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**Agenda for the October 20, 2009 CGS Meeting**

**Items Approved:** 09-21, Records Retention Policy  
09-25, ELE 5270, Content Area Literacy Instruction (New Course Proposal)  
09-26, Graduate Catalog Changes to Elementary Education  
09-27, Certificate in Reading Instruction (New Graduate Certificate Proposal)

**Items Pending:** 09-28, Geographic Information Systems (New Professional Science Master's Program (Proposal)  
09-19, Dietetics Option in FCS changed to MS in Dietetics  
09-20, FCS 5153, Nutrition in the Life Cycle (Revised Course Proposal)

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**Council on Graduate Studies  
Minutes  
October 20, 2009**

The October 20, 2009 meeting of the Council on Graduate Studies was held at 2:00 p.m. in Room 3108, Blair Hall.

**Members Present:** Dr. John Dively, Dr. Chris Hanlon, Dr. Heidi Larson, Dr. Jeff Laursen, Dr. Andrew McNitt, Ms. Leah Reeves, Dr. Lisa Taylor, Dr. Tina Veale

**Members Absent:** Dr. David Raybin

**Staff Present:** Dr. Robert Augustine, Ms. Lana Beasley

**Guests Present:** Dr. John Willems, Dr. Bonnie Irwin, Dr. Joy Russell, Dr. Linda Reven, Dr. Gail Lockart

**I. Approval of the October 6, 2009 CGS Meeting Minutes.**

The minutes of October 6, 2009 were approved as written.

**Items were taken out of order to accommodate guests.**

**II. Items Acted Upon:**

1. 09-25, ELE 5270, Content Area Literacy Instruction (New Course Proposal)

Dr. Reven presented the proposal and answered question of the members of the council. Dr. Reven noted that Lori Henderson had notified her that the course proposal title exceeded 30 characters. Dr. Reven noted that the title would be changed from Content Area Literacy Instruction to Content Area Literacy Inst.

Proposal was approved unanimously with the proposed title change.

**5270 ELE. Content Area Literacy Instruction. (3-0-3) F.** Content Area Literacy Inst. Content Area Reading: Implementation of reading strategies, approaches to instruction, and informal assessment of struggling readers. Equivalent Course: MLE 5270. Prerequisite: ELE 3280 or permission of department chair.

2. 09-26, Graduate Catalog Changes to Elementary Education

Dr. Reven presented the information regarding changes to Elementary Education in the Graduate Catalog.

The catalog changes were approved unanimously by the council as submitted.

The proposal was approved, effective Spring 2010.

3. 09-27, Certificate in Reading Instruction (New Graduate Certificate Proposal)

Linda Reven presented the proposal for a new certificate in Reading Instruction and answered questions of the council.

Proposal was unanimously approved by the council.

The proposal was approved, effective Fall 2010.

Note: John Dively left the meeting at 2:45 p.m.

**III. Other Items:**

1. Dean Bonnie Irwin, Honors College, presented on Integrative Learning. Integrative learning entails providing students with coherent curricula, significant learning and life experiences outside of the traditional classroom context, and ample opportunity for guided reflection, enabling students to tie the disparate parts of their academic, personal, and professional lives into a holistic, transformative university experience. After Dean Irwin's presentation discussion ensued regarding that there should be a connection between undergraduate and graduate studies, especially in the area of research. It was noted by Chris Hanlon that new technology could be used to inform students of events happening on campus such as iPhone. It was also noted that Facebook is commonly used by students for interaction.

**IV. Communications:**

a. **College Curriculum Committee Minutes:**

1. October 12, 2009 Lumpkin College of Business and Applied Sciences Curriculum Committee minutes.
2. October 12, 2009 College of Education and Professional Studies Curriculum Committee minutes.

b. **Executive Action Request:**

1. October 16, 2009 memorandum from Dean Mary Anne Hanner requesting a change to the prerequisite for:  
PLS 5980, Administrative Internship
2. October 16, 2009 memorandum from Dean Diane Hoadley requesting a change to the prerequisite for :  
MBA 5010, Essentials of Accounting

**V. Items Added to the Agenda:**

1. 09-29, CHM 4770, Molecular Spectroscopy (Revised Course Proposal)

Dr. Hanlon moved and Dr. McNitt seconded the motion to add this item to the agenda.

**VI. Items Acted Upon:**

4. 09-21, Records Retention Policy

Dr. Mary Herrington-Perry answered questions regarding the Records Retention Policy. It was proposed that a change be made in the first paragraph that stated "Instructional staff members who are going on leave or who are leaving the employ of the University shall deposit copies of such grading records in departmental (or college) offices" to read "Instructional staff members

who will be unavailable or out of contact for 1 semester shall make copies of such grading records accessible in departmental (or college) offices”.

