

# COUNCIL ON GRADUATE STUDIES

## Meeting Agenda

October 1, 2024

### 1. Minutes

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

### 2. Communication

- a. April 17, 2024 CLAS Curriculum Committee Minutes
- b. September 4, 2024 CLAS Curriculum Committee Minutes
- c. September 12, 2024 CHHS Curriculum Committee Minutes
- d. EA-COE-25-13 Renumber SPE 5000 & SPE 5001

### 3. Items to be Added to the Agenda

- a. **25-03** Second Masters Study Plan Guideline Revision

### 4. Items to be Acted Upon

- a. None

### 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. Application Deadlines Approaching:
  - i. **October 4:** Thesis Award Nominations due. (Robert & Kathryn Augustine, EIU College Thesis, and Midwestern Association of Graduate Schools entry)
  - ii. **October 25:** Williams Travel Grants & Research Creative Activity Grants
  - iii. **October 25:** Graduate School Diversity Promotion Grant

## Council on Graduate Studies Minutes September 17, 2024

The September 17, 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. Chris Laingen, Dr. Candra Chahyadi

**Members Absent:** Dr. Wesley Allan, Ms. Carrie Wennerdahl

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

**Guests Present:** None

### 1. Minutes

The minutes of the September 3, 2024 meeting were reviewed. Hearing no changes or objections, the minutes stand as written.

### 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

Motion to approve all Communication items (a-e) made by Dr. Gill, seconded by Dr. Schaljo. Motion carried by acclamation.

### 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

Motion to approve agenda item 25-01 made by Dr. Gill, motion seconded by Dr. Schaljo. Motion approved by roll call vote. (6-0-0)

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

Motion to approve agenda item 25-02 made by Dr. Gill, motion seconded by Dr. Laingen. Motion approved by roll call vote. (6-0-0)

### 5. Items Pending: None

### 6. Other: None

### 7. Committee Reports

- a. **Graduate Student Advisory Council (GSAC):** Ms. Taylor reported GSAC had their first meeting on September 13, 2024 and approximately 30 student representatives attended. Executive Officers were elected, and the next meeting will be held at the Campus Pond Pavilion on September 27, 2024.
- b. **Booth Collaborative Advisory Committee (BCAC):** No report
- c. **Textbook Rental Advisory:** No report

### 8. Dean's Report:

- a. Interim Dean Chesnut shared the search process has begun for the position of Graduate School Dean.

Motion to adjourn meeting made by Dr. Gill. Seconded by Dr. Schaljo. Meeting adjourned at 2:10 p.m.

## College of Liberal Arts and Sciences Curriculum Committee

April 17, 2024 (Synchronous - Zoom) ELECTRONIC MEETING

**Participating Members:** Dave Richardson, ART; Steven Pellizzeri, CHM; Chigozirim Sodeke, SCJ-CMN; Linda Ghent, ECN; Chris Wixson, ENG; Chris Laingen, GEO; David Smith, HIS; Greg Cooper, SCJ-JOU; Andrew Parrish, MCS; Liza Meyers, MUS; Teresa Britton, PHI; Eric Ha, PHY; Karen Swenson, PLS; Jerry Zhu, PSY; Caitlin Lynch, SOC; Nick Shaw, THA; Irene Jacobsen, WLC; Dayden Gardner, Student Member (Arts & Humanities); Associate Dean Mike Cornebise, ex-officio; Angie Cawthon, recorder

**Members not Participating:** Sanghoon Kang, BIO; Taeveon Gaines, Student Member (Sciences); Associate Dean Chris Mitchell, ex-officio

**Guests:** None.

Chair Parrish called the meeting to order at 2:59 pm.

### I. Minutes

On the motion of Britton and the second of Ghent, the CLASCC minutes of March 27, 2024 (Synchronous electronic meeting) were approved.

