Minutes Approved at 573rd Meeting - February 4, 2008

GRADUATE COUNCIL MINUTES
572nd Meeting
December 3, 2007

MEMBERS PRESENT: Arado, Bond, Bose, Behzad, Changnon, Factor, Gowen, Gupta, Hoffman, Lash, Lim, Lockard, Macdonald, Osorio, Riley, Shaw, Sunderlin, Waas

MEMBERS ABSENT: Barbe, Bauer, Carrier, Hartnett, Johnson, Sims, Townsend

OTHERS PRESENT: Wright (secretary)

Rathindra N. Bose, Vice President for Research and Dean of the Graduate School, called the meeting to order at 10 a.m.

Lockard moved approval of the November 5, 2007 minutes, Hoffman seconded the motion, which carried unanimously.

Committee Reports

Standards Committee: Macdonald presented the following catalog changes recommended by the Standards Committee from their November 19, 2007 meeting:

Catalog changes: Page 19, 2007-2008 Graduate Catalog

**Postgraduate Postbaccalaureate Classification**

A postgraduate postbaccalaureate student is a student who has an earned baccalaureate degree and wishes to take additional undergraduate courses or to pursue a second undergraduate degree. Admission as a postgraduate postbaccalaureate student is granted through the Undergraduate Admissions Office.

A postgraduate postbaccalaureate student is not eligible to enroll in any course for graduate credit. However, postgraduate postbaccalaureate students may enroll in a limited number of 500 and 600-700-level courses for undergraduate credit; see “Undergraduates in Graduate Courses for Undergraduate Credit.”

Credit earned while a postgraduate postbaccalaureate student is undergraduate credit and, therefore, may not be applied later toward a graduate degree. Conversely, graduate credit earned as a graduate-level student may not be applicable toward an undergraduate degree; the evaluations staff of the Office of Registration and Records should be contacted for further information.

Whether postgraduate postbaccalaureate or a graduate-level (graduate student or student-at-large) classification is the more appropriate will depend on the student’s educational objectives, and students are encouraged to consult with appropriate departmental or other academic advisers in
making their choice. The student’s classification may also affect eligibility for certain types of financial assistance; students should contact a financial aid counselor in the Student Financial Aid Office for more information.

A student wishing to change from postgraduate postbaccalaureate to a graduate-level classification, or vice versa, must formally resign the original classification before the new classification is granted, and must have the approval of both the appropriate undergraduate college office (determined by the postgraduate major) and the office of the dean of the Graduate School. The change of classification must be requested not later than the first regularly scheduled class day of the academic term for which it is to be effective.

...  

**Enrollment for Graduate Study as a Student-at-Large**

A student-at-large who is on academic probation or has been academically dismissed may shall not be considered for admission to the Graduate School. Also, if a student-at-large is admitted to the Graduate School but is placed on academic probation prior to matriculation as a graduate student, then that student’s admission to the Graduate School is canceled and good academic standing must be regained before the student can again be considered for admission to the Graduate School.

**Catalog change: Page 17, 2007-2008 Graduate Catalog**

**Change of Major/Specialization**

A student who wishes to change from one degree program (major) level within a given major or from one specialization to another within the same major must submit a completed application change of major/specialization form for this change to the Graduate School. The faculty of the prospective new program new degree level or specialization will be given the opportunity to approve the specialization or level change requested, review the student’s original Graduate School application and supporting credentials, and any materials relevant to the student’s subsequent academic progress at NIU. The prospective new program may request new letters of recommendation and/or a new goals statement specific to the new program the student desires to enter. The Graduate School will grant a request once it is approved by the department, provided that the student is in good academic standing.

A matriculated student in good standing who wishes to change degree programs must submit a new application for admission within established application deadlines. The student must inform the Graduate School if he/she wishes to cancel enrollment in the degree program to which previously admitted. Likewise, the student must inform the Graduate School that he/she desires previously submitted supporting materials to be forwarded to the admissions committee of the new degree program.

If the change of degree program is approved, admission to the original program will be canceled, and the student will be notified of the change. If the student is not admitted to the desired new program, the student’s original admission will stand. A person must have matriculated as a graduate student before a change of degree program can be requested. A change of degree or major is subject to regular Graduate School application and admission deadlines, and it is
effective when the student enrolls in the academic term specified in the official letter of admission to the new program. A change of specialization, or admission to a specialization, within the same program may be requested during any term in which the student is enrolled and it is effective immediately upon approval by the department. A student must be in good academic standing at the time a change in major or specialization is to take effect.

