

Minutes Approved at the 640th Meeting – April 2, 2018

GRADUATE COUNCIL MINUTES

639th Meeting

March 5, 2018

MEMBERS PRESENT: Barnes, Beyer, Bond, Clarke Arado, Gowen, Herrmann, Hoerchler, James, Jones, Mantzke, Myers, Olson, Osorio, Polansky, Porter, Smith, Van Wienen

MEMBERS ABSENT: Bammidi, Gallaher, Howell, Hwang, Kortegast, Mukhopadhyay, Nordli, Sciammarella, Shah, Shelton, Wilkins

OTHERS PRESENT: Hughes (Secretary), Smith (Catalog Editor/Curriculum Coordinator)

Bond called the meeting to order at 10:05 a.m.

Approval of Minutes

Gowen moved approval of the February 5, 2018, minutes; James seconded the motion, which carried unanimously.

Committee Reports

Graduate Council Curriculum Committee: Bond reviewed the minutes of the February 12, 2018, meeting. He informed members that there were a few new courses, a new graduate certificate program, and other minor revisions, but the only substantive item was a new M.S. program in data analytics in the Department of Operations Management and Information Systems. Mantzke moved approval of the minutes; Porter seconded the motion, which carried unanimously. (Curriculum Committee minutes and catalog changes are available at:

http://www.niu.edu/u_council/committees/minutes/gccc/index.shtml.)

University Fellowship Committee: Bond reported on the February 27, 2018, meeting. There were twenty-eight applications on behalf of sixteen departments. Awards were offered to six students in the following programs: Art & Design, Biological Sciences, History, Music, Philosophy, and Physics. The committee also selected five alternates. University Fellowships include a stipend of \$9,000 and a partial tuition waiver. Bond thanked the Graduate Council members who served on the committee: Gallaher, Herrmann, and Osorio.

New Business

Credit Hour Policy: Bond reviewed a minor change to the credit hour policy in the APPM. The College of Law has requested removal of the word “approximately” in the definition of a credit hour. The request comes at the suggestion of the American Bar

Association, which requires that semesters consist of 15 weeks. Since fall and spring semesters at NIU are 15 weeks, Bond stated he was unsure why “approximately” was included in the first place, although he suspected it was because the spring semester appears to be 16 weeks due to spring break. Polansky moved approval of the APPM revision; Beyer seconded the motion, which carried unanimously. The document will be forwarded to the APPM Advisory Committee for approval. (See attached.)

PTE Academic Scores: Bond reviewed proposed changes to the catalog to include another acceptable test of English language competency for admission, the Pearson Test of English Academic. He indicated that a Pearson representative visited NIU about ten years ago and indicated a new academic test was in the pipeline. At the time, they only had a non-academic test used exclusively in Japan by U.S. companies that wanted to test English language competency for workplace usage and by Japanese companies that were sending employees to English-speaking countries. PTE Academic was developed a few years ago, which has been vetted and is increasingly accepted by U.S. institutions. Undergraduate admissions at NIU began accepting PTE Academic scores last year. Bond indicated there have only been a few requests at the graduate level, but suggested numbers may increase because the test is less expensive than the IELTS or TOEFL. He said he consulted with Doris Macdonald about PTE Academic cut scores and decided to borrow scores from other institutions that have similar TOEFL and IELTS requirements. Bond indicated PTE Academic has a bigger scoring range than IELTS. James moved approval of the catalog changes; Van Wienen seconded the motion, which carried unanimously. The change will take effect immediately. (See attached.)

GMAT Exception: Bond also reviewed proposed changes to the catalog regarding exceptions to the GMAT requirement. Specifically, the College of Business has requested that applicants for the Executive M.B.A., One-Year M.B.A. or Chicago M.B.A. programs be exempt from the GMAT requirement. Bond indicated he was bringing the changes to Graduate Council as a whole for approval because it was the only agenda item for the Curriculum Committee. If approved, changes would be made to the front matter of the catalog and the College of Business section of the catalog. Gowen moved approval of the catalog changes; Van Wienen seconded the motion.

