

**Council of Graduate School Programs
Loyola University Chicago
Regular Meeting
Friday, April 21, 2006
25 East Pearson, Room 1255, Water Tower Campus**

**MINUTES
Approved on September 22, 2006**

Members Present: Barney Berlin, Matthew Butcher (student), Kenneth Byron, Pamela Caughie, Robert Di Vito, Lynne Golomb (for Pamela Fenning), Olympia González, Terry Grande, Thackery Gray, Robert Ludwig, Ruben Mestril, Ken Olsen, Jennifer Parks, Kayhan Parsi, Susan Penckofer, Louis Rizzo (student), Peter Sánchez, Grace Scrimgeour (student), Loretta Stalans (chair), Scott Tindale, George Thiruvathukal (chair-elect), Elizabeth Vera, Karen Visick, Peter Whalley, Alan Wolfe.

Members Excused: Andrew Cutrofello, Pamela Fenning, Mary Manteuffel, E.J. Neafsey, Robert Roemer.

Members Not Present: Gregory Dobrov, Stephen Doty, Janis Fine, Robert Halpern, John Karavitis (student), Holly Kramer, Bernie McMahon (library), Patricia Mooney-Melvin, Terry Northcut.

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

Visitor: Linda Heath, co-chair, Task Force on Shared Governance System Evaluation.

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 March 17, 2006, regular meeting. There were none. *The Council approved the amended minutes by unanimous voice vote.*

Report on Shared Governance System Evaluation

Dr. Wezeman, who co-chairs this university-wide task force with Dr. Heath, provided a brief update on the recent survey. Dr. Heath stated that the task force's report was going to Fr. Garanzini on April 26 with recommendations in the three main areas, communication/education about shared governance, composition of committees, and compensation. Dr. Heath also mentioned that the overall survey response rate was 10.4% (among students 7-9%, among faculty and staff 20%).

The following motion was introduced: *The Council requests that the Shared Governance Task Force's report to the University President be released and posted on the university*

website. This motion was seconded. ***The Council approved this motion by voice vote, 22 in favor, no one opposed, one abstention.***

The Council thanked Drs. Heath and Wezeman for their efforts as chairs of this task force.

Motion on Program Changes Proposed by the Administration

Given that each discipline is in the best position to know the standards and practices of other programs in their discipline and that program requirements and curricula are discipline-specific, the Council supports the following motion:

Any changes proposed by the administration to program requirements, curricula, course descriptions, etc. should first be discussed with the GPDs of the affected programs and then by the Council as a whole if the proposed changes affect more than one program.

This consultation will insure that the graduate programs remain competitive with programs in their discipline and that academic quality is maintained within each discipline. Moreover, this consultation will insure that faculty will have a consistent opportunity to provide discipline-specific expertise on curriculum matters.

The Council approved this motion by voice vote, 22 in favor, one opposed, no abstentions.

Online Task Force

Dr. Stalans read the following motion on residency originating from the Online Task Force:

Based on our desire to offer only quality online education, maintain our Jesuit emphasis on ethics and leadership, and provide students and faculty educational experiences that are consistent with best identified practices in electronically enhanced/distance education, we propose the following guiding principles for online courses, certificate programs, master's degrees, or doctoral degrees offered at Loyola University Chicago:

1. All programs must contain a component and procedure for real-time (synchronous) communication (e.g. whiteboards; videoconferencing software; on-campus colloquia, workshops, or conferences) between the instructor and the class as a whole, allowing for meaningful interaction between and among the students and faculty. The nature and amount of various kinds of communications should be determined by the pedagogical goals and the needs of the students. An example of not meeting the real-time requirement would be to rely upon e-mail and discussion boards alone, which are not sufficiently real-time in nature.

2. When course/program outlines are submitted for approval, in addition to assigned textbooks, resources available on-line to aid in research and or supplement the texts and course activities and evaluation methods must be identified and included.

3. Any practica offered online/remotely must include a plan for onsite or offsite personal supervision of the students enrolled.

4. Any programs resulting in theses, dissertations, or comprehensive examinations must include a detailed proposal indicating how appropriate quality control will be enforced, and supervision provided.

5. Any graduate degree program which primarily offers its content electronically or at a distance is highly encouraged to offer some form of on-campus experience. This experience could involve summer study, conferences, lectures, workshops, or colloquia.

Discussion followed on preserving Jesuit values in education through a real-time/synchronous communication component and the balance between making online offerings possible and upholding a residency requirement. Dr. Thiruvathukal, chair of the Online Task Force, explained that the Task Force's goal was to provide a concise set of guidelines that remained stable as technology evolved.

The Council approved this motion by voice vote, 21 in favor, one opposed, one abstention.

Discussion followed on how well online PhD programs fit within Loyola and whether the Council should encourage the creation of such program. Discussion followed; as a result, the Council should be open-minded but retain the responsibility of reviewing each proposed program.

Dr. Thiruvathukal stated that it was desirable to retain this Task Force into next academic year to address some of the remaining issues and put together a set of policies of lasting value. Dr. Thiruvathukal also stated that another member should take over as chair of the task force at the end of this academic year.

Chair's Report

Dr. Stalans, chair of the Council, thanked the members of the Executive Committee for their efforts: Dr. Vera (chair of the Curriculum Committee), Dr. Penckofer (chair of the Awards Committee), Dr. Mooney-Melvin (chair of the Program Review Committee), Dr. Thiruvathukal (chair-elect and chair of the Council's Online Task Force), Dr. Berlin (chair of the Bylaws Committee), Dr. Di Vito (contributed significantly to shaping the Council's agenda).

Dr. Stalans clarified the submission deadlines for the Curriculum Committee. Although the committee has historically been very tolerant of last-minute requests, a firm deadline is needed to guarantee the effective functioning of the committee: *Curriculum Committee proposals must be submitted to the Associate Dean of the Graduate School one month ahead of the Council meeting at which they should be considered.*

Dean's Report

Dr. Attoh, Dean of the Graduate School, introduced the following motion on incompletes. The current policy is inconsistent with the Graduate School's strategic goals and fails to encourage students to choose courses after careful reflection. Furthermore, many institutions follow a similar practice. Discussion followed on extending the limit to one year and on the need for flexibility in cases of ill health. The current two-year limit was clarified. Two friendly amendments resulted, leading to the following motion:

The student must complete and submit all outstanding work to the instructor within one year of the assignment of the I grade. If the student does not complete and submit the work to the instructor within one year of the assignment of an I grade, the course grade is automatically changed to a grade of F. The Dean of the Graduate School has the discretion to make exceptions in extraordinary circumstances. This policy will become effective for any incompletes assigned in the fall 2006 semester or later.

It was clarified that instructors can still set earlier deadlines and that students were not entitled to incompletes but had to request them and negotiate the terms of the incomplete with the instructor. Dr. Berlin encouraged Dr. Attoh to work with other line deans toward a uniform policy across the lakeside campuses.

The Council approved this motion by unanimous voice vote.

Dr. Attoh provided the motivation for the second motion on time to degree. Instead of establishing a flat timeline, the Graduate School would monitor the time from candidacy to completion for now and would look at other aspects in the future. Dr. Lassahn, Assistant Dean, clarified that there was currently no mechanism to retake milestones. It was pointed out that some flexibility was needed, especially in the sciences, to avoid dismissing students shortly before becoming productive and finishing their dissertation. Possible confusion with the co-existing eight-year time limit for PhD students was discussed as well. The motion was thusly revised to incorporate two minor friendly amendments:

If a doctoral candidate does not successfully defend and submit the dissertation within five years after becoming a candidate (by approval of the dissertation proposal), the student will be dropped from candidacy. The student must then pass a second comprehensive examination or program-specific equivalent to be reinstated as a doctoral candidate, and the time limit for submitting the dissertation will be determined by the Dean of the Graduate School and the candidate's committee. Exceptions to the five-year time limit require a petition to the dissertation chair, who forwards the petition to the Graduate Program Director and then the Graduate School. This policy will become effective for students achieving candidacy in the fall 2006 semester or later.

The Council approved this motion by unanimous voice vote.

A related motion was introduced to clarify the starting point for time to degree:

A Graduate School student's time to degree starts with the time the student formally matriculates as a degree-seeking student.

The Council approved this motion by voice vote, 22 in favor, one opposed, no abstentions.

Dean Attoh expressed the Graduate School's concerns over programs that allowed

students to count 300-level courses toward their graduate degrees. This issue will be revisited in the future.

Dean Attoh thanked these outgoing Executive Committee members for their contributions and gave them certificates of recognition: Dr. Stalans, Dr. Penckofer, and Dr. Berlin. Dean Attoh also thanked the outgoing Associate Dean, Dr. Läufer, and gave him a certificate of recognition.

Awards Committee

Dr. Penckofer thanked the committee members for their service.

Bylaws Committee

There was no report from the Bylaws Committee.

Curriculum Review Committee (CRC)

Proposed New Courses

1. Biology 488, Bioinformatics

The CRC was unable to obtain reviews of this proposed course prior to the April meeting. As a result, *the CRC requests that the Council allow the CRC to evaluate this course after reviews are obtained and make a recommendation regarding its approval to the Dean. The Council approved this motion by unanimous voice vote.*

2. Psychology 548: Risk and Opportunity in Childhood and Adolescence

The new Graduate Course proposed by the Psychology Department is a course that will be taught by their Maude C. Clarke Professor, James Garbarino. The course will be an elective offered to students in the Psychology department and other interested students with instructor approval. Reviewers of the course lauded the course content and had no stated concerns. The only reviewer recommendation was to state whether the course had any pre-requisites. *The CRC has reviewed the new course proposal and recommends that the course be approved. The Council passed the motion to approve this course by unanimous voice vote.*

