

**Council of Graduate School Programs
Loyola University Chicago
Regular Meeting
Friday, February 17, 2006
25 East Pearson, Room 302, Water Tower Campus**

**MINUTES
Approved on March 17, 2006**

Members Present: Barney Berlin, Matthew Butcher (student), Kenneth Byron, Andrew Cutrofello, Janis Fine, Thackery Gray, Robert Ludwig, Bernie McMahon (library), E.J. Neafsey, Kayhan Parsi, Susan Penckofer, Louis Rizzo (student), Robert Roemer, Loretta Stalans (chair), Scott Tindale, George Thiruvathukal (chair-elect), Elizabeth Vera, Peter Whalley.

Members Excused: Pamela Caughie, Robert Di Vito, Robert Halpern, Mary Manteuffel, Ruben Mestril, Patricia Mooney-Melvin, Ken Olsen, Karen Visick.

Members Not Present: Gregory Dobrov, Stephen Doty, Terry Grande, Olympia González, John Karavitis (student), Terry Northcut, Jennifer Parks, Peter Sánchez, Grace Scrimgeour (student), Alan Wolfe.

Graduate School Deans: Sam Attoh, Nicole Lassahn, Konstantin Läufer, Fred Wezeman.

Visitors: Steve McGee and Adam Tarnoff, Learning Technologies & Assessment, Office of the Provost.

Call to Order

Loretta Stalans, chair of the Council, called the meeting to order at 1:04 p.m.

Approval of the Minutes of the Past Meeting

Dr. Stalans asked if there were any revisions to the draft of the minutes of the November 18, 2005, regular meeting. There were none. *The Council approved the minutes by unanimous voice vote.*

Chair's Report

Dr. Stalans solicited volunteers for next year:

- Chair of the Program Review Committee
- Members-at-large of the Executive Committee

Presentation by Steve McGee and Adam Tarnoff

Dr. McGee first discussed accreditation of online programs and stated that the Provost's Office was in the process of finding out the exact regulations. Dr. McGee and Mr. Tarnoff then distributed a handout and gave a visual presentation on key current learning technologies. Discussion took place during and after the presentation.

Dean's Report

Dean Attoh updated the Council on Graduate Education Week, the formation of a Graduate School Alumni Group, the new Global Initiative Incentive Fund, small grants to support internships and practica for master's students, professional development workshops for graduate students, the submission of a draft strategic plan to the Mission and Strategy subcommittee, the December 2005 graduate student exit survey, and fostering collaboration between the Maywood and Lakeside campuses. Discussion followed.

Discussion of Policies for Online Courses and Programs

The discussion resulted in the following motion:

The Council of Graduate School Programs proposes to create a task force to determine policies and procedures to deal with off-campus degree programs and online courses, e-learning environments, residency, and learning outcomes.

This motion was seconded and *passed by unanimous voice vote*. The following Council members volunteered:

- Dr. Barney Berlin
- Dr. Thakery Gray
- Dr. Robert Ludwig
- Dr. Steven McGee
- Dr. Kayhan Parsi
- Dr. Loretta Stalans
- Dr. George Thiruvathukal

In addition, Dr. Penckofer offered to find a volunteer from Nursing, and Dr. Ludwig offered to find a volunteer from Social Work. Specific discussion questions will be raised for the next Council meeting.

Awards Committee

Dr. Penckofer, chair of the Awards Committee, gave a brief report, stating that nominations were coming in and announcing the Graduate School Faculty Member of the Year competition with the same March 10th deadline.

Bylaws Committee

Dr. Berlin, chair of the Bylaws Committee, reported that the bylaws had been updated and can now be found online.

Curriculum Committee

The Curriculum Committee introduced the following motions:

1. *Motion to approve the following courses in the Clinical Research Methodology program:*

- CRME 422 Multivariate Analysis
- CRME 430 International Health

- CRME xxx Meta-analysis

2. *Motion to approve the proposed changes to the Masters in Social Justice Program in IPS be accepted.* The only concern that the committee had was whether the courses would be offered on a schedule with enough regularity that students could take all required courses at their convenience (as opposed to the previous cohort-model approach).

3. *Motion to approve the proposed changes to the comprehensive exam process in the Ph.D. in Higher Education program.*

All three motions passed by unanimous voice vote.

Program Review Committee

Dr. Stalans provided the following update on behalf of the Program Review Committee:

- The review process is proceeding as planned.
- Programs are asked to check the Office of the Provost's website for the review schedule: <http://www.luc.edu/academicaffairs/curdev/apr.pdf>.

Old Business

There was no old business.

New Business

Drs. Wezeman and Heath are chairing a university-wide task force on shared governance review. The TF is expected to present a report to President Garanzini by end of academic year 2005-6. The TF is currently meeting with various groups across the university and is soliciting Council input. An anonymous mass survey is going out within two weeks.

Adjournment

The meeting was adjourned at 2:59 p.m.