

COUNCIL ON GRADUATE STUDIES

Meeting Agenda

September 17, 2024

1. Minutes

- a. Approval of the September 3, 2024 meeting minutes

2. Communication

- a. EA-CLAS-25-08 Update the course description for BIO 4814 (Conservation Biology)
- b. EA-CLAS-25-09 Add CSM 1000 as a prerequisite option for MAT 5150
- c. EA-CLAS-25-10 Change the credit format of BIO 4956 (Mammalogy)
- d. EA-CHHS-25-11 Change program name of MS in Sports Administration to MS in Sport Administration
- e. EA-CHHS-25-12 Eliminate the restrictions from the courses HSL 4850 and HSL 4859

3. Items to be Added to the Agenda

- a. None

4. Items to be Acted Upon

- a. **25-01** IGP 46 Revision I, DC, X grade in Second Master's Degree Programs
- b. **25-02** IGP 47 Graduate Faculty Membership Revision

5. Items Pending

- a. None

6. Other

7. Committee Reports

- a. Graduate Student Advisory Council (GSAC)
- b. Booth Collaborative Advisory Committee
- c. Textbook Rental Advisory

8. Dean's Report

- a. None

Council on Graduate Studies Minutes September 3, 2024

The September 3, 2024 hybrid meeting of the Council on Graduate Studies met in 3108 Blair Hall at 2:00 pm.

Members Present: Dr. Alexis Jones, Dr. Nichole Hugo, Dr. Maranda Schaljo, Dr. Elizabeth Gill, Dr. Wesley Allan, Dr. Chris Laingen, Dr. Candra Chahyadi, Ms. Carrie Wennerdahl

Members Absent: None

Staff Present: Interim Dean Dr. Robert Chesnut, Ms. Myra Taylor, Ms. Lana Beasley, Christobal Dominguez

Guests Present: Dr. Julie Dietz

1. Minutes

The minutes of the April 23, 2024 meeting were reviewed. Hearing no changes or objections, the minutes stand as written.

1. Communication

a. **Introduction of new members:** Members of the Council introduced themselves. New members for AY 2024-2025 are Dr. Schaljo, Dr. Gill, Dr Chahyadi and Ms. Wennerdahl.

b. **Election of Chair and Vice Chair**

At the conclusion of AY 2023-2024, the Council on Graduate Studies proposed Dr. Alexis Jones as Chair. As no official vote was held, Dr. Jones was considered Chair-Elect. Motion made by Dr. Gill to approve Dr. Jones as Chair. Motion seconded by Dr. Laingen. Roll call vote held. Motion approved. (8-0-0) Motion carried.

Dr. Gill was offered and accepted the position of Vice Chair.

c. **EA-CHHS-25-01** Nutrition & Dietetics Catalog Wording Revision

Dr. Julie Dietz advised the group the proposed changes were due to the terminology required by Nutrition & Dietetics accrediting body. Dr. Dietz noted she had not corrected a typo in her submission. She requested the word "hours" be added in the fifth line after the number "1000."

d. **EA-COE-25-02** Higher Ed & Community College Accelerated Program Course Listing Correction

e. **EA-GRAD-25-03** Revision to Accelerated Program Grading Policy

f. **EA-GRAD-25-04** Revision to Graduate-Level Transfer Credit Restrictions Policy

g. **EA-CHHS-25-05** Revision to KSR 4764 & 4765 Prerequisite Changes

h. **EA-CHHS-25-06** Add enrollment restriction to KSR 5225

i. **EA-GRAD-25-07** Catalog Language for Coordinated Program Requirements

Motion to accept items a-i, with requested modification to EA-CHHS-25-01 made by Dr. Allan. Motion seconded by Dr. Gill. Motion approved unanimously by acclamation.

2. Items to be Added to the Agenda

a. **25-01** IGP 46 Revision I, DC, X grade in Second Master's Degree Programs

b. **25-02** IGP 47 Graduate Faculty Membership Revision

Motion to add agenda items 25-01 and 25-02 to the September 17, 2024 CGS meeting agenda made by Dr. Laingen. Motion seconded by Dr. Allen. Motion approved unanimously by acclamation.

3. Items to be Acted Upon: None

4. Items Pending: None

5. Other: None

6. Committee Reports

- a. Graduate Student Advisory Council (GSAC):** Ms. Taylor reported GSAC nominees from many programs have been received, and encouraged those programs who have not yet submitted nominees to do so. The first GSAC meeting will be on September 13, 2024, 11:00 a.m. – 1:00 p.m. in the Arcola/Tuscola room of the MLK Union. The GSAC President, has shared many ideas to involve GSAC in cross-campus activities and is eager to begin meeting.
- b. Booth Collaborative Advisory Committee (BCAC):** No report
- c. Textbook Rental Advisory:** Dr. Schaljo agreed to act as representative to the Textbook Rental Advisory Committee.

7. Dean's Report:

- a.** Interim Dean Chesnut reminded everyone of the Graduate School Summit scheduled for Wednesday, September 4, 2024 at 3:30 p.m. in the West Reading Room of Booth Library.
- b.** Dr. Chesnut shared information regarding the new category of “Coordinated Program” in Graduate School programming. Dr. Chesnut stated the Coordinated Program is much like EIU Graduate School’s accelerated program. However, the Coordinated Program designation will be used when the program is making changes based on the advice and/or direction of that program’s accrediting body, such as in the Nutrition and Dietetics Coordinated Program designation

Motion to adjourn meeting made by Dr. Laingen. Seconded by Dr. Gill. Meeting adjourned at 2:14 p.m.



MEMORANDUM

Michael W. Cornebise, Ph.D.
Associate Dean

Phone: 217.581.2922
Email: mwcornebise@eiu.edu

To: Alexis Jones, Chair, CGS
Date: Sep 5, 2024
RE: Executive Action taken by the CLAS Curriculum Committee

The following request was approved by executive action at the CLAS Curriculum Committee meeting on Sep 4, 2024. I ask that similar action be taken at the Council on Graduate Studies.

Request:

Update the course description for BIO 4814 (Conservation Biology).

Rationale for change:

The requested course description uses more modern terminology and concept description (e.g. ethics).

Effective Year/Term: Spring 2025

Requested Catalog Description:

BIO 4814 – Conservation Biology. (3-0-3) ~~Study of the application of ecological and genetic principles to the preservation and conservation of biological diversity. Topics will include the demography and genetics of small populations, population viability, island biogeography, and the design of nature reserves.~~ This course explores the historical and ethical foundations of conservation biology, biodiversity and ecosystem services, threats to biodiversity, methods used to study conservation biology, and conservation behavior. **Prerequisites & Notes** BIO 3200 and 3800. Credits: 3



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RE: Executive Action taken by the CLAS Curriculum Committee

The following request was approved by executive action at the CLAS Curriculum Committee meeting on Sep 4, 2024. I ask that similar action be taken at the Council on Graduate Studies.

Requested Change: Add CSM 1000 as a prerequisite option for MAT 5150.

Rationale for Change: When MAT 5150 was initially approved, CSM 2170 was the only introductory CS course offered by the department. Now, CSM 1000 is also an introductory CS course taken by students who may also wish to take MAT 5150. Both CSM 1000 and CSM 2170 provide the necessary CS background for MAT 5150 so either course is acceptable as a pre-requisite. The requirement for a C or better was added to ensure a sufficient understanding of the content from the courses.

Effective Year/Term: Fall 2025

Proposed Catalog Listing:

MAT 5150 - Bayesian Statistics. (4-0-4) Introduction to the concepts of Bayesian statistics including Bayes' rule, prior and posterior distributions, conjugacy, Bayesian point estimates and intervals, Markov Chain Monte Carlo, and hierarchical models. **Prerequisites & Notes:** C or better in CSM 2170 or CSM 1000, and C or better MAT 3701. Credits: 4



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Date: Sep 5, 2024
RE: Executive Action taken by the CLAS Curriculum Committee

The following request was approved by executive action at the CLAS Curriculum Committee meeting on Sep 4, 2024. I ask that similar action be taken at the Council on Graduate Studies.

Request:

Change the credit format of BIO 4956 (Mammalogy) from 2-3-3 to 3-3-4 (one lecture hour added) and update the course description to be more specific about content.

Rationale for change:

This course is a specialty of a new faculty member in our department who feels that the additional hour of lecture will allow for deeper course content and more peer discussions. Also, the current course description is very generic. The updated language is more specific.

Effective Year/Term: Spring 2025

Current Catalog Description:

BIO 4956 - Mammalogy. (2-3-3) F. A study of mammals with emphasis on mammalian evolution, classification, distribution, physiology, natural history and ecology. Prerequisites & Notes: BIO 3180 or permission of the instructor. Credits: 3

Requested Catalog Description:

BIO 4956 - Mammalogy. (~~2-3-3~~ 3-3-4) F. ~~A study of mammals with emphasis on mammalian evolution, classification, distribution, physiology, natural history and ecology.~~ Topics include evolution and biogeography, structure and function, adaptive radiation and diversity, behavior and ecology, and conservation of mammals. Students will work with the primary scientific literature and develop a working knowledge of the methodology used to study mammals. Prerequisites & Notes: BIO 3180 or permission of the instructor. Credits: ~~3~~ 4



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MEMORANDUM

TO: Council on Graduate Studies

FROM: Dr. John R. Storsved, Dean

SUBJECT: Executive Action

DATE: September 12, 2024

EFFECTIVE DATE: Fall 2025

REQUEST: Change the program name of MS in Sports Administration to MS in Sport Administration. *See attached.*

Eastern Illinois University
Kinesiology, Sport, and Recreation Department

To: John Storsved, Dean, College of Health and Human Services

From: Mark Kattenbraker, Chair, Kinesiology, Sport, and Recreation

Date: September 12, 2024

Re: Executive Action Request

Effective Date: Fall 2025

Action requested:

Change the program name of MS in **Sports** Administration to MS in **Sport** Administration. (dropping the s in Sports)

Current catalog language:

Sports Administration

Rationale

The graduate faculty have discussed and agreed, renaming the program is more consistent with the current BS in Sport & Recreation Management.



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MEMORANDUM

TO: Council on Academic Affairs
Council on Graduate Studies

FROM: Dr. John R. Storsved, Dean

SUBJECT: Executive Action

DATE: September 12, 2024

EFFECTIVE DATE: Spring 2025

REQUEST: Eliminate the restrictions from the courses HSL 4850 and HSL 4859. *See attached.*

**Eastern Illinois University
Department of Human Services
Executive Action Request**

Date: 9/9/24

To: Dr. John Storsved, Dean of the College of Health & Human Services

Cc: Karen Swenson, Political Science Department Chair

From: Jill Bowers, Department Chair
Human Services

Effective Date: Spring 2025

The Department of Human Services request that major restrictions be eliminated from HSL 4850 and HSL 4859. These are two of three courses that the Political Science Department would like to add to their list of electives for their newly revised, interdisciplinary Civic and Non-profit Leadership minor. We would like for their students to be included in our courses without barrier.

Therefore, both courses will no longer be restricted to students in the following areas:

- Aging Studies
- Human Services
- Human Services Program Adm.
- Long Term Care Administration
- Aging Studies
- CTE: FCS Education
- Human Services
- FCS: Family Services
- Human Services
- Human Services Program Adm.

The catalog copy for the course descriptions should be revised as follows.

Catalog Copy with Revisions

(deletions shown in red with strikethrough)

HSL 4850 - Human Services Programs: Community, Culture, and Intersectionality.

(3-0-3) On Demand. Exploration of the role of culture in human services programs. ~~Prerequisites & Notes: This course is reserved for students in the Department of Human Services, Health Sciences, and Career and Technical Education.~~ Credits: 3

HSL 4859 - Administration of Human Services Programming.

(3-0-3). Examination of the roles, responsibilities, and professional practice of administration and leadership in relation to human services organizations, program development and implementation, facility and operational management, licensing, and family/community interface.