### II. Executive Actions

The following Executive Actions were approved:

24.47E	From MUS—	MUS 2441 Course Description Change
24.48E	From MUS—	MUS 4400 Course Description Change
24.49E	From MUS—	MUS 4401 Course Description Change
24.50E	From THA—	Theatre Repeatable Courses
24.51E	From MUS—	Theatre Minor Revised Program

*David Smith left the meeting at 3:05 pm.*

### III. Items Acted On

#### 24.36 BA in Theatre (Revised Program)

Motion made (Jacobsen) and seconded (Shaw) to consider. Nick Shaw presented the proposal and answered questions from the committee. Following discussion, the proposal was approved as submitted. (17-0)

*Dayden Gardner left the meeting at 3:10 pm.*

### IV. Other Business

The Committee expressed their thanks to Andrew Parrish for serving as chair for 2023-24.

**V. Adjournment**

On the motion of Lynch and the second of Cooper, the meeting was adjourned at 3:18 p.m.

Minutes taken by Angie Cawthon and prepared by Chris Mitchell

Approved by CLASCC: 9/4/24

## College of Liberal Arts and Sciences Curriculum Committee

September 4, 2024 (Synchronous - Zoom) ELECTRONIC MEETING

**Participating Members:** Dave Richardson, ART; Sanghoon Kang, BIO; Cesar Ortiz, CHM; Linda Ghent, ECN; Melissa Caldwell, ENG; Chris Laingen, GEO; Aura Jirau Arroyo, HIS; Grant Lakeland, MCS; Julie Park, MUS; Teresa Britton, PHI; Isaiah Lim, PHY; Jeff Ashley, PLS; Jerry Zhu, PSY; Caitlin Lynch, SOC; Nick Shaw, THA; Irene Jacobsen, WLC; Associate Dean Mike Cornebise, ex-officio; Associate Dean Chris Mitchell, ex-officio; Angie Cawthon, recorder

**Members not Participating:** Chigozirim Sodeke, SCJ-CMN; Joe Gisondi, SCJ-JOU; Taeveon Gaines, Student Member (Sciences)

**Guests:** Tom Canam (BIO); Karen Swenson (PLS).

Chair Ghent called the meeting to order at 3:00 pm.

### I. Minutes

On the motion of Jacobsen and the second of Lynch, the CLASCC minutes of April 17, 2024 (Synchronous electronic meeting) were approved.

### II. Executive Actions

The following Executive Actions were approved:

25.1E	From BIO—	BIO 4275 Credit Hour Change
25.2E	From BIO—	BIO 4814 Course Description Change
25.3E	From BIO—	BIO 4956 Course Format and Description Change
25.4E	From BIO—	CLS Multiple Courses Credit Hour Change
25.5E	From MCS—	CSM 2170 Prerequisite Change
25.6E	From MCS—	CSM 2670 and 3670 Prerequisite Changes
25.7E	From MCS—	MAT 3400 Prerequisite Change
25.8E	From MCS—	MAT 5150 Prerequisite Change
25.9E	From SOC—	CRM 4700 Prerequisite Change

### III. Items Acted On

#### 25.1 CLS 4080, “Urinalysis” (New Course)

Motion made (Jacobsen) and seconded (Britton) to consider. Tom Canam presented the proposal and answered questions from the committee. Following discussion, the proposal was approved as submitted. (15-0-1)

**25.2 B.S. in Clinical Laboratory Science (Revised Program)**

Motion made (Shaw) and seconded (Richardson) to consider. Tom Canam presented the proposal and answered questions from the committee. Following discussion, the proposal was approved as submitted. (16-0)

**25.3 PLS 2000G, “Introduction to Public Affairs” (Revised Course)**

Motion made (Jirau Arroyo) and seconded (Shaw) to consider. Karen Swenson presented the proposal and answered questions from the committee. Following discussion, the proposal was approved with minor revisions. (16-0)

**25.4 PLS 3613, “Public Policy” (Revised Course)**

Motion made (Ashley) and seconded (Richardson) to consider. Karen Swenson presented the proposal and answered questions from the committee. Following discussion, the proposal was approved with minor revisions. (16-0)

**25.5 PLS 3623, “Public and Nonprofit Management” (New Course)**

Motion made (Lynch) and seconded (Jacobsen) to consider. Karen Swenson presented the proposal and answered questions from the committee. Following discussion, the proposal was approved with minor revisions. (16-0)

**IV. Other Business**

Aura Jirau Arroyo was elected Vice-Chair of CLASCC for the year 2024-2025 by acclamation.

