

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

**MINUTES  
Approved on April 21, 2006**

**Members Present:** Barney Berlin, Matthew Butcher (student), Pamela Caughie, Andrew Cutrofello, Robert Di Vito, Janis Fine, Gerry Funk (for Stephen Doty), Lynne Golomb (for Pamela Fenning), Olympia González, Robert Ludwig, Bernie McMahon (library), Patricia Mooney-Melvin, Ken Olsen, Kayhan Parsi, Robert Roemer, Grace Scrimgeour (student), Loretta Stalans (chair), Scott Tindale, George Thiruvathukal (chair-elect), Elizabeth Vera, Karen Visick, Alan Wolfe.

**Members Excused:** Stephen Doty, Pamela Fenning, Thackery Gray, Holly Kramer, Mary Manteuffel, Jennifer Parks, Susan Penckofer, Peter Sánchez, Peter Whalley.

**Members Not Present:** Kenneth Byron, Gregory Dobrov, Terry Grande, Robert Halpern, John Karavitis (student), Ruben Mestril, E.J. Neafsey, Terry Northcut, Louis Rizzo (student).

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

**Call to Order**

Loretta Stalans, chair of the Council, called the meeting to order at 1:02 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 February 17, 2006, regular meeting. There was one minor change. *The Council approved the amended minutes by unanimous voice vote.*

**Chair's Report**

On behalf of the Executive Committee, Dr. Stalans introduced a motion regarding the cancelation of graduate classes by line deans. Discussion followed. As a result of a friendly amendment, the motion was thusly revised:

*As part of the graduate school's mission to uphold academic excellence and ensure that students make timely progress, the Council moves that line deans consult with the Dean of the Graduate School before canceling classes below the minimum enrollment threshold.*

*The Council approved the revised motion by unanimous voice vote.*

## **Consent Agenda**

Approval of the Strategic Goals for the Graduate School.

Dr. Stalans asked if anyone wished to take this item off the consent agenda. That was not the case. ***The Council approved the Strategic Goals by unanimous voice vote.***

## **Dean's Report**

Dean Attoh briefly reported on his five-year strategic plan, thanked the Council for its support, and recognized the Ad-Hoc Committee on Mission and Strategy for its work. Dean Attoh explained how each Graduate School strategic goal was associated with a special fund aligned with corresponding goals of President Garanzini's capital campaign. Dean Attoh plans to obtain feedback on the document from Marketing Communication as a next step. He then walked the audience through the document, emphasizing the goal of expanding the professional master's programs in areas such as Public Health, Health Care Informatics, and Financial Math. Finally, Dean Attoh solicited input and feedback from Council members.

## **Awards Committee**

Dr. Thiruvathukal, member of the Awards Committee, gave a brief report on behalf of Dr. Penckofer, chair of the committee. He stated that the review process for the received submissions had started, a meeting for ranking the submissions was scheduled for March 22<sup>nd</sup>, and the results would be ready for the Graduate School convocation on March 28<sup>th</sup>.

## **Bylaws Committee**

There was no report from the Bylaws Committee.

## **Curriculum Committee**

The Curriculum Committee introduced the following motions:

1. *Motion to reduce the number of credit hours required for the MA in Criminal Justice from 36 to 30 in conjunction with a reduction of the number of credit hours attached to the capstone requirement (internship, major paper, or thesis) from six to zero. **This motion was approved by unanimous voice vote.***
2. *Motion to approve the proposal from the Medical Sciences program to split the existing 3-hour course BIOL 401 to one 2-hour course BIOL 401, Medical Ethics, and one 1-hour course, BIOL 404, Critical Analysis of Clinical Literature. Discussion followed, during which Council members expressed various concerns, such as the question whether the medical ethics center had been consulted and the reliance of the program on graduate students to teach the course. As a result, a motion was made to table the proposal and inform the originating program about the concerns raised. **The motion to table the original motion was seconded and approved by unanimous voice vote.***
3. *The Curriculum Committee moves that approved courses or groups of approved courses that have changed their purpose in the program or mode of presentation between on-campus and on-line delivery must apply for re-approval before offering the course in*

*its changed format. The chair of the curriculum committee will decide whether the changes are substantive and require review by the full committee. If changes are judged to be minor, the chair of the curriculum committee may recommend approval of the changes without committee review.*

*4. The curriculum committee moves that any program that offers on-line degrees must have these degree programs reviewed by the curriculum committee and approved by graduate council before such programs are offered to potential students. Thus, programs that have approved master's or doctoral on-campus Graduate School degree programs must complete the graduate council curriculum review process before these approved degree programs can be offered as on-line degrees.*

Clarification of and discussion on motions 3 and 4 ensued, including a brief report on the Online Task Force by Dr. Thiruvathukal, chair of this task force. Council members asked that criteria be specified to assist programs and the Curriculum Committee in judging whether online degree programs have met academic quality and residency requirements. *A friendly amendment was made to motion 4, whereby Council commits to specify these criteria before the beginning of the new 2006-7 academic year.*

The Council voted unanimously in favor of calling the question.

***Motion 3 passed with 12 votes in favor, 4 against, and one abstention.***

***Motion 4 passed with 13 votes in favor, 3 against, and one abstention.***

### **Program Review Committee**

Dr. Mooney-Melvin, chair of the Program Review Committee, reported that the reviews were in progress and no action was needed from Council at this time.

### **New Business**

A Council member asked the Council to consider the issue of recent decisions by upper administration that affected Graduate School programs but were not consulted with the programs' directors. Examples of such decisions include the elimination of the writing sample from the list of required application materials and the requirement to revise course catalog descriptions to include learning outcomes and take up at most 50 words. Council members agreed that the issue of lack of consultation by upper administration had important curriculum implications and should be discussed at the April 21<sup>st</sup> meeting.

Dr. Stalans emphasized that Council still needed volunteers to serve on the Executive Committee for the 2006-7 academic year.

### **Adjournment**

The meeting was adjourned at 3:01 p.m.