005 Semester. While this may seem like the very distant future, there is a good deal of work needed in advance of this visit on which we need to begin working now. Before describing the specific nature of this work, let me give some background on NCA accreditation.

American higher education has for many years relied on so-called "voluntary, peer-based" accreditation. At the institutional level, as opposed to disciplinary-based specialized accreditation, this is accomplished by six regional associations which handle the process for their respective geographic regions. Ours is the North Central Association, among the largest of the six. Securing and maintaining this regional accreditation is virtually a prerequisite to our doing business as a University. It is, for example, required if we are to receive any federal funds including research grants and

federal financial aid dollars on behalf of our students. It is also a requirement for state authorization to confer degrees.

For most institutions, continuation of accredited status (Interestingly, it is not actually termed reaccreditation) requires a visit once every ten years. The visit is preceded by preparation of an institutional Self-Study, prepared to respond to the Accreditation Criteria promulgated by the NCA (see attached). Preparation of the Self-Study is probably the most important part of the entire process. It offers us the opportunity to collectively consider our institutional objectives, reflect on how well we believe we are accomplishing them, and have an external group verify our findings. While this is not a trivial institutional exercise, indeed, it will require considerable collective time and energy; it is also a real opportunity.

As mentioned, the value of the Self-Study process, is the systematic engagement of folks across the entire institution in this reflection. While the NCA does not prescribe an organizational design to assure this engagement, there is a fairly typical organizational design used by institutions like Eastern. Usually, a leader or chair of the process is designated and a steering committee with broad expertise is appointed. In addition, subcommittees which will focus on one of the five major criteria are assembled. Finally, during the year-long process of deliberating on the criterion, open meetings, focus groups, surveys and other such methods to gather information are used. As you can see, many individuals can and need to be involved in the process.

Besides explaining the purpose and importance of the process on which we are about to embark, this is written to invite all members of the EIU community to consider active participation. As you can imagine, the task of the Self-Study chair is substantial. In fact, I have found from previous experience that having co-chairs, one faculty member and one administrator, makes it somewhat more manageable. I have spent a good deal of time considering and recently recruiting individuals to serve as co-chairs for EIU, and I now have agreement from Professor Jill Owen and Dean Robert Augustine to serve in this capacity. Both have prior experience with specialized accreditation, skill in facilitating group deliberations, and are well-respected members of our community. I am now seeking to secure leadership of the five Criterion Teams, and assembling names of those interested in membership on these teams. If you would have an interest in serving, please make your interest known to Jill, Bob, or Mary Herrington-Perry in my office. Ultimately, we will have to make sure all the needed expertise is present on these teams and may have to add some folks to assure this. While we may not be able to place all who are interested in serving on one of these teams, all will be tapped in one fashion or another. To help you in anticipating where your expertise may fit best, please reference the attached five criteria which will apply to us.

This is a vitally important task for EIU. It is also an opportunity to engage in systematic reflection on what we do as an institution and receive the considered feedback from outside experts. This can only help continue our tradition and reputation of excellence.

## **NCA Criteria**

1. **Mission and Integrity.** The organization operates with integrity and ensures the fulfillment of its mission through structures and processes that involve the board, administration, faculty, staff and other constituencies who understand and support that mission.

2. **Preparation for the Future.** The organization is capable of fulfilling its mission and responding to new challenges or opportunities through its allocation of resources to sustain and improve educational quality and its processes for continuous evaluation and comprehensive planning.

3. **Student Learning and Effective Teaching.** Consistent with its mission, the organization assures and advances student learning, recognizes and promotes teaching effectiveness, and evaluates the currency and relevance of its curricular offerings.

4. **Discovery.** Consistent with its mission, the organization supports its constituents to engage in a life of learning by providing an environment that supports research, scholarship, performance, creativity, applied practice, and/or other forms of discovery.

5. **Engagement.** Consistent with its mission, the organization identifies its communities of shared interest, engages them, and serves them in ways they value.

\*for more information on the criteria see:

<http://www.ncacihe.org/restructuring/newcriteria/NewCriteria.pdf>

Dr. Nathan moved and Dr. Morford seconded that the meeting be adjourned.

The meeting was adjourned at 3:37 p.m.

Linda K. Barter, Acting Coordinator

\*\*\*\*\*  
**ANNOUNCEMENT OF THE NEXT MEETING**  
**Tuesday, February 18, 2003**  
**Arcola/Tuscola Room**