**V. Adjournment**

On the motion of Jirau Arroyo and the second of Kang, the meeting was adjourned at 3:47 p.m.

Minutes taken by Angie Cawthon and prepared by Chris Mitchell

Approved by CLASCC: 9/18/24

**COLLEGE OF HEALTH & HUMAN SERVICES**  
**CURRICULUM COMMITTEE MINUTES**  
**September 12, 2024**

The September 12, 2024, meeting of the College of Health & Human Services Curriculum Committee began at 9:30 a.m. The meeting was conducted in a hybrid format (in person at Room 1418, Klehm Hall, and via Teams.)

**Members Present:**

	<i>In Person</i>	<i>Via Teams</i>
Mrs. Lynne Cameron, Communication Disorders & Sciences (Chair)	X	
Dr. Nikki Hillier, Public Health & Nutrition (Vice Chair)	X	
Dr. Kathleen O'Rourke, Human Services		X
Dr. Stacey Ruholl, Kinesiology, Sport, & Recreation	X	

**Members Absent:**

Dr. Richard Clapp, School of Nursing
Major William Comstock, Military Science

**Ex-Officio Members Present:**

Dr. Jill Bowers, College of Health & Human Services
Ms. Janet Fopay, College of Health & Human Services

**Note:** The student representative position is currently vacant.

**Guests:** Dr. Julie Dietz, Dr. Don Holly, Dr. Jin Hong Kim, Ms. Tracy Schmitt, and Dr. Karen Swenson.

*The meeting was called to order by Mrs. Cameron (Chair).*

**I. Approval of Minutes:**

**1. Minutes of the April 8, 2024, meeting.**

Dr. Ruholl moved and Dr. Hillier seconded the motion to approve the minutes. The minutes of the April 8, 2024, meeting was approved as written by acclamation.

**II. Items Acted Upon:**

**1. 24-31, NTR 4940, Food Service Management (Revised Course).**

Dr. Dietz presented the proposal and answered questions. Revisions were requested. Dr. Hilliard moved and Dr. Ruholl seconded the motion to approve the proposal with revisions. The motion was approved by acclamation. The proposal was approved with revisions.

**2. 24-32, Civic & Nonprofit Leadership Minor (Revised Minor).**

Dr. Kim presented the proposal and answered questions. Revisions were requested. Dr. O'Rourke moved and Dr. Hillier seconded the motion to approve the proposal with revisions. The motion was approved by acclamation. The proposal was approved with revisions.

**3. 24-33, IBHE paperwork to create a new Social Work degree program.**

IBHE Part 1, IBHE Part 2, IBHE Part 3, IBHE Part 4, and IBHE Part 5.

Dr. Bowers and Dr. Holly presented the items and answered questions. Dr. O'Rourke moved and Dr. Ruholl seconded the motion to approve the proposal with revisions. The motion was approved by acclamation. The items were approved.

**4. 24-34, SWK 3800, Social Work Practice: Individuals and Families (New Course).**

Dr. Bowers and Dr. Holly presented the proposal and answered questions. Revisions were requested. Dr. Hillier moved and Dr. Ruholl seconded the motion to approve the proposal with revisions. The motion was approved by acclamation. The proposal was approved with revisions.

**5. 24-35, SWK 3850, Social Work Practice: Working with Groups (New Course).**

Dr. Bowers and Dr. Holly presented the proposal and answered questions. Revisions were requested. Dr. Ruholl moved and Dr. O'Rourke seconded the motion to approve the proposal with revisions. The motion was approved by acclamation. The proposal was approved with revisions.

