

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

**Regular Meeting**

**April 15, 2005**

**25 East Pearson, Kasbeer Hall, Water Tower Campus**

**MINUTES**

**Approved on September 16, 2005**

**Members Present:** Gad Bensinger, Barney Berlin, Susana Cavallo, Andrew Cutrofello, Robert Di Vito, Janis Fine, Allen Frantzen, Grayson Holmbeck, Robert Ludwig, E.J. Neafsey, Terry Northcut, Ken Olsen, Kayhan Parsi, Susan Penckofer, Peter Sanchez, Loretta Stalans, George K. Thiruvathukal, Carl Toney, Elizabeth Vera, Judith Wittner.

**Members Excused:** Stephen Doty, Terry Grande, Thackery Gray, Maureen Hellwig, Mary Manteuffel, Patricia Mooney-Melvin, Ronald Morgan, Karen Visic, Alan Wolfe.

**Members Not Present:** George Battaglia, Robert Halpern, James Keenan, Jong-Ho Lee, Bernard McMahan, Ruben Mestril, Jamie Scalleta, Nicole Truog.

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

**Visitors:** Richard Cooper (Preventive Medicine), Unknown Visitor (Unknown Department).

**Call to Order**

Allen Frantzen, chair of the Council, called the meeting to order at 1:09 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 March 18, 2005 regular meeting. There were none. The Council approved the minutes by a unanimous voice vote.

**Dean's Report**

Interim Dean Fred Kniss distributed a written report and discussed its contents. Dr. Kniss asked the members of the Council to consider attending May commencement. The Council thanked Dr. Kniss for his outstanding service during this academic year.

**Chair's Report**

Dr. Frantzen, chair of the Council, provided a brief update on the search for a new Dean of The Graduate School. Dr. Frantzen asked the members of the Council to provide feedback on the candidates including a ranking by email no later than Monday, April 25, as a basis for the Council's feedback to the search committee. Discussion followed.

Dr. Stalans, chair elect of the Council, presented the nominees for next year's Executive Committee and solicited volunteers for the two at-large seats on this committee:

- Chair of the Council of Graduate Programs: Loretta Stalans
- Chair Elect of the Council of Graduate Programs: George K. Thiruvathukal
- Chair of the Curriculum Review Committee: Elizabeth Vera
- Chair of the Program Review Committee: Patricia Mooney-Melvin
- Chair of the Awards Committee: Susan Penckofer
- Member at large: Barney Berlin
- Member at large: Robert Di Vito

Dr. Stalans, on behalf of the Executive Committee, moved to elect these nominees for next year's Executive Committee. (Motions from the Executive Committee do not need a second.) The motion passed by voice vote with one abstention (Dr. Thiruvathukal) and zero opposed.

Dr. Frantzen then asked if anyone wanted to discuss the consent agenda item: *Proposal for Changes to the Comprehensive Review/Exam Process in the PhD Program in Social Work*. No one asked to have a discussion, and item was approved by consent.

Dr. Frantzen asked to proceed with the committee reports out of order, allowing the Curriculum Review Committee to go first.

### **Curriculum Review Committee Report**

Elizabeth Vera, Chair of the Curriculum Committee, provided a detailed report of the numerous items submitted for this meeting. Dr. Vera remarked that the majority of the proposals were thorough and detailed.

The Council thanked Dr. Vera for her hard and effective work throughout this academic year.

Dr. Vera presented the motions on the various proposals (motions from the Curriculum Committee, a standing committee of the Council, do not need seconds).

