Bylaws of the Council of Graduate School Programs

(Approved, February, 1996)
(Amended, October 1997; November, 1998; September, 2002; September, 2004; April, 2005; February, 2009; April, 2010; April, 2017; September, 2018; March, 2019; September, 2019)

I. Purpose and Jurisdiction

1. The primary function of the Council of Graduate School Programs (the "Council") is to discuss and formulate the aims, purposes, and quality standards for Master's and Ph.D. Programs under the auspices of the Graduate School at Loyola University Chicago. The Council has jurisdiction over all academic matters delegated and makes policy recommendations in such areas as: admissions, curriculum, qualifying exams or projects, theses and dissertations, and overall objectives.

2. The actions of the Council shall be reviewed by the Dean of the Graduate School. If the Dean rejects a motion passed by the Council, the Dean shall return it to the Council stating in writing his/her reasons for disagreeing. If the Council reaffirms a motion that was rejected by the Dean and does so by a two-thirds vote of those present and voting, the motion is then sent to the Dean for reconsideration.

II. Officers and Ex-Officio Members

A. Chairperson

The function of the Chairperson is to conduct meetings, arrange agendas, appoint Standing and Ad Hoc committees, and work as liaison person with the Dean of the Graduate School and the Council. The Chairperson does not vote on Council motions, except in the case of a tie vote. The Chairperson also convenes and serves as chair of the Executive Committee.

B. Chairperson-Elect

The function of the Chairperson-Elect is to conduct meetings in the absence of the Chairperson and to assume the office of Chairperson in the event the Chairperson vacates the office. The Chairperson-Elect assists the position of Chairperson the following year. In addition, the Chairperson-Elect helps to identify key agenda items during the year and ensures effective transition and continuity of Council work from one year to the next. The Chairperson-Elect serves as Secretary for the Council and chairs the Nominations Committee.

C. Past-Chairperson

The function of the Past-Chairperson is to conduct meetings in the absence of the Chairperson and Chairperson-elect. In addition, the Past-Chairperson helps identify key agenda items during the year and ensures effective transition and continuity of Council work from one year to the next. In the event a Past-Chairperson vacates the office or is not reappointed to the Council, the Council
may appoint another member of the Council with sufficient Council experience to serve this function. The Past Chairperson is also a member of the Executive Committee of the Council.

D. Secretary

The Chairperson-Elect shall serve as Secretary of the Council with administrative support provided by the Graduate Dean's Office. The duties of this individual are to ensure that minutes are taken and distributed to members of the Council.

E. Ex-Officio Members

The Dean of the Graduate School and such other officials as may be appropriate may be named as ex-officio members by the Executive Committee. All Ex-officio members have full speaking privileges at all meetings but may not vote or serve as Officers of the Council.

III. Committees

A. Standing Committees

Executive: The Executive Committee shall consist of the Chairperson, Chairperson-Elect, Past Chairperson, chairs of the standing committees, and two members at large elected by the Council. At-large members will be elected for renewable two-year terms. Chairs of standing committees will serve renewable two-year terms. Chairs of the standing committees should be nominated from current committee members or individuals who have served on the committee in the past six years. The Dean of the Graduate School and his/her designees shall serve as ex-officio members of the Executive Committee. The functions of this committee are: to make decisions when time does not permit a meeting of the whole Council, and to prepare materials, issues, agendas, and other items for Council meetings.

Nominations: A Nominating Committee of no less than three persons and no more than five persons, appointed by the Chairperson and chaired by the Chairperson-Elect, shall present a slate of candidates for each officer position at the last meeting of the year. This slate shall be as representative of the various campuses and constituencies as possible. The committee shall also be responsible for identifying candidates to fill officer vacancies.

Curriculum Review: The Lakeside Curriculum Review Committee and the Health Sciences Campus (HSC) Curriculum Review Committee are standing committees of the Council of Graduate School Programs. These committees serve as advisory committees to the Council in all matters of curriculum: courses, programmatic changes, new programs. Each committee shall be chaired by a member of the Council and four additional members shall be appointed by the Chair in consultation with the Executive Committee. Members shall serve two-year renewable terms. The function of these committees shall be to evaluate, analyze, and determine the appropriateness of any new programs or courses, or of changes in existing programs, proposed to the Graduate School by departments or programs which offer a graduate degree. The Associate Dean shall have the discretion to determine that a proposed change is sufficiently minor that it does not require full
review by the committee and the Council. The chairs of both committees work together if a course, programmatic change, or proposal is interdisciplinary in nature and draws from both campuses.