**6. 24-36, SWK 3900, Social Work Practice: Program Planning and Evaluations: Working with Communities Macrosystems) (New Course).**

Dr. Bowers and Dr. Holly presented the proposal and answered questions. Revisions were requested. Dr. Ruholl moved and Dr. Hillier seconded the motion to approve the proposal with revisions. The motion was approved by acclamation. The proposal was approved with revisions.

**7. 24-37, SWK 4200, Introduction to Social Work Practicum (New Course).**

Dr. Bowers and Dr. Holly presented the proposal and answered questions. Revisions were requested. Dr. O'Rourke moved and Dr. Ruholl seconded the motion to approve the proposal with revisions. The motion was approved by acclamation. The proposal was approved with revisions.

**8. 24-38, SWK 4570, Social Work Practicum I (New Course).**

Dr. Bowers and Dr. Holly presented the proposal and answered questions. Revisions were requested. Questions were asked about the calculation of the course lab hours and whether those hours on the proposal should be revised. Dr. Bowers indicated she would research the lab hour requirements for practicum courses and update the course lab hours, if needed. Dr. Hillier moved and Dr. O'Rourke seconded the motion to approve the proposal with revisions. The motion was approved by acclamation. The proposal was approved with revisions.

**9. 24-39, SWK 4575, Social Work Practicum II (New Course).**

Dr. Bowers and Dr. Holly presented the proposal and answered questions. Revisions were requested. Like the SWK 4570 proposal, questions were asked about the calculation of the course lab hours and whether those hours should be revised. Dr. Bowers will investigate it and amend the course lab hours on the proposal, if necessary. Dr. Hillier moved and Dr. Ruholl seconded the motion to approve the proposal with revisions. The motion was approved by acclamation. The proposal was approved with revisions.



**10. 24-40, Social Work Traditional Program Catalog Copy.**

Dr. Bowers and Dr. Holly presented the proposal and answered questions. Dr. Hillier moved and Dr. Ruholl seconded the motion to approve the proposal with revisions. The motion was approved by acclamation. The proposal was approved.

**III. Other:**

Dr. Ruholl asked questions regarding the NTR 4940 course proposal (agenda item 24-31) which was presented earlier in the meeting. Mrs. Cameron indicated she would contact Dr. Dietz to ask her these questions. In addition, Dr. Bowers indicated, if needed, she was willing to ask these questions to Dr. Brad Tolppanen, Academic Affairs, when she reaches out to him about the calculation of course lab hours pertaining to the SWK 4570 and SWK 4585 course proposals.

**IV. Pending Items:**

None.

**V. Communications:**

None.

**VI. Informational:**

1. Link to the CHHS Curriculum Committee Website: <https://www.eiu.edu/chhs/curriculum.php>
2. Link to the CHHS Curriculum SharePoint site housing the committee’s agenda, minutes, proposals, executive requests, and other curriculum materials:  
<https://pmaileiu.sharepoint.com/sites/chhsdean/CHHS%20Curriculum%20Management%20Database/Forms/AllItems.aspx?viewid=aaa38e73%2D140d%2D4c03%2D899b%2D65d06c0974e0>

The meeting adjourned at 10:39 a.m.

The next meeting will be held at 9:30 a.m. on October 10, 2024. The meeting will be held in Room 1418, Klehm Hall, and electronically via Teams.