Van Wienen asked what the reasoning was for not requiring the GMAT for these M.B.A. programs, yet requiring it for other M.B.A. programs. Bond responded that applicants for these programs generally have several years of post-undergraduate work experience. The two M.B.A. programs that still require the GMAT for admission are the Global and International programs, which are designed for recent college graduates with no work experience. He explained that the programs have very different applicant pools. Bond noted that more and more programs are choosing not to require entrance exams. He indicated it was becoming a national trend to eliminate entrance exams requirements, especially in professional programs.

The changes were approved.

Other Business

Fellowships and Assistantships: Jones inquired about the timeline of graduate fellowships and assistantships, such as Great Journeys, Rhoten Smith, and Carter G. Woodson. She indicated it was difficult to use them for recruitment because faculty are not notified about awards until around April. She said her department's graduate committee has already accepted students and offered graduate assistantships by that time. Jones suggested that moving the timeline up would allow departments to use them as a recruiting tool for graduate students. Bond indicated the Great Journeys timeline was moved up a few years ago, but said he was not opposed to moving it up a little more. He explained the problem with the other fellowships is that not all departments make admissions decisions at the same time, which means a deadline could be too early for some and too late for others. Bond stated he would prefer to have earlier deadlines, but said it would negatively affect many departments because of their admissions process. He indicated that award notifications are made with the April 15 date in mind. Some members of the Council agreed that moving deadlines earlier would negatively impact their ability to use the Fellowships for recruitment purposes. Jones stated that her department loses some of their best prospects to other institutions that make offers in late January or early February. She indicated the only way to get those students would be if they could use these assistantships and fellowships as a recruitment tool. Van Wienen added that the current timing of the Rhoten Smith assistantships and Woodson fellowships are not at all helpful for recruitment in his department, either. Bond stated he was not opposed to moving up deadlines slightly for fellowships, but the move would not be dramatic.

Bond noted that only one of the six awards for University Fellowships was offered to a new, incoming student. The other five were awarded to currently enrolled students. Bond reminded members that all fellowships offered by the Graduate School, except the Dissertation Completion Fellowship, are available to new and existing students and that the McNair, Recruitment, and Underrepresented Minority tuition waivers are only available to incoming students. He suggested that a highly regarded applicant who is being nominated for a fellowship should not be taken out of consideration for a departmental assistantship pool until it is known whether or not the student has been awarded the fellowship.

Bond asked members if their departments respected the April 15 date for graduate assistantships. There were mixed responses. Bond explained the long-standing Council of Graduate Schools Resolution, which is supported by reputable institutions in the United States. The Resolution establishes April 15 as the firm date by which all commitments to accept assistantships are regarded as "final." The resolution, which has been in place since the late 1960s, is an effort to help graduate programs plan their cohorts of assistants by discouraging poaching from other institutions. Bond indicated that departments can set an earlier date of February and students can accept, but a student is not obligated until after the April 15 date, and, even then, they can still decide not to attend NIU. However, Bond stated that he would like departments to respect the CGS Resolution and encouraged members to read the document. (See attached.)

Meeting adjourned at 10:33 a.m.

APPM – Curricular Definitions

Section III. Item 2.

Credit Hour

Unit of Credit, Definition, Application, and Process

The assignment of credit hours reflects the collective professional judgment of faculty and campus academic officers.

Northern Illinois University utilizes a definition of credit hour that is consistent with Federal guidelines. A credit hour is defined as one hour of classroom or direct faculty instruction and no less than two hours of out of class student work each week for fifteen weeks for one semester or the equivalent amount of work over a different amount of time. The policy allows examination periods to be counted in the minutes of direct instruction. The standard meeting times for courses are a 50-minute, Monday-Wednesday-Friday schedule and a 75-minute Tuesday-Thursday schedule. For courses that have less structured classroom schedules, such as research seminars, independent studies, internships, practica, studio work, or any other academic work leading to the award of credit hours, a credit hour may be determined by (1) an amount of student work that reasonably approximates the above definition of a credit hour or (2) an established assessment/measure of student learning outcomes that verifies student achievement and serves as the equivalent of the above definition of a credit hour.