Catalog change:  Page 25, 2007-08 Graduate Catalog

Grading System

Pass/fail grading does not exist in the graduate grading system at NIU. A graduate-level student may elect the pass/fail option in undergraduate courses; however, this option may not be used in required undergraduate deficiency courses identified in a graduate student’s letter of admission, on the student’s program of courses, or in the program requirements as described in the Graduate Catalog, and it may not be used in ENGL 451, ENGL 452, or ENGL 453 if the student is required to take any of these courses. Graduate students and students-at-large may not audit or elect to complete computer science courses on a pass/fail basis without obtaining prior permission from the Department of Computer Science. Students are advised not to take undergraduate courses on a pass/fail basis, because some graduate schools and professional schools, as well as licensing and credentialing agencies, require that letter grades appear on transcripts.

S/U and IP Grading

Rationale: The pass/fail option at the undergraduate level was deleted by APASC on April 11, 2007, and UCC, May, 2007.
Catalog change: 2007-2008 Graduate Catalog, p. 46

Federal Stafford Loan Program

The United States Department of Education requires students to be enrolled in or admissible to a degree-granting program or an initial state teacher certification program in order to receive Federal Stafford Loan funds. Therefore, a student-at-large cannot receive Federal Stafford Loan funds unless the student is taking classes to obtain an initial teacher certification or is admissible into the Graduate School and taking coursework necessary for enrollment in an eligible program. To be admissible to a degree-seeking program, a student-at-large must have a complete application dossier on file with the Graduate School and have a 2.75 or higher GPA on all undergraduate coursework. Students-at-large who meet the minimum requirements to receive a Federal Stafford Loan incur debt and take classes at their own risk, as a program to which they might seek admission retains the prerogative to deny admission. Students meeting one of the criteria defined above may receive a Federal Stafford Loan for only one (1) continuous 12-month period. Contact the Student Financial Aid Office for further information.
Bond noted that the Federal Stafford Loan regulations are in effect now, in fact they have been in effect since 2006. The Graduate Council unanimously approved the catalog changes recommended by the Standards Committee.

Bond presented the following policy statement on behalf of the Standards Committee:

Policy Statement for distribution to Graduate Faculty, Chairs, Graduate Directors, etc.

Graduate degrees are awarded to students who master advanced knowledge, skills, and abilities in their fields of study. Graduate study requires development and execution of independent research and/or the successful integration of advanced knowledge and skills. Consequently, graduate-level study requires more rigor than undergraduate-level study.

At NIU, some departments offer paired courses in which graduate and undergraduate students attend together. In such courses, students pursuing graduate credit must receive a syllabus distinct from the undergraduate syllabus for the course. The graduate syllabus must provide evidence that graduate students are required to demonstrate advanced knowledge, skills, and abilities, especially when compared to the requirements established for undergraduate students.

Factor questioned whether a letter from the professor is sufficient proof for graduate credit. Bond replied that a syllabus is required. Waas noted that the policy states “for distribution,” and asked Bond to comment on the mechanism for distribution. Bond responded that the original assumption was that this information would be posted for those who are currently graduate faculty, chairs, and directors of graduate study. He mentioned that those individuals who are given permission to teach, but are not graduate faculty should also receive this policy. This may present a need for the policy to go out once per semester. Factor asked whether this policy will be in effect when there are no starred courses. Bond said that no, in fact it will be more imperative that there are distinct guidelines due to the fact that a 400 level course will have a companion 500 level course that will be taught at the same time and in the same place. Shaw asked whether one or two syllabi are needed. Can there only be one syllabus with additional graduate student qualifications? Bond said that there must be two syllabi. Macdonald mentioned an issue Bauer presented regarding the use of the word “syllabus.” He stated that that word “syllabus” is not actually included in any policy document. Is it possible to include that language somewhere? Bond stated that he thinks it is in the APPM and he will respond to Bauer. Shaw asked whether it would be possible to send a mass email to all faculty. Bose said that he would have to ask the Provost Office for permission to create a list serve and he would be willing to look into that. Bose said that another thing Bond is working on is the creation of a Graduate Faculty handbook. Waas mentioned that he would appreciate getting an email every semester with updates on Graduate Council decisions.

The Graduate Council unanimously approved this policy statement.
*Curriculum Committee:* The Curriculum Committee recommended approval of the November 12 & November 19, 2007 minutes. Changnon mentioned that prerequisites (PRQs) must now be dealt with at the departmental level. There is a shift away from dealing with PRQs at the Graduate School and it is going back to the department. If departments have undergraduate requirements for a graduate course the department will have to be careful to ensure that the student has met that requirement. Lockard questioned whether this was referring to classes that are flagged and must now be overridden by the department. Bond responded that that is correct. At this time there are a lot of Graduate courses with PRQs that cicsprod is not enforcing, but PeopleSoft will. The department will have the ability to grant permission for the student to take the course. Macdonald questioned whether there would still be consent of the department. Bond explained that PeopleSoft will not allow programming consent of the department. The department has the ability to tell the system that it is okay for the student to take the course without the PRQs.

The following new courses, course deletions, course revisions, and other catalog changes in the catalog copy were approved:

**November 12, 2007 GCCC Minutes**

**COLLEGE OF BUSINESS**
- Department of Accountancy
  - ACCY 690 (690) (course revision)
  - Page 59, 2007-08 Graduate Catalog - Additional Prerequisite for Phase Two of the Master of Accounting Science

**COLLEGE OF EDUCATION**
- Page 73, 2007-08 Graduate Catalog - Museum Studies (15) (addition)
- Department of Counseling, Adult and Higher Education
  - CAHA 601 (701) (course addition)

**COLLEGE OF ENGINEERING AND ENGINEERING TECHNOLOGY**
- Department of Industrial and Systems Engineering
  - IYSE 453 (553), 450 (550), 598 (698), 599B (699B) (course revisions)
  - Page 133, 2007-08 Graduate Catalog - Changes to the requirements Master of Science in Industrial and Systems Engineering
- Department of Mechanical Engineering
  - Page 136, 2007-08 Graduate Catalog - Changes to the Master of Science in Mechanical Engineering Thesis Option - Non-Thesis Option was changed to Project Option and revisions were made within the Project Option - Course Option (addition) - Requirements for Graduates with a B.S. in Mechanical Engineering (revisions) - Requirements for Integrated B.S./M.S. Sequence (revisions)
Department of Technology
TECH 405, 408, 412, 494, 606, 607, 649, 658, 690 (course deletions)
TECH 522 (course addition)
TECH 437 (537), 440 (540), 609 (609) (course revisions)
Page 140, 2007-08 Graduate Catalog - Requirement change for Master of Science in Industrial Management

COLLEGE OF HEALTH AND HUMAN SCIENCES
Page 145, 2007-08 Graduate Catalog - Special Requirements (addition)

School of Allied Health and Communicative Disorders
All AHPH classes now have the PHHE designator.
AUD 625, 629, 678, 679, 680, 681, 693, 627, 729, 773, 779, 798 (course revisions)
AHRC 662, 682, 683 (course revisions)

School of Family, Consumer and Nutrition Sciences
FCNS 429 (529), FCNS 501 (601) (course revisions)
Page 158, 2007-08 Graduate Catalog - Revisions to the introduction paragraph immediately following the list of graduate faculty
Page 160, 2007-08 Graduate Catalog - Master of Science in Apparel, Family, and Consumer Sciences was changed to Master of Science in Family and Consumer Sciences with revisions in the program description - Specialization in Family and Consumer Sciences Education (revisions)
Page 155, 2006-07 Graduate Catalog - Special Requirements for FCNS 531 (631), 532 (632), and 538 (638) were revised

School of Nursing and Health Studies
AHPH 585 (PHHE 685) (course deletion)
NURS 571 (671) (course revision)
PHHE 573 (673), 400 (500), 572, 502T, 504, 506, 563 (563), 533, 535, 537, 539, 601, 603, 622, 624, 600, 620, 607, 609, 655, 673, 613, 671, 631, 669, 611, 653, 695, 682, 688, 697T (course revisions)
Pages 147-149, 2007-08 Graduate Catalog - Requirement changes for Master of Public Health (M.P.H.)

COLLEGE OF LIBERAL ARTS AND SCIENCES
Page 289, 2007-08 Graduate Catalog - Changes to Requirements for Physics Ph.D. in Interdisciplinary Nanoscience
Page 172, 2007-08 Graduate Catalog - Museum Studies (15) (revisions)
Page 172, 2007-08 Graduate Catalog - Requirement changes for the Certificate in Women’s Studies

Department of Anthropology
ANTH 422(522), 433(533), 449(549), 461(561) (course additions)
ANTH 469(569), 453(553), 419(519), *425(525), *438(538) (course revisions)

Department of Biological Sciences
BIOS 450, 482(582), 488(588) (course additions)
BIOS *418(518) (course revision)

Department of Chemistry and Biochemistry
CHEM 500(600), 599(699) (course revisions)

Department of Communication
COMS 460, 467 (course deletions)
COMS 551(651) (course addition)

Department of Computer Science
CSCI 543(643) (course addition)
CSCI 465(565), 466(566), 467(567), 480(580), 531(631), 540(640), 542(642), 552(652), 554(654), 559(659), 567(767), 562(662), 563(663) (course revisions)
Page 193, 2007-08 Graduate Catalog - Changes to Required Courses for Master of Computer Science

