The Council on Graduate Studies met at 2:00 p.m. on Tuesday, September 6, 2005 in the Arcola/Tuscola Room.

Members present:	Dean Augustine, Dr. Burns, Dr. Conn, Ms. Davis, Dr. Elder, Dr. Hake, Dr. Loewen, Dr. Morford, and Dr. Owen
Members absent:	Dr. Costa and Dr. O'Rourke
Staff present:	Mr. Ranes and Mrs. Barter
Guests present:	Dr. Jeanne Snyder, School of Family and Consumer Sciences/Gerontology

I.   Welcome and Orientation Presentation
Chair Burns welcomed both new and returning members.
Dean Augustine explained the procedures of the Council via a power point presentation.

II.   Approval of the April 19, 2005 Minutes
The April 19, 2005 minutes were approved as published.

III.   Communications
1. April 22,2005 College of Sciences Curriculum Committee Minutes
2. April 25, 2005 Lumpkin College of Business and Applied Sciences Curriculum Committee Minutes
3. May 2, 2005 Lumpkin College of Business and Applied Sciences Curriculum Committee Minutes
4. Report of the Ad Hoc committee to Investigate + / - Grading System
5. Supplement to Approvals for Curriculum Changes Requiring Both Council on COTE and CGS Approval

IV.   Approved Executive Actions
1. Charles Rohn, Dean, CEPS, the following was approved by executive action on April 19, 2005 to be effective Spring 2006:
   The Department of Recreation Administration requests that you consider taking an executive action in recognizing REC 4950 (Therapeutic Leisure Services for the Aged) be re-titled **Leisure and Aging** as this more accurately reflects course content.   The new short title would read: **Leisure/Aging.**
2. Charles Rohn, Dean, CEPS, the following was approved by executive action on April 29, 2005 to be effective Fall 2005:
   Department of Counseling and Student Development Admission Requirements: To be eligible for degree candidacy, applications must meet all of the requirements for admission to the Graduate School (see "Admission to Graduate Degree and Certificate Programs"). In addition, student must:
   - Submit official scores from the Graduate Record Examination (GRE) to the Graduate School;
   - Complete and submit the departmental admission application;
   - Submit two departmental recommendation forms from individuals outside of the department familiar with the applicants academic or work performance. (The department prefers academic reference if possible.);
   - Deadline for submitting materials: March 1st;

- ▪ Based on application material supplied by departmental deadline, applicants will be <u>screened to determine those who are invited to attend</u> a Pre-Admission/Orientation Interview. Students to be admitted will be chosen from this invited group. If you are not selected for an interview, you may request your file to be held for next year's review.

3. Diane Hoadley, Dean, LCBAS, the following was approved by executive actions on May 2, 2005 to be effective Spring 2005:
   See Attachments <u>A</u>, <u>B</u>, and <u>C</u>

4. Diane Hoadley, Dean, LCBAS, the following was approved by executive actions on August 19, 2005 to be effective Fall 2005:
   The School of Technology has approved a new procedure for certification of comprehensive knowledge for graduating students in the Master of Science in Technology program with non-thesis option, effective Fall 2005. Consequently, the approved revision is needed in the graduate catalog for the MS in Technology program.

Existing Catalog Description	Proposed Catalog Description
In addition to the degree requirements, the School of Technology also requires that the candidate for the Master of Science in Technology degree successfully complete: 1. An oral examination over the candidate's course work in the School of Technology; and 2. A written examination over the candidate's School of Technology course work, which includes all courses with prefixes of, INT, COS, CTE, and TEC.	In addition to the credit hour requirements, graduate students with non-thesis options are required to be certified with comprehensive knowledge pertaining to their graduate study. Students are required to provide a satisfactory written report and an oral presentation under the guidance of a faculty mentor and the certification committee, during the graduating semester.

5. Robert M. Augustine, Dean, Graduate School, the following was approved by executive action on August 30, 2005 to be effective Fall 2005:

   CAA/CGS Policy for Technology-Delivered Courses 4/1/05
   To ensure the integrity of technology-delivered courses and of Eastern's overall curriculum, the CAA and CGS executive committees jointly propose the following:
   1. Previously approved courses that already have been offered in a technology delivered format:
      Faculty members teaching these courses have the option of
   a. Completing the six questions in the "Approval of Technology-Delivered Sections of Previously Approved Courses" policy available on the CAA website (http://www.eiu.edu/~eiucaa/).
   OR
   b. Completing the Online Learning Modules available at http://cats.eiu.edu/newCATSwww/online/overview.php.
      The form (option a) or the certificate awarded at the completion of training (option b) should be forwarded to CAA and/or CGS from the appropriate college

curriculum committee along with a request for executive action to approve the technology-delivery of the course.

2. Previously approved courses faculty members are *planning* to offer in a technology delivered format:

- Faculty planning to teach these courses must complete the Online Learning Modules *and* attach the Online Learning Modules certification document to a revised course proposal format. (Questions regarding technology-delivered courses are embedded in the course proposal format. See http://www.eiu.edu/~eiucaa/CourseProposalFormat.doc.)
The revised course proposal format (and the certification document) should be submitted by the appropriate college curriculum committee to CAA and/or CGS as a regular agenda item.