For review of course changes, new courses, program changes, or new programs the Curriculum Review Committee(s) will follow guidelines attached as Appendix—A to these by laws. These guidelines may be changed by a majority vote of the Council.

Awards Committee: The Awards Committee shall recommend recipients of the following awards: Graduate Faculty Member of the Year, Dissertation/Thesis of the Year, Commencement Speakers, Honorary Degree Recipients, Graduate Student Social Justice and Civic Engagement Award, Graduate Student Teaching Excellence Award, Diversity Award, and such other awards as may from time to time be instituted. This committee shall consist of no fewer than three and no more than five members. The chair will be selected by the Executive Committee and members will be nominated by the Committee Chair and approved by the Executive Committee. Members shall serve two-year renewable terms. Membership shall represent as many disciplines and campuses as feasible. The Chair of the Awards Committee shall be a member of the Executive Committee.

Ad Hoc Committees: These committees shall be appointed and charged with specific duties by the Chairperson of the Council in response to recommendations by the Council in consultation with the Executive Committee. Chairs of these committees ordinarily are members of the Council, but members may be drawn from the Graduate Faculty at large.

IV. Representation

A. Membership

1. Each Department and/or degree granting center offering a Master’s degree or PhD degree within the Graduate School shall have one voting representative on the Council. This representative shall be selected by each unit in a manner determined by that unit. Normally, the representative should be either the Chair of that unit, or the Graduate Program Director. The representative must be a member of the Graduate Faculty. In some cases, a department/degree-granting center may have more than one distinct graduate program and thus more than one graduate program director. In those cases, these graduate program directors may be included as non-voting members for the purpose of information sharing. Such individuals will be considered ex-officio members.

2. The Dean of the Graduate School shall serve as an ex-officio, nonvoting member of the Council.

3. The Dean of the Graduate School may appoint Graduate School staff from among the Associate Deans and Assistant Deans to serve as ex-officio, nonvoting members of the Council.

4. The nonvoting members shall have full privileges of speaking, but shall be ineligible to serve as Officers of the Council.
5. There shall be four student members of the Council with full voting privileges. Unless otherwise determined by the council, students shall serve a two year term, with two students selected annually. The Dean of the Graduate School shall select the student members in consultation with the Executive Committee, and with an attempt to balance representation by campus and School.

B. Officers

1. A Nominating Committee, described above, shall secure the names of available and interested Council members for elections. This committee shall call for nominations at the February meeting and present a slate of officers and representatives at the April meeting.

2. Nominations shall also be accepted from the floor.

3. When there is more than one candidate for a given position, voting shall be by secret ballot. In this event the Dean of the Graduate School shall conduct the election.

4. Newly elected officers shall assume their duties at the conclusion of the last meeting of the year.

V. Meetings

A minimum of four meetings of the Council shall be scheduled each year, usually in October, November, February, and April.

VI. Procedures

A. The Council shall conduct its meetings according to Robert's Rules of Order.

B. The members of the Council are expected to:

1. Attend and participate in Council meetings.
2. Establish regular procedures for consulting the faculty who contribute to the Master's and Ph.D. Programs of their respective Departments.
3. Represent to the Council the concerns of their faculty.
4. Report actions of the Council to their respective Departments.

C. The agenda shall be determined by the Chairperson in consultation with the Executive Committee and the Dean of the Graduate School and shall be distributed at least five days before a scheduled meeting. Minutes shall be distributed in advance of the next scheduled Council meeting and shall be voted on at such a meeting.
VII. Amendments

A. The Constitution and the by-laws may be amended by a two-thirds majority of the voting membership.

B. An amendment shall be voted on at the duly scheduled meeting following the one in which it is proposed. Discussion and modification may take place on both occasions.

C. If fewer than two-thirds of the members are present when the vote is to be taken, and if a majority of those present agrees, the voting may be conducted by a mail ballot.
Bylaws: Appendix A

Guidelines for Review and Evaluation of New Course, Program Modification, and New Program Proposals See also: Procedures/Checklist, Course Proposal Form

Overview

Courses

The Curriculum Review Committees will review proposals for changes in existing courses and proposals for new courses. The purpose of this review is to evaluate the appropriateness of each proposal and ensure that the proposed course logically fits within the context of the particular program. The Curriculum Review Committee oversight is also designed to ensure that courses meet general university interests, that is, avoid unnecessary course duplication, reflect attention to issues relating to student concerns about advertised goals and ground rules, and recognize demands placed upon units outside of the department necessary for the proper execution of the course, such as library resources.