This credit hour policy applies to all courses (graduate, professional, and undergraduate) that award academic credit (i.e. any NIU course that appears on an official transcript as a course for which credit is received) regardless of the mode of delivery including, but not limited to, self-paced, online, hybrid, seminar, and laboratory.

Curricula committees at Northern Illinois University are charged with following the policy on credit hours in their review and approval of all courses and certifying that the expected student learning for the course meets the credit hour standard. The determination of credit hours is made when a new course or a revision to an existing course is proposed. The submitted syllabus is examined for contact time as well as for assignments and evaluation mechanisms. NIU collects and manages data on all course to ensure, through periodic checks, that there is compliance and consistency with the credit hour policy across diverse course delivery modes.

Approved by Graduate Council, March 2, 1992, September 10, 2012, March 5, 2018

Approved by Undergraduate Coordinating Committee, April 30, 1992, September 6, 2012/Baccalaureate Council March 8, 2018

ADMISSION

Application for Admission

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The Graduate School requires degree-seeking applicants to submit the following materials:

- the application and application fee,
- letters of recommendation,
- official test scores (GRE, MAT, or GMAT scores as appropriate; international students must also submit TOEFL, ~~or~~ IELTS, or PTE Academic scores),
- a statement of purpose, and
- official transcripts from all institutions attended.

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An applicant whose native language is not English must present a satisfactory score for either the *International English Language Testing System (IELTS)*, ~~or the Test of English as a Foreign Language (TOEFL)~~, or the *Pearson Test of English Academic (PTE Academic)*, as indicated below under "Examinations Required for Admission."

Admission Procedures for International Students

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International students must submit either IELTS, ~~or~~ TOEFL, or PTE Academic test scores. The International English Language Testing Services test can be taken at most British Consulates. For information regarding the IELTS, applicants should visit www.ielts.org/. Information about PTE Academic is available at: <https://pearsonpte.com/>. The TOEFL *Bulletin of Information* and registration form can be obtained in a number of cities outside the United States. They are often available at American embassies and consulates, or at offices of the United States Information Service (USIS). Students who cannot obtain a TOEFL bulletin and registration form locally should write well in advance to: TOEFL Services, P.O. Box 6151, Princeton, New Jersey 08541-6151, U.S.A., or contact www.toefl.org.

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Language Test Requirements (IELTS and TOEFL)

An applicant whose native language is not English must present an IELTS score of 6.5 or alternatively, a PTE Academic score of at least 53 or a TOEFL score of at least 80 ~~on the TOEFL iBT, 213 on the scale of 0-300, or at least 550 on the older scale of 310-677 where applicable (in certain countries)~~. The score must be for an examination administered no more than 24 months prior to the beginning of the academic term for which admission is sought. ~~At the discretion of the intended major department,~~ Possession of a baccalaureate or higher degree from an

accredited institution in the U.S., the U.K., Ireland, Canada, Australia, New Zealand and a number of other countries serves as evidence of sufficient English proficiency for admission purposes. (A list of those other countries is maintained at www.grad.niu.edu.) , at which the language of instruction was English, may serve in lieu of the TOEFL score. The TOEFL Submission of English language proficiency scores is unnecessary requirement is waived for a student already enrolled and in good academic standing in a degree program at NIU. In special circumstances, a department may seek a waiver of this requirement for a student who has demonstrated success in graduate course work but not completed a degree at an accredited institution in the U.S.

For IELTS information, contact www.ielts.org. For TOEFL information, contact www.toefl.org. For PTE Academic information, contact <https://pearsonpte.com/>.

GENERAL REGULATIONS

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Written English Proficiency

The university expects a reasonable level of English competency in its graduate students, regardless of their discipline. Those students who hold a baccalaureate or higher degree from an accredited institution in the U.S., or a recognized institution in a number of countries in the U.K., Ireland, Canada, Australia, or New Zealand at which the language of instruction was English and in which English is the daily medium of communication for the majority of residents are considered to have met this requirement. In special circumstances, a student's department may seek a waiver of this requirement based on the student's demonstration of appropriate written English proficiency in other ways (e.g., through employment). Other graduate students are required to take either the written portion of the TOEFL, IELTS, or PTE Academic. ~~standardized Test of Written English (essay portion of the TOEFL), the written portion of the International English Language Testing Services (IELTS) exam, the written portion of the Person Test of English Academic (PTE Academic),~~ the GRE Analytical Writing Assessment, the GMAT Writing Assessment, or the examination administered for this purpose by the NIU Department of English, to test their written English language competency level.

FINANCIAL SUPPORT

Assistantships

In accordance with State statute, teaching assistants engaged in oral instruction in the classroom shall be persons who possess adequate competence in spoken English (unless the language of instruction is not English). For students whose native language is not English, this competence may be demonstrated by achieving a score of at least 50 on either the Speaking Proficiency English Assessment Kit (SPEAK) administered at Northern Illinois University ~~or on the Test of Spoken English (TSE)~~. Alternatively, non-native speakers of English meet the

competency standard if they score at least 7 on the speaking portion of the IELTS, a 68 on both the Oral Fluency and Pronunciation portions of the PTE Academic, or 24 on the speaking portion of the TOEFL iBT. Employing departments may require a higher score. Information on the TSE is available at www.toefl.org.

Justification: These changes will add the PTE Academic to the English proficiency examinations accepted for the purpose of admission. NIU's undergraduate admissions began accepting PTE scores last year. Over the past year, the Graduate School has had one request to submit PTE scores. Acceptance of the PTE has begun to grow in the U.S. It is a reputable test. See the sample score report at: <https://pearsonpte.com/the-test/about-our-scores/understand-your-scores/>

Below is an amended cheat-sheet that reflects the proposed PTE requirements juxtaposed to existing requirements for the IELTS and TOEFL

Admission Requirement

IELTS	TOEFL iBT	PTE Academic
6.5	80	53

ENGL (writing sub-score) Requirement

	IELTS	TOEFL iBT	PTE Academic (Writing and Writing Discourse, both)	GRE (AWA)/GMAT
Exempt	7	26-30	68-90	3.5/4.5
ENGL 453	6	21-25	53-67	
ENGL 451/452	<=5.5	<=20	<=52	

Teaching Assistantship Requirements (Speaking Sub-Score)

IELTS	TOEFL iBT	TOEFL CBT	PTE Academic (Oral Fluency and Pronunciation, both)
7	24-30	50 (TSE)	68-90

Graduate Management Admission Test (GMAT)

Applicants for graduate study in the College of Business must submit official scores on the GMAT to the Graduate School, with exception to applicants who intend to pursue the Executive M.B.A., One-Year M.B.A., or Chicago M.B.A. No GMAT is required for these formats. With the approval of the applicant's prospective major department, the requirement to submit official scores on the GMAT may be waived if:

- an applicant has already earned a graduate degree from an accredited institution;
- an applicant to the Executive M.B.A. has ten or more years of professional managerial experience;
- an applicant to the M.S.T. program presents satisfactory scores on the LSAT or provides evidence of passing all parts of the C.P.A. examination;

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Council of Graduate Schools

Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants

Acceptance of an offer of financial support* (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

The following list includes CGS member institutions that indicated their support of the Resolution.

This Resolution was renewed October 2014.