- Program Proposal: Advanced Graduate Certificate in Social Justice. There was a brief discussion on the perspective of some of the courses. Discussion on this item was suspended and resumed when Dr. Ludwig from the Institute of Pastoral Studies joined the meeting. Dr. Vera moved to approve this proposal. Motion passed by unanimous voice vote.
- Program Proposal: MS Clinical Research Methodology. Dr. Vera pointed out that no reviews had been received for the individual courses in this proposal. Dr. Vera also explained that the Medical Center hoped to launch this program effective Fall 2005 and requested that the Curriculum Review Committee be given permission to approve the courses based on its judgment as external reviews become available. Dr. Vera moved to approve this proposal. Motion passed by unanimous voice vote.
- Course Proposals: Nursing. Dr. Vera moved to approve the proposal for the course in *Leadership and Advocacy for Nurse Scholars*. Motion passed by unanimous voice vote.

- Course Proposals: Institute of Pastoral Studies. Dr. Vera moved to approve the proposed 10 courses. Motion passed by unanimous voice vote.
- Course Proposals: Bioethics. There was a brief discussion on the balancing between the online and on-campus components of the *Ethics Consultation* course. Dr. Vera moved to approve the proposed three (3) courses. Motion passed by unanimous voice vote.
- Course Proposals: Computer Science. Dr. Vera noted that more detail was needed for several of the course proposals with respect to grading and exams; Dr. Vera also asked the program to consider the external reviewer's feedback. Dr. Vera moved to approve the proposed 18 courses. Motion passed by unanimous voice vote.
- Course Proposals: Statistics. Dr. Vera pointed out that an example should be provided as part of the proposal for the *Stat 488: Topics in Statistics* course. Dr. Vera moved to approve the proposals for nine out of the ten courses: Stat 403 through 437 and 499 (courses (a) through (h) and (j) in the report); but not to approve the proposal for Stat 488 (course (i) in the report). Motion passed by unanimous voice vote.

### **Awards Committee Report**

George K. Thiruvathukal, Chair of the Awards Committee, presented this report. Dr. Thiruvathukal pointed out that the committee had received more dissertation nominations than thesis nominations and made awards only in categories where meritorious nominations had been received. Dr. Thiruvathukal also pointed out that the committee had received several nominations for Faculty Member of the Year and both the winner (Thomas Kaminski from English) and the alternate (Manuel Diaz from Hematology/Oncology) were highly meritorious.

### **Program Review Committee Report**

In absence of Dr. Mooney-Melvin, chair of the Program Review Committee, Dr. Frantzen presented the main action item included in this committee's report: The Council needs volunteers to serve as faculty monitors for eight schools and programs under the purview of The Graduate School. Volunteers came forward for the following schools and programs:

- Center for Urban Research and Learning: Janis Fine
- Criminal Justice: Peter Sanchez
- Niehoff School of Nursing and its Centers: E.F. Neafsey
- School of Professional Studies: Robert Ludwig

The following schools and programs still need faculty monitors; the Council plans to look for volunteer faculty monitors during its September 2005 meeting.

- Chemistry
- Computer Science
- School of Business and its Centers

- Mathematics and Statistics

### **Bylaws Committee Report**

Following the two-step process required for changes to the Bylaws, Barney Berlin, Chair of the Bylaws Committee, had presented two proposed changes to the Bylaws at the March 18 meeting for consideration by the Council:

1. that the Council form a standing awards committee and
2. that the Bylaws be amended to reflect the changes to the program review process

A brief discussion of these changes followed. Dr. Berlin moved that the two changes be approved. Motion passed by unanimous voice vote.

### **Old Business**

There was no old business.

### **New Business**

Dr. Frantzen informed the Council that the Faculty Handbook Committee was working on the handbook but there was no time for a meeting with the Council. Two open meetings with faculty are coming up. Faculty members can view the handbook at <http://www.luc.edu/facultyhandbook/> and submit comments through this site.

Dr. Frantzen proceeded with a discussion of the Fall 2005 social event to be included as the last 30 to 60 minutes of the September Council meeting. Invitations to this event would go to the President and the Provost of the university, the Dean of the College of Arts and Sciences, and the President and CEO of LUHS (the equivalent of the Provost for the Medical Center). Dr. Stalans and Dr. Frantzen will send out the invitations to this event.

### **Adjournment**

The meeting was adjourned at 2:32 p.m.