

**Council of Graduate School Programs  
Loyola University Chicago**

**Regular Meeting  
February 18, 2005**

**25 East Pearson, Rubloff Reception Room, Water Tower Campus**

**MINUTES**

**[Approved on March 18, 2005]**

**Members Present:** Barney Berlin, Andrew Cutrofello, Robert DiVito, Stephen Doty, Allen Frantzen, Peter Gilmour (for Robert Ludwig), Thackery Gray, Robert Halpern, Maureen Hellwig, Bernard McMahon, Patricia Mooney-Melvin, Ronald Morgan, Ken Olsen, Kayhan Parsi, Susan Penckofer, Peter Sanchez, Loretta Stalans, George Thiruvathukal, Elizabeth Vera, Karen Visick, Judith Wittner, Alan Wolfe.

**Members Excused:** George Battaglia, Gad Bensinger, Susana Cavallo, Grayson Holmbeck, Ruben Mestrill, Carl Toney.

**Members Not Present:** Janis Fine, Terry Grande, James Keenan, Jong-Ho Lee, Mary Manteuffel, E.J. Neafsey, Terry Northcut, Jamie Scalleta, Nicole Truog.

**Graduate School Deans:** Fred Kniss, Nicole Lassahn, Konstantin Läufer, Fred Wezeman.

**Visitor:** John Frendreis, Vice Provost.

**Call to Order**

Allen Frantzen, chair of the Council, called the meeting to order at 1:00 p.m.

**Approval of the Minutes of the Past Meeting**

Dr. Frantzen asked if there were any revisions to the draft of the minutes of the December 3, 2004 regular meeting. Dr. Morgan was added to the list of members present. The Council approved the corrected minutes by a unanimous voice vote.

**Forwarded Item: Use of Dissertation Preparation Fees**

John Frendreis, Vice Provost, addressed the issue of the use of fees from dissertation preparation. This item had been forwarded from the December 3, 2004 meeting. Dr. Frendreis discussed this issue with the Council in the broader context of the budgeting process and the policy process within the Office of Academic Affairs. Dr. Frendreis described the budget process in detail.

**Dean's Report**

Interim Dean Fred Kniss distributed a written report and discussed its contents.

**Chair's Report**

Allen Frantzen, Chair of the Council, mentioned the new Council intranet website and its purposes, which include organizing and archiving Council materials. Dr. Frantzen then provided a brief update on the search for a new Graduate Dean, now in its final stages.

Dr. Frantzen also reported on the progress of the new Awards Committee and mentioned that specific announcements were forthcoming. Dr. Frantzen then gave a preview of the committee reports.

There was a discussion about adding to one of the Council meetings a social component that includes the line deans, the Provost, and the President. The social component could take the form of an entire meeting, possibly the September one, where the Provost and/or the President could make an informal address at the beginning of the meeting; or it could consist of a social hour at the end of a regular meeting. Dr. Frantzen asked the Council to think about these options.

Dr. Frantzen reminded the Council that Council officer nominations for the following academic year were to be made at the February meeting, according to the bylaws.

### **Curriculum Review Committee Report**

1. Elizabeth Vera, Chair of the Curriculum Committee, made a procedural comment, offering that the Council may wish to reconsider the external review requirement for new course proposals.
2. Dr. Vera introduced five courses proposed by the School of Education and the Department of Computer Science as part of the Master of Education/School Technology Specialist program. Dr. Vera noted that she had recused herself from the committee's discussion of these changes, and that Peter Sanchez had taken her place. According to Dr. Sanchez, the external reviewers spoke highly of the proposed courses but expressed concern about the use of part-time instructors. The courses were approved by a unanimous voice vote.

### **Program Review Committee Report**

Dr. Mooney-Melvin, chair of the Program Review Committee, gave an update about program review activities. Interim Dean Fred Kniss mentioned that the reviews were underway.

### **Bylaws Committee Report**

Barney Berlin, Chair of the Bylaws Committee, expressed his intent to meet with Drs. Mooney-Melvin and Thiruvathukal to clarify the status of the appendices of the bylaws posted on the Graduate School website. Dr. Berlin's plan is to generate a proposal to be voted on in April or in early fall.

### **New Business**

There was no new business.

### **Adjournment**

The meeting was adjourned at 2:30 p.m.