

Minutes Approved at the 644th Meeting – December 3, 2018

GRADUATE COUNCIL MINUTES

643rd Meeting

November 5, 2018

MEMBERS PRESENT: Barnes, Beyer, Bond, Camic, Gowen, Hanley, Herrmann, Jones, Kelly, Kortegast, Mantzke, Osorio, Peccarelli, Polansky, Porter, Radasanu, Shah, Timko

MEMBERS ABSENT: Gallaher, Luque-Placencia, Mukhopadhyay, Myers, Olson, Perez, Sciammarella, Smith, Vahabzadeh

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

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

Approval of Minutes

Mantzke moved approval of the minutes of the September 10, 2018, meeting; Gowen seconded the motion, which carried unanimously.

Committee Reports

Graduate Council Curriculum Committee: Bond reviewed the minutes of the October 8, 2018, meeting. He noted committee approval of a new B.S. in kinesiology/M.S. in athletic training accelerated degree program. In addition, three previously approved M.S. degree programs received final approval from the BOT and IBHE: digital marketing, data analytics, and health sciences. Bond also pointed out new specializations in special education, as well as a new certificate of graduate study in Curriculum and Instruction. Osorio moved acceptance of the minutes; Kelly 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.)

Graduate Council Standards Committee: Bond reported on the October 15, 2018, meeting. He reviewed proposed revisions to the front matter of the *Graduate Catalog*. Bond explained that the requested changes come from Financial Aid because of a disconnect between graduate and undergraduate policies with regard to audit hours and calculating full-time status. He stated that the proposed language makes sense and aligns with undergraduate policies. Mantzke moved approval of the revisions; Radasanu seconded the motion, which carried unanimously. (See attached.)

Graduate Faculty Membership Committee: Bond reported on the electronic meeting. The committee reviewed proposed changes to the graduate faculty membership criteria for the School of Nursing. Revisions were necessary because of the division of the School of Nursing and Health Studies. The committee approved the document once the school changed its criteria to reflect an eight-year review cycle for consistency with

university policy. Hanley moved approval of the committee's recommendation; Kortegast seconded the motion, which carried unanimously.

Graduate School Faculty Awards Committee: Bond reported on the September 26, 2018, meeting. The committee reviewed fourteen nominations for the Distinguished Graduate Faculty Award, which recognizes graduate faculty for excellence in graduate mentoring and outstanding scholarly achievement. The committee selected two recipients: Jesse "Woody" Johnson of the Department of Special and Early Education and Jessica Reyman of the Department of English, who in year three of the award is the first female recipient of the award. They will each receive \$2,000 and be recognized at the graduate commencement ceremony on December 15, at 2:00 p.m. There will be an article in the *NIU Today* about these two impressive graduate faculty members. Bond acknowledged the Graduate Council members who served on this committee: Anne Hanley, Lynn Herrmann, and Stacy Kelly.

Graduate School Student Awards Committee: Bond reported on the October meetings of the two subcommittees charged with reviewing nominations and selecting winners for the thesis and dissertation competitions. The Arts, Humanities, Social Sciences, and Education Subcommittee and the Health Sciences and STEM Subcommittee each selected a thesis and dissertation prize winner. The Outstanding Dissertation Awards, which come with a \$750 cash prize, were awarded to Erika Sparby from the Department of English and Ryan Myers from the Department of Biological Sciences. The Outstanding Thesis Awards, which come with a \$500 cash prize, were awarded to Robert Keating from the Department of Psychology and Muhammad Adib Uz Zaman from the Department of Industrial and Systems Engineering. The recipients will be recognized at the annual reception for outstanding graduate students. Bond acknowledged Courtney Gallaher and Thomas Smith as the Graduate Council members who served on these committees.

New Business

UNIV 600/601 Curricular Changes: Bond distributed a handout reflecting proposed changes to UNIV 600 & 601. He explained that there are a several Graduate School courses under the UNIV designation and apologized for not getting the proposed changes to the Graduate Council Curriculum Committee in time for the October meeting. Because one of the courses will be offered in Spring 2019, Bond was seeking approval from the Graduate Council without having brought the matter to GCCC. The co-coordinators of graduate career and professional development requested the changes because of suggestions made by students and faculty. Bond stated that the title change from "Professional Laboratory Safety" to "Hazard Analysis in Academic Research and Artistry" for UNIV 600 was to broaden the appeal of the course. The change from 1 credit to 0-1 variable credit for UNIV 600 & from 0 credit to 0-1 variable credit for UNIV 601 comes at the request of directors of graduate studies to better accommodate program area requirements. If students need the credit, they can take the courses for credit; it allows students the option. Bond indicated that there are departments considering making these courses mandatory. Jones moved approval of the curriculum changes; Barnes seconded the motion, which carried unanimously.

Meeting adjourned at 10:24 a.m.

General Regulations

Course Load

Graduate students may be required to enroll full time. The definition of full-time enrollment may vary depending on the context. For example, requirements established by academic programs, lending agencies, government regulations, employing entities, and certain insurance policies may utilize different definitions of full-time enrollment.

A full-time load for a graduate student or student-at-large in a fall or spring semester is 9 or more semester hours and in a the summer term is 6 or more semester hours. A graduate-level student's course load includes all courses for which the student is registered. A course from which the student has officially withdrawn is no longer part of that student's course load. Audited hours do not count in the calculation of total course load for any external official purpose.

A student enrolled in less than a full-time load will not receive official verification of full-time status for any purpose.

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Auditors

With permission of the instructor, a student may enroll in a class as an auditor. A student who enrolls as an auditor cannot expect to submit assignments to be graded by the instructor unless those assignments are part of the audit requirements established when permission to audit was granted. A student enrolled for credit who wishes to change that enrollment from credit to audit after the drop deadline must do so prior to the mid-point of the semester, term, or session or as specified on the Graduate School website, and must have the approval of the instructor, the department, and the office of the dean of the [Graduate School](#).

Tuition and fees are charged for audit hours on the same basis as for hours taken for credit. Course credits taken in audit status will not count in the calculation of total course load for any external official purpose. Examples include but are not limited to: Calculation of full-time, part-time, or half-time enrollment status reported to external agencies; Eligibility for financial aid; Full-time status for international students to satisfy visa requirements; and Eligibility for loan deferment. With program approval, an audited course may be used to meet institutional enrollment requirements. A student who enrolls as an auditor will not receive credit for the course, and audited courses will be transcribed with a grade designation of 'O'. A student enrolled as an auditor who wishes to change that enrollment to registration for credit must do so prior to the mid-point of the semester, term, or session, or as specified on the Graduate School website.

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