Observation required. **Prerequisites & Notes:** ~~This course is reserved for students in the Department of Human Services and Career and Technical Education.~~ Credit will not be granted for both HSL 4859 and FCS 4859. Credits: 3

Graduate catalog policies in the section Graduate Credit and Grading Policies

Grades of I, DC, and X

Students may not be certified for graduation so long as a grade of I, DC or X remains on their academic record. Students also should be aware that changing an I, DC, or X to another grade may affect their grade point average and thus the awarding of their degree and/or graduation honors. If a Grade Correction Form is not submitted, then any “X” or “DC” grades remaining on the transcript will be changed to “NC” or “F” at the time the degree is completed. Students also should be aware that changing an “X” or “DC” to another grade may affect their grade point average and thus the awarding of their degree and/or graduation honors.

The above highlighted sentence has created a problem for students participating in a second master’s degree per our second master’s degree policy created a few years ago. A student may have completed all of the requirements for one degree but per our current policy, if the student has a DC, I or X grade on their academic records which they could have on the second master’s degree that they are still completing, they could not be certified for the first master’s degree that has been completed. We are proposing to add the information below to alleviate this issue. This could be a section with the title below or could be included as part of the above section of “Grades of I, DC, and X”

SECOND MASTER’S DEGREE AND GRADES OF I, DC, X

Students approved for a second master’s degree, per the second master’s degree policy wherein courses are shared, may be exempt from the restriction that prevents awarding the first master’s degree if there is an I, DC, or X grade in the second program. If the first master’s degree requirements are complete, the student may receive the degree, even if the second degree contains a grade of I, DC, or X.

GRADUATE FACULTY MEMBERSHIP

Membership in the Graduate Faculty (Regular, Associate, or Adjunct) is separate and distinct from faculty appointments per se. Faculty appointments are governed by the EIU-UPI agreement and this policy does not supersede the agreement's definitions of the faculty or faculty appointments.

For the purposes of this policy, a terminal degree shall be defined as the following:

- **College of Liberal Arts & Sciences:** Doctorate in the appropriate discipline, with specific exceptions for Studio Art (M.F.A. or Master's + 30 graduate hours), Fashion Merchandising and Design (M.F.A.), Music Performance (M.M. + 30 graduate hours), Theatre Arts Performance (M.F.A. or Master's + 30 graduate hours), Creative Writing (M.F.A. or Ph.D.), Journalism (Master's + 30 graduate hours), Media Broadcasting (Master's + 30 graduate hours or M.F.A.), and Dance (M.F.A. or Master's + 30 graduate hours).
- **College of Education:** Doctorate in the appropriate discipline.
- **College of Health and Human Services:** Doctorate in the appropriate discipline, with an exception for Communication Disorders and Sciences (Master's + 30 graduate hours, teaching no more than one course per semester).
- **Lumpkin College of Business and Technology:** Doctorate in the appropriate discipline, with an exception for School of Business (Ph.D., D.B.A., or J.D. for business law).

The highest appropriate degree as specified above must be earned from a regionally accredited institution in an academic area appropriate to the department or unit. Appropriate equivalent degrees may be considered for approval through a petition to the Council on Graduate Studies.

REGULAR GRADUATE FACULTY MEMBERSHIP

Regular Graduate Faculty members are expected to offer all of the courses and experiences required to ensure the quality of each graduate program. Regular Graduate Faculty members should demonstrate a high degree of specialization and competence in their field as evidenced by formal academic preparation, in conjunction with demonstrated commitment to scholarship, research, and professional practice.

Eligibility Criteria

- **Rank:**
 - Rank of Assistant Professor or above in a tenure/tenure track appointment; or,
 - Employment in selected university administrative appointments (see *Administrative Appointments*).
- **Teaching and/or Research/Creative Activity:** Demonstrate continued excellence in teaching, ongoing research/creative activity in their specialization (as evidenced by a current vita), and adherence to institutional research policies.
- **Degree:** Hold a terminal degree as defined in this policy in the field of assignment.

Administrative Appointments

- The Graduate Faculty shall include the President, Vice President for Academic Affairs, Associate Vice President for Academic Affairs, Vice President for Enrollment Management, Dean of the Graduate School, Deans of the Colleges, and department Chairpersons and Graduate Coordinators, contingent upon holding the appropriate terminal degree.
- Staff without faculty rank are not eligible for Regular Graduate Faculty appointment.

Nomination and Membership

- Nominations are made by the Department Graduate Committee or Coordinator.
- The nomination must receive approval from both the program's Department Chair and the Academic College Dean.
- The Dean of the Graduate School makes the final decision regarding graduate faculty membership status.