Abilene Christian University	Claremont Graduate University	Georgia Institute of Technology	Medical College of Wisconsin
Air Force Institute of Technology	Clark Atlanta University	Georgia Regents University	Medical University of South Carolina
Alcorn State University	Clark University	Georgia Southern University	Miami University
Alfred University	Clemson University	Georgia State University	Michigan State University
American University	Cleveland State University	Hampton University	Michigan Technological University
Andrews University	College of Charleston	Harvard University	Middle Tennessee State University
Angelo State University	College of New Jersey	Hebrew Union College - Jewish Institute of Religion	Minnesota State University - Mankato
Appalachian State University	College of Saint Rose	High Point University	Mississippi State University
Arizona State University	College of William and Mary	Hofstra University	Missouri State University
Arkansas State University	Colorado School of Mines	Hood College	Montana State University - Bozeman
Auburn University	Columbia University	Howard University	Montana Tech of the University of Montana
Austin Peay State University	Concordia University, (IL)	Idaho State University	Montclair State University
Ball State University	Coppin State College	Illinois Institute of Technology	Mount Mary College
Baylor College of Medicine	Cornell University	Illinois State University	Murray State University
Baylor University	Creighton University	Indiana State University	National University
Bloomsburg University of Penn.	Dartmouth College	Indiana University	Naval Postgraduate School
Boise State University	Drew University	Indiana University - Purdue University Fort Wayne	New Jersey Institute of Technology
Boston College	Drexel University	Indiana University of Pennsylvania	New Mexico State University
Boston University	Duke University	Iowa State University	New York Medical College
Bowling Green State University	Duquesne University	Jackson State University	New York University
Bradley University	East Carolina University	James Madison University	North Carolina Agricultural & Technical State University
Brigham Young University	Eastern Illinois University	John Carroll University	North Carolina State University at Raleigh
Brown University	Eastern Kentucky University	Johns Hopkins University	North Dakota State University
Bryn Mawr College	Eastern Michigan University	Kansas State University	Northeastern Illinois University
Caldwell College	Eastern Washington University	Kent State University	Northern Arizona University
California Institute of Technology	Emerson College	Lamar University	Northern Illinois University
California State University, Bakersfield	Emory University	Langston University	Northern Michigan University
California State University, Fresno	Emporia State University	Lehigh University	Northwestern State University of Louisiana
California State University, Fullerton	Fayetteville State University	Lipscomb University	Northwestern University
California State University, Los Angeles	Fairmont State University	Loma Linda University	Nova Southeastern University
California State University, Northridge	Fielding Graduate Institute	Louisiana State University and A & M College	Oakland University
California State University, Sacramento	Florida A & M University	Louisiana State University Health Sciences Center	Ohio University
California State University, Stanislaus	Florida Atlantic University	Loyola Marymount University	Ohio State University
Case Western Reserve University	Florida International University	Loyola University of Chicago	Oklahoma State University
Catholic University of America	Florida State University	Marquette University	Old Dominion University
Central Michigan University	Fordham University	Marshall University	Oregon State University
Central Washington University	Fort Hays State University	Marywood University	Park University
City University of New York Graduate Center	Gallaudet University	Massachusetts Institute of Technology	Pennsylvania State University
	George Mason University		
	George Washington University		
	Georgetown University		

* This Resolution applies to offers of financial support only, not offers of admission.

CGS - Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants (continued)

Pepperdine University	University of Akron	University of Montana	University of Vermont
Pittsburg State University	University of Alabama	University of Nebraska at Kearney	University of Virginia
Polytechnic University of NYU	University of Alabama at Birmingham	University of Nebraska-Lincoln	University of Washington
Princeton University	University of Alabama in Huntsville	University of Nebraska at Omaha	University of Wisconsin – Eau Claire
Purdue University	University of Alaska, Fairbanks	University of Nevada-Las Vegas	University of Wisconsin – La Crosse
Queens College of the City	University of Albany, State University	University of Nevada-Reno	University of Wisconsin – Madison
University of New York	of New York	University of New Hampshire	University of Wisconsin – Milwaukee
Radford University	University of Arizona	University of New Haven	University of Wyoming
Rensselaer Polytechnic Institute	University of Arkansas	University of New Mexico	Utah State University
Rice University	University of Bridgeport	University of New Orleans	Valdosta State University
Rockefeller University	University of California, Berkeley	University of North Carolina	Vanderbilt University
Rowan University	University of California, Davis	at Chapel Hill	Villanova University
Rutgers - New Brunswick	University of California, Irvine	University of North Carolina	Virginia Commonwealth University
Rutgers - Newark	University of California, Los Angeles	at Charlotte	Virginia Polytechnic Institute and
St. Bonaventure University	University of California, Riverside	University of North Carolina	State University
St. Cloud State University	University of California, San Diego	at Greensboro	Wake Forest University
St. John's University	University of California, San Francisco	University of North Dakota	Walden University
Saint Louis University	University of California, Santa Barbara	University of North Texas	Washington State University
San Diego State University	University of California, Santa Cruz	University of North Texas Health	Washington University
San Francisco State University	University of Central Arkansas	Science Center - Graduate School	Wayne State College
San Jose State University	University of Central Florida	of Biomedical Sciences	Wayne State University
Santa Clara University	University of Chicago	University of Northern Colorado	Wesleyan University
Shippensburg University	University of Cincinnati	University of Northern Iowa	West Chester University
South Carolina State University	University of Colorado at Boulder	University of Notre Dame	West Virginia University
South Dakota School of	University of Colorado at Denver	University of Oklahoma	West Virginia Wesleyan College
Mines & Technology	University of Connecticut	University of Oklahoma Health	Western Carolina University
South Dakota State University	University of Dayton	Sciences Center	Western Illinois University
Southeast Missouri State University	University of Delaware	University of Oregon	Western Kentucky University
Southern Illinois University	University of Denver	University of Pennsylvania	Western Michigan University
at Carbondale	University of the District of Columbia	University of Pittsburgh	Western Washington University
Southern Illinois University	University of Florida	University of Puerto Rico -	Wichita State University
at Edwardsville	University of Georgia	Rio Piedras Campus	Woods Hole Oceanographic Institution
Southern Methodist University	University of Hartford	University of Rhode Island	Worcester Polytechnic Institute
Southern University A&M College	University of Hawaii at Manoa	University of Rochester	Wright State University
Spalding University	University of Houston	University of San Diego	Xavier University of Louisiana
Stanford University	University of Idaho	University of Scranton	Yale University
State University of New York	University of Illinois at Chicago	University of South Alabama	
at Binghamton	University of Illinois at Springfield	University of South Carolina	
State University of New York –	University of Illinois at	University of South Florida	
Upstate Medical University	Urbana-Champaign	University of Southern California	
Stony Brook University	University of Iowa	University of Southern Mississippi	
Syracuse University	University of Kansas	University of Tennessee	
Temple University	University of Kentucky	at Chattanooga	
Tennessee State University	University of Louisiana at Lafayette	University of Tennessee, Knoxville	
Tennessee Technological University	University of Louisville	University of Texas at Arlington	
Texas A & M International University	University of Maine	University of Texas at Austin	
Texas A & M University	University of Maryland, Baltimore	University of Texas at Brownsville	
Texas A & M University - Corpus	County	University of Texas at Dallas	
Christi	University of Maryland, College Park	University of Texas at San Antonio	
Texas Christian University	University of Massachusetts Amherst	University of Texas Graduate School	
Texas Southern University	University of Massachusetts Boston	of Biomedical Science at Galveston	
Texas State University	The University of Memphis	University of Texas Grad School of	
Texas Tech University	University of Miami	Biomedical Science at Houston	
Texas Woman's University	University of Michigan	University of Texas Grad School of	
Towson University	University of Minnesota	Biomedical Science at San Antonio	
Truman State University	University of Mississippi	University of the Pacific	
Tufts University	University of Missouri, Columbia	University of Toledo	
Tulane University	University of Missouri, Kansas City	University of Tulsa	
University at Buffalo, SUNY	University of Missouri, St. Louis	University of Utah	



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