Department of English
Page 200, 2007-08 Graduate Catalog - Areas of Study - Literature and Rhetoric/Composition (addition)

Department of Geography
GEOG 601(791), 602(792) (course deletions)
GEOG 522(622), 562(662), 564(664), 602T(702), 653(753), 660(760), 699(799) (course revisions)
GEOG 463(563), 498(598), 502(602), 571(671), 600(790) (course revisions)
Page 213, 2007-08 Graduate Catalog - Requirement changes for a certificate in Geographic Information Analysis (16-18)

Department of History
HIST 415(515), 419(519) (course deletions)
HIST 492(592) (course revision)

Department of Political Science
POLS 403, 407, 408, 414, 415, 440, 498, 529 (course deletions)
POLS 572(672) (course addition)
POLS 439(539), 699A(799A), 699B(799B) (course revisions)
Page 245, 2007-08 Graduate Catalog - Changes to the introductory paragraph immediately following the graduate faculty
Department of Sociology
  SOCI 465(565), 480(580) (course additions)

COLLEGE OF VISUAL AND PERFORMING ARTS
   Page 262, 2007-08 Graduate Catalog - Requirement changes to the Certificate of Graduate Studies in Museum Studies (15)

   School of Art
     ART 599A(699A) course revision
     ARTE 690(790), 691(791), 692(792) (course revisions)
   Page 265, 2007-08 Graduate Catalog - Requirement changes for the Specialization in Art History

November 19, 2007
COLLEGE OF BUSINESS
   Department of Finance
     FINA 650 (T deleted), FINA 651 (revision)

COLLEGE OF EDUCATION
   Department of Educational Technology, Research and Assessment
     ETT 542, 554 (T deleted)

INTERDISCIPLINARY ACADEMIC CENTERS AND COURSES
   Page 289, 2007-08 Graduate Catalog - Requirements for Physics Ph.D. in Interdisciplinary Nanoscience Specialization has been changed to Requirements for the Specialization in Nanoscience within the Ph.D. in Physics
   Page 290, 2007-08 Graduate Catalog - Homeland Security - Requirement changes to Environmental and Hazards Risk Assessment Track and Emergency Management and Response Track

COLLEGE OF LIBERAL ARTS AND SCIENCES
   Department of Computer Science
     CSCI 596(696) (course addition)
     CSCI 590(690) (course revision)

Colloquium Committee:  Factor reported that the Colloquium Committee met on November 26, 2007 to review 55 proposals, all of which were approved. There was an additional proposal approved by email, totaling 56 approved proposals. The funds are no longer being rolled over, so the committee is beginning to look at how funds are being allocated. Bond explained that more and more departments are submitting proposals and the way they are allocated if every department used the funds, there would not be enough actual funds to cover all of the proposals. Bose asked whether there should be flexibility for departments who bring more grant money. Factor responded that this
money is taken from the tuition fee and that there is no direct connection to those departments with high grant activity. Bose said that it may not have that type of connection, but this needs to be looked at collectively. Bose commented that the Committee should have some flexibility when making those decisions. Bond reported that this is just a preliminary discussion on this topic.

Research and Artistry: Gowen asked when the proposals would be distributed and how they would be distributed. Wright said that the proposals would be available for the committee on a CD for distribution the week of December 10, 2007. If any Committee members would like paper copies they can request them.

New Business

Draft - Doctoral Program Development - For Internal Review and Approval: Bose stated this is just a draft and for the Council’s information at this point. The Council of Deans and the Provost also have a draft. If there are any recommendations Bose will take them from the Council at anytime.

Draft - RFP for multi-disciplinary clusters: Bose stated that the Provost and the Council of Deans have a copy of this draft. He is not sure when clearance will be given to send this out. This is for the Council to read. Hoffman questioned how this was related to the concept papers. Bose stated that the concept papers are the ideas that faculty members have forwarded that will be reviewed by the Council of Deans. The concept papers are different from this RFP. If there has been an interdisciplinary concept paper submitted, it must be restructured to fit this format.

Information Items/Announcements

Bose informed the Council that he did, because of their recommendation, ask if the Honorary Degree recipients would be allowed to speak at the December 16, 2007 Commencement Ceremony. They have only been given 2 minutes each due to the length of the graduation and the fact that there are two recipients.

Gupta asked when Bose anticipates faculty getting feedback on their concept papers. Bose said that he is not sure due to the fact that there are so many papers, all of which should be read very carefully. There is a meeting on December 12, 2007 to go over the proposals, but it is unlikely that there will be enough time to discuss all the proposals. Bose mentioned that he is delighted that so many faculty members have submitted their ideas.

Meeting adjourned at 11 a.m.