Duties and Responsibilities

- Develop, execute, and review graduate programs.
- Recommend, through representatives on the Council of Graduate Studies (CGS), policy on all graduate matters to the university administration.
- Teach graduate level courses ensuring comprehensive delivery of all aspects of the graduate curriculum.
- Serve on and chair graduate candidates' committees.
- Advise graduate candidates.
- Serve on the Council on Graduate Studies and University-wide graduate committees.
- Vote, where appropriate, in deliberations of the Graduate Faculty and for elections of members to CGS.

Term Length

- Members serve five-year terms and are eligible for renewal.

Denial of Membership

- Membership will be denied if teaching/research/creative activity criteria are not met, including inability to provide evidence of teaching excellence, research/creative activity, or compliance with institutional research policies.

ASSOCIATE GRADUATE FACULTY MEMBERSHIP

Associate Graduate Faculty membership is assigned to individuals temporarily involved in graduate education, to ensure current graduate candidates can meet degree program requirements when designated Graduate Faculty members are unavailable.

Eligibility Criteria

- **Rank:**
 - Tenure-track faculty or Annually Contracted Faculty (ACF).
- **Teaching and/or Research/Creative Activity:** Demonstrate continued professional research or creative activity in their specialization (as evidenced by a current vita) and compliance with institutional research policies.
- **Degree:** Hold a graduate degree appropriate to the field of specialization. Nominees without a graduate degree appropriate to the field of specialization must meet the tested experience exception. The tested experience exception will consist of advanced experience in the profession, specialized licensure, clinical training, and/or considerable post-graduate work beyond the master's degree. Any exceptions to the tested experience exception must have the approval of the Vice President for Academic Affairs (VPAA).

Administrative and Staff Appointments

- Administrators and staff without faculty rank may be nominated if they demonstrate ongoing research/creative activity in their specialization and meet the degree requirements defined, or in place of degree requirement, meet the tested experience exception.

Nomination and Membership

- Nominations are made by the Department Graduate Committee or Coordinator.
- The nomination must receive approval from both the program's Department Chair and the academic College Dean.
- The Dean of the Graduate School makes the final decision regarding associate graduate faculty membership status.

Duties and Limitations

- Teach, on a temporary basis, a specific graduate-level course or courses when a designated member of the Regular Graduate Faculty is not available due to sabbatical or other reasons.
- May not serve on committees, as a primary advisor, committee chair, or on CGS.
- May request a waiver for additional duties (such as thesis committee participation) through the Dean of the Graduate School and the CGS.

Term Length

- Members serve terms of one to three years and are eligible for renewal.

Denial of Membership

- Membership will be denied if teaching/research/creative activity criteria are not met, including inability to provide evidence of teaching excellence, research/creative activity, or compliance with institutional research policies.

ADJUNCT GRADUATE FACULTY MEMBERSHIP

Adjunct Graduate Faculty membership is assigned to non-EIU employees when specific expertise required for graduate study is not currently available from among the existing Graduate Faculty.

Eligibility Criteria

- **Rank:** May not hold current employment as faculty at Eastern Illinois University.
- **Teaching and/or Research/Creative Activity:** Hold recognized expertise and/or research/creative activity (as evidenced by a current vita) relevant to the assignment.
- **Terminal Degree:** Hold a terminal degree in the relevant field. Tested experience exceptions may apply.

Administrative and Staff Appointments

- Not applicable to Adjunct Membership. Employees of EIU are not eligible to serve as Adjunct Graduate Faculty Members.

Nomination and Membership

- Nominations are made by the Department Graduate Committee or Coordinator.
- The nomination must receive approval from both the program's Department Chair and the academic College Dean.
- The Dean of the Graduate School makes the final decision regarding graduate faculty membership status.

Duties and Limitations

- Teach specific graduate-level courses or serve on graduate candidates' committees.
- May not serve as the primary advisor, committee chair, or member of CGS.

Term Length

- Members serve terms of one to three years and are eligible for renewal.

Denial of Membership

- Membership will be denied if expertise criteria are not met, including inability to provide the level of expertise required to assure program or committee quality.