3. New courses that may be offered in a technology-delivered format:

- Faculty planning to teach these courses must complete the Online Learning Modules *and* attach the Online Learning Modules certification document to a new course proposal format.

NOTES:

- The VPAA Office is preparing a list of courses that already have been offered in a technology-delivered format. This list will help determine who must seek the approval described above.
- Whoever is teaching/will teach a particular class must provide documentation that he/she has completed the Online Learning Modules. If more than one person teaches the class, multiple certifications may have to be provided; however, only one revised course outline is required.
- Faculty teaching technology-delivered (regular) courses off campus also must comply with these policies.
- The last of the six learning modules will be available May 26. Faculty planning to schedule online courses for Spring 2006 must have completed their training/received their course approvals by ~~September 1~~ **September 30** in order to meet the Spring schedule deadline.
- The certification component of the Online Learning Modules is still under development. Anyone who already is completing training will be retroactively added to the system so that his/her participation can be recorded and acknowledged.

IV.   Items to be Added to the Agenda

1. 05-22, Proposal: Adopt *Assessment of Student Learning Requirements for Graduate Degree and Certificate Programs* at Eastern Illinois University
2. 05-23, Proposal: Change to the *Mission of Graduate Education* Statement
3. 05-24, Proposal: Change *Enrollment Limitations for Graduate Assistantships*
4. 05-25, Proposal: Policy on Graduate Level (5586-5599) Special Courses
5. 05-26, Proposal: Ad Hoc Committee on Minority Participation
6. 05-27, Proposal: Ad Hoc Committee on Enrollment Management
7. 05-28, Proposal: Faculty Marshal
8. 05-29, Proposal: Commencement Marshal
9. 05-06, Waiver Appeal, Specialist's in Guidance and Counseling
10. 05-06, Waiver Appeal, Physical Education
11. 05-30, SOC 5100 (Revised Course Proposal)

Dr. Loewen moved and Dr. Hake seconded the motion to add these items to the agenda. The motion passed unanimously.

V.   Items Acted Upon
1. 05-20, EDF 5590, Educational Response to Third Age Learning (New Course)

Dr. Snyder presented the proposal and answered questions from the council.

The proposal was approved unanimously with a change of the effective from Fall 2005 to Spring 2006.

> **EDF 5590. Educational Response to Third Age Learning. 3-0-3. F. Third Age Learning.** This course will examine, from an education/learning perspective, adult education with a focus on the third age student (55+). Principles of adult learning and educational practices will be discussed along with organizations/individuals providing third age learners education activities.

2. 05-21, IGP 50, Certification for Graduation for Undergraduate and Graduate Students

Dean Augustine presented the proposal and answered questions from the council.

The proposal was approved **(See Attachment A)** unanimously effective Fall 2005.

3. 05-31, Degree Reinstatement, MBA

Chair Burns presented the degree reinstatement request and answered questions from the council.

The request was approved unanimously effective immediately.

VI.   Items Pending
1. 05-18, M.S. in Gerontology (Program Revision)

Dr. Snyder presented the proposal and answered questions from the council.

The proposal was approved **(See Attachment B)** unanimously with a change of the effective from Fall 2005 to Spring 2006.

VII.   Other Business
1. Committee Appointments

VIII.   Dean's Report
1. Graduate School Alumni Advisory Board, Fellowships, and Alumni Award Update
    Dean Augustine reported the first board meeting will be held on Saturday, September 17, 2005, 9:00 am in the 1895 Room.

2. CGS and Peterson's Grant
    Dean Augustine reported Mona Davenport and Rodney Ranes prepared and submitted a grant proposal to further the diversity on the EIU campus. Mr. Ranes reported the title Graduate Learning through Educational Achievement for Minorities (GLEAM) was submitted today (9/6/05).

3. Handbook on Graduate Assistantships
4. Handbook on Organizing and Administering Graduate Programs

Dean Augustine reported the two handbooks were created to reference policies and procedures for graduate coordinators and department chairs and to further graduate education.

5. Graduate School Planning Sessions
    Dean Augustine reported he had met with the Deans and Provost in the summer to discuss the future of graduate education at EIU. He will meet with each Dean individually as a follow-up to the planning sessions.

8. Banner Update
    Dean Augustine and Mr. Ranes updated the council on the progress of the Banner software.

7. Joint Conference Update
    Dean Augustine announced the agenda for the fall conference.

8. 2006 Program Reviews
    Dean Augustine reported only one graduate program is scheduled for an IBHE Program Review this year. The program will be the Masters in Business Administration.

9. Student Dean Nominations
    Dean Augustine received one nomination for student dean. He asked the council to approve Lenee Moseley, master's degree candidate in Communication Disorders and Sciences, as student dean. The council approved the request unanimously.

The meeting adjourned at 3:30 p.m.   Linda K. Barter, Coordinator

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ANNOUNCEMENT OF THE NEXT MEETING
Tuesday, September 20, 2005
Arcola/Tuscola Room
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