Proposed New Program

Biomedical Sciences: Master of Science in Molecular Biology

The Medical School has proposed a new degree program: the Master of Science in Molecular Biology. The 24-hour program will consist of six (6) required courses (Molecular Biochemistry, Cell Biology, Methods in Biomedical Sciences, Molecular Biology, Research Ethics, and Biostatistics) and 6 hours of thesis research. The degree is unique in the Chicagoland area and graduates should be competitive for jobs in research, teaching, scientific journalism, biotechnology, biopharmaceutical research and development, bioinformatics, and genomics. There are ample faculty members available to teach the courses required and the majority of required and elective classes are existing courses. The proposed program has been tentatively approved by the CRC. However, all

of the necessary reviews of the program have not been received by the April Council meeting. *Therefore, the CRC requests that the Council allow the CRC to make a recommendation regarding its approval to the Dean after external reviews are obtained.* Brief discussion followed. ***The Council approved this motion by unanimous voice vote.***

Program Changes

1. Biology 401/402 (MA in Medical Sciences) (Tabled at February Council Meeting)

The Biology faculty is proposing to take an existing course, Biology 401, Medical Ethics and Clinical Literature (3 hours), and split the course content into two separate courses, a new Biology 401, to be called Medical Ethics (2 hours), and Biology 402, to be called Critical Analysis of the Clinical Literature (1 hour). After the February Council Meeting, Dr. Sutter was asked and agreed to consult with colleagues (e.g., Dr. Parsi) in the Medical School to listen to concerns about staffing of the courses. No new proposal was submitted by the Biology department. However, if new information regarding personnel to teach the courses has been obtained, then this information will be shared in the April Council Meeting, after which point a decision on approving the change can be made. *The CRC made a prior recommendation to Council that this change be approved and recommends that a vote be taken on this matter after any new information has been presented during the April Council meeting.* Brief discussion followed to clarify that the prior concerns had been resolved. ***The Council passed the motion to approve this program change by unanimous voice vote.***

2. Philosophy Ph.D. Program Changes

The Philosophy department has proposed to lower the number of required hours for a Ph.D. from 60 to 48. The reduction in hours will come from lowering the number of elective courses required in the program. The core seminars (Ancient Philosophy, Medieval Philosophy, Modern Philosophy, Continental Philosophy, Anglo-American Philosophy, Ethics/Social-Political Philosophy, and Metaphysics/Epistemology) will continue to be required of all students. Thus, 21 hours will be required classes and the remaining 27 hours will be electives (12-16 in the students' areas of concentration). The rationale for this change is twofold. First, the department did a survey of peer institutions and found that the majority required 48 hours for the doctoral degree in Philosophy rather than 60. Second, during the department's extensive program review, the external reviewers recommended that the number of hours required for the doctoral degree be revisited and lowered. The advantage of the change would appear to be a faster time to completion of the degree and helping Loyola to be competitive with peer institutions that offer shorter programs. The CRC has reviewed the proposal and recommends approval of this proposal. ***The Council passed the motion to approve this program change by unanimous voice vote.***

3. Women's Studies MA and MA/MSW Dual-Degree Program

The current dual-degree program in Women's Studies and Social Work allows students to jointly complete their MSW and a MA in Women's Studies. There are four major changes being proposed for the MA/MSW dual-degree program:

1. The number of required credit hours within the area of Women's Studies will

- increase from 12 to 18;
2. Women's Studies 450, *Global Feminism*, will be added as a required course;
 3. Social Work field placements will no longer be counted for the MA/MSW in Women's Studies; and
 4. a final project will be presented to the Women's Studies faculty prior to awarding the degree.

In addition, the following change applies to both the MA program in Women's Studies and the MA Women's Studies/MSW dual-degree program:

5. Women's Studies 402, currently entitled *Foundations of Women's Studies*, will be re-titled *Feminist Methodologies* and will fulfill the research tool required for MA and MA/MSW degree students in WOST.

The CRC has reviewed the proposal and recommends approval. ***The Council passed the motion to approve these program changes by unanimous voice vote.***

Program Review Committee

On behalf of Dr. Mooney-Melvin, chair of the Program Review Committee, Dr. Stalans thanked the committee members and program review monitors. Volunteers for various programs are still needed.

Election of Officers for Next Year

The following officers were elected or reelected by unanimous voice vote:

- Chair-elect: Dr. Mooney-Melvin
- Curriculum Committee chair: Dr. Vera
- Bylaws Committee chair and member at-large: Dr. Doty
- Awards Committee chair: Dr. Gray
- Program Review Committee Chair: Dr. Parsi
- Executive Committee member at-large: Dr. Di Vito

New Business

The proposed compensation scheme for Graduate Program Directors was discussed briefly. Dean Attoh stated that the forthcoming compensation structure was better than the current scheme but no resolution had been reached yet.

Adjournment

The meeting was adjourned at 3:20 p.m., and a reception followed in situ.