The Council approved the Records Retention Policy unanimously with the above change.

The proposal was approved, effective a.s.a.p., *pending President's Council approval*.

Note: CAA approved the Records Retention Policy at its October 5, 2009 meeting. A copy of the revised document approved today will be sent to CAA for review and then to the President's Council for approval.

#### V. Committee Reports:

1. Library Advisory- Chris Hanlon – committee meets on October 21, 2009
2. ATAC- Tina Veale
3. Enrollment Management- Dean Augustine – committee met last week and were happy to report that enrollments were successful and holding.
4. Honorary Degree- John Dively – Dr. Dively was not available to report.
5. TEAM Grants Council- Leah Reeves-met today and discussed how to access web page for grants.
6. GSAC- Tina Veale – Dr. Veale was unable to attend the meeting but noted that GSAC is discussing the issue of student insurance not providing coverage for families.
7. CASL- Lisa Taylor – nothing to report at this time.

#### VII. Dean's Report:

Dean Augustine made note of several upcoming events:

- October 21, 2009 was Graduate School Information Day in the Union.
- Panel on October 21, 2009 on curriculum vitas.
- Graduate Coordinator/Chairs appreciation luncheon on October 22, 2009 in Blair Hall 3108 at noon.
- Dean Augustine and Bill Elliott will be attending IAGS on Monday, October 26, 2009.
- GIS will be coming up for a vote in the near future.

#### VIII. Other Items:

**Follow-up-** At the request of the CAA, rationale was added to the Executive Action requested by Dean Hoadley in her memo of September 23, 2009. In addition, MAT 1441G was added to the list of prerequisites for INT 4802 and 4943 by the Industrial Technology Department. The original Executive Action was approved by the CGS on 10-6-09. The document has been replaced and is available online: <http://www.eiu.edu/eiucgs/currentagendaitems/LCBAS-9-23-09ExecAct.pdf>. The corrected course descriptions are shown on page 4 of these minutes.

The next meeting will be held Tuesday, November 3, 2009.

The meeting adjourned at 3:40 p.m. *–Minutes prepared by Ms. Lana Beasley, Staff*

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The current agenda and all CGS minutes are available on the Web at  
<http://www.eiu.edu/~eiucgs/index.php>.

\*\*\*\*\* ANNOUNCEMENT OF NEXT MEETING \*\*\*\*\*  
November 3, 2009

**Agenda:** 09-29, CHM 4770, Molecular Spectroscopy (Revised Course Proposal)

**Approved Executive Actions:**

**COS**

**Effective Spring 2010**

1. PLS 5980:

\* Remove the following statement from the course description: Open only to students enrolled as Political Science graduate students.

***PLS 5980 - Administrative Internship.***

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(Arr.-Arr.-1 or 2 or 3) (Credit/No Credit) A student will serve as an intern in a federal, state, county, municipal or party organization or agency appropriate to his/her area of concentration. May be repeated for a maximum of six semester hours of credit toward the degree.

**Prerequisites & Notes**

Permission of the department chair. A maximum of nine semester hours may be earned in a combination of 5950 and/or 5980 and/or 5990 and/or 5997.

Credits: 1 to 3

**LCBAS**

**Effective Fall 2010**

1. MBA 5010:

\* Remove the following statement from the course description: Not open to students working toward or having a B.S. in Business degree or a B.S. in Education degree with a major in Business Education.

\*Add the following course prerequisite: Admission to the MBA degree program or other graduate degree programs.

***MBA 5010 - Essentials of Accounting.***

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(3-0-3) An introduction to financial and managerial accounting within the framework of an information systems approach. Admission to the MBA degree program or other graduate programs.

Credits: 3

**Revised and Approved Executive Action (See page 3 of these minutes.)**

**LCBAS**

**Effective Spring 2010**

1. Revise the prerequisites for INT 4803.

**4803 INT Plant Layout and Material Handling. (3-0-3) F.** Study of the arrangement of physical facilities and material handling to optimize the interrelationships among operating personnel, material flow, and the methods required in achieving enterprise objectives efficiently, economically, and safely. Prerequisite: **INT 1323**, INT 2043, and **INT 1263** **MAT 2120G or 1441G.**

2. Amend the prerequisites for INT 4943.

4943 INT Manufacturing Management (3-0-3) F, S. Survey of technical management areas in a manufacturing operation. This course will include but not be limited to a study of production control methods, plant layout, scheduling, inventory control, and other phases of planning, organizing, and controlling a manufacturing operation. Prerequisite: ~~BUS 3010 and either MAT 2110G or 1441G or permission of the instructor.~~ INT 1323, MAT 2120G or 1441G, and either BUS 2810 or MAT 2250G. WI