Respectfully submitted, Janet Fopay

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**Fall 2024 Meetings**

9:30 a.m. @ 1418 Klehm Hall

- September 12
- October 10
- November 14
- December 5

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**Submission deadlines for the Fall 2024 CHHS Curriculum Committee meetings:**

<b>Submission Deadline</b>		<b>CHHSCC Meeting Dates</b>
September 3	for the	September 12 meeting
October 1	for the	October 10 meeting
November 5	for the	November 14 meeting
November 26	for the	December 5 meeting



Department of Special Education  
1212 Buzzard Hall  
600 Lincoln Avenue  
Charleston IL 61920-3099

To: Dean Laretta Henderson, College of Education and Professional Studies  
Interim Dean Robert Chesnut, Graduate School

Re: Special Education MAT Residency Courses Number Change

From: Kathryn A. Havercroft, Chair

Date: May 07, 2024

Please consider the following numerical changes in SPE MAT approved courses as an Executive Action:

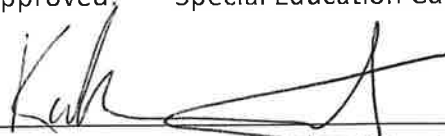
SPE 5000 Residency I in Special Education be changed to SPE 5008 Residency I in Special Education

SPE 5001 Residency II in Special Education be changed to SPE 5009 Residency II in Special Education

Rationale:

As the SPE MAT has moved through the approval process, IBHE has responded with some questions and concerns. One of those being looking at the Developmental Sequencing of the MAT courses which currently have the Residency I and Residency II courses listed sequentially at the beginning of the program. We would like to request a numerical change to each of these courses to illustrate developmental sequencing throughout the program.

Approved: Special Education Curriculum Committee

  
\_\_\_\_\_  
Department of Special Education Chair

Dr. Christy Hooser  
\_\_\_\_\_  
College Curriculum Approval

5/7/24  
Date

5/7/24  
Date

9/16/2024  
Date

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Council on Graduate Studies Approval

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Date

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Council on Teacher Education Approval

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Date



**To:** Council on Graduate Studies  
**From:** Lana Beasley, Certification Officer  
**Date:** September 5, 2024  
**RE:** Second master's degree policy

#### **Effective Fall 2024**

An update to the second master's degree policy is requested to provide a more efficient and streamlined process for students seeking the second masters' degree. Students should not be admitted to the second masters' degree prior to receiving approval of the second master's degree form from the Dean of the Graduate School. Secondly, the study plan needs to be submitted as soon as the approval has been received and the student is admitted into the second masters. This should help prevent any issues, as it ensures that the student completes all degree requirements for both programs before applying to graduate. An updated audit can be viewed at any time by both the student and the Graduate Coordinator to track progress and see how close the student is to completing their requirements.

#### **Current Catalog Policy:**

## **Requirements for a Second Master's Degree**

Students may earn a second master's degree at Eastern Illinois University. With approval from the program's Graduate Coordinator or Graduate Committee and Graduate Dean, students may apply shared credit course work toward the second master's degree, under the following conditions.

1. The student must meet all admission requirements to the second graduate degree program.
2. All degree requirements must be met within the 6-year time to completion. Students may seek a waiver to this regulation due to extenuating circumstances.
3. A student may share no more than 12 graduate credit hours for the second degree.
4. A plan of study for the second degree must be approved by the program's Graduate Coordinator or Graduate Committee, and Graduate Dean. The approved plan of study for the second degree must be on file with the graduate certification officer.
5. Credit for culminating activities, including the master's thesis or capstone experience, may not be counted as shared credit.
6. Previously earned shared credit courses in Accelerated Programs may not be used as shared credit courses in the second master's degree.

For incoming graduate students who seek to pursue two master's degrees at the onset of enrollment, students are encouraged to consult with both graduate program directors to determine a plan of study.

Proposed revision to the policy #4 and an additional policy #7 is below:

Revision to #4

4. A plan of study for the second degree must be approved by the program's Graduate Coordinator or Graduate Committee, and Graduate Dean. The approved plan of study for the second degree must be on file with the graduate certification officer **at the time the student is admitted into the second degree program.**

**Additional bullet point:**

7. **The second master's degree course acceptance form must be submitted by the Graduate Coordinator and approval received from the Dean of the Graduate School before the student is admitted into the second master's degree.**