Programmatic Changes

The Curriculum Review Committees will review changes in existing programs in addition to their evaluation of proposals for new courses. The purpose of the review is to assess the nature of the proposed change(s) in terms of overall program design, academic rigor, and trends in the field. Once evaluated by the appropriate Curriculum Review Committee, proposals will go before the Council of Graduate School Programs for approval. If approved, the proposal then goes to the Graduate Studies Coordinating Board for review. Implementation of proposed changes cannot occur until the proposed changes receive approval from the Graduate Studies Coordinating Board and the Provost.

New Programs

The Curriculum Review Committees will review proposals for new programs in addition to their evaluation of proposals for new courses and changes in existing programs. The purpose of the review is to assess the appropriateness of the proposed program for the Graduate School and the nature of the proposal in terms of overall program design, academic rigor, trends in the field, relationship to mission, and market viability. Once evaluated by the appropriate Curriculum Review committee, proposals will go before the Council of Graduate School Programs for approval. If approved, the proposal then goes to the Graduate Studies Coordinating Board for review. Program implementation will not occur until the proposal receives approval from the Graduate Studies Coordinating Board and the Provost.

Conclusion

All proposals – courses, program modifications, and new programs – begin the process through submission to the appropriate Associate Dean (either HSC or Lakeside campus), who will forward the proposal to the Curriculum Review Committee and inform the Graduate School Dean and finance personnel as appropriate. Any changes requested by the Curriculum Review Committees must be
addressed by the faculty member making the proposal, prior to submission for subsequent approvals. Once the Committee is satisfied that all outstanding issues have been resolved (or that all it has exhausted all opportunities to resolve any outstanding issues), the Committee submits a recommendation to the Graduate Council (or, at the HSC, to the GSC-HSC). Contact the Chair of the Council’s Curriculum Review Committee who can help with the process.

**Guidelines for Review of Proposals for Program Modification/Course Changes**

**Program modifications** encompass a variety of elements. These can include, but are not limited to, changes in overall program design, changes in the number of hours required for the degree, and changes in major tracks (i.e., adding a new track or eliminating one).

All proposals for program modifications/course changes should be submitted using the Program Modification Form from the Office of the Provost:

[Program Modification Form – Office of the Provost](#)

In addition to completing this form if appropriate, please also submit as an addendum with the form:

1. A discussion of how the proposed change(s) fit within what goes on at the program’s benchmark institutions.
2. A substantive statement of support from the Dean of the School (when appropriate).
3. A description of the plans for implementation of the proposed change(s).

These materials are submitted to the appropriate Associate Dean (LSC or HSC) who will then forward them to the Curriculum committee for approval.

**Course modifications** should be submitted using the Application for Approval of the Course Change form which can be found here:

[Application for Approval of the Course Change](#)

**Guidelines for Review of Proposals for New Courses**

For new courses, the following general guidelines shall be in effect:

1. The department, program, or institute proposing the course submits a complete Graduate School [Application for Approval of a New Course](#) form.

2. The appropriate Curriculum Review Committee receives copies of the proposal from the Associate Dean.

3. The appropriate Curriculum Review Committee reviews the course proposal with attention to the following types of issues:
a. Clear description of the course's goals and content, including for purposes of illustration a relatively detailed schedule, a list of readings, and the evaluation procedure. The evaluation segment should indicate the percent of grade dependent on tests, papers, class presentations, and class participation, while recognizing that not every course will utilize all of these evaluative categories. The syllabus must include a statement about academic integrity.

b. The nature of prerequisites, if any, for the course.

c. The nature of the role of the course in terms of the program, i.e., required for the degree or elective, and how this relates to the proposed schedule of offerings.

d. The relationship of the new course to existing courses in the program. Does this replace an existing course? Are plans underway to drop such a course? What is the timetable for doing this?

e. The reasons for adding this course.

f. Adequacy of library resources.

g. Number of faculty available to teach the course.

h. Presence of course duplication, if any.

2. The appropriate Curriculum Committee can:

   a. Accept the course as is.

   b. Accept the course based on specific revisions or recommendations to be incorporated into the proposal.

   c. Request further information/clarification. In this case, a Curriculum Review Committee returns the proposal to the department, program, or institute for clarification or correction. At times, a Curriculum Review Committee may ask the faculty member proposing a course to attend a committee meeting to answer questions or clarify issues.

   d. Not approve the proposal. Failure to recommend adoption can be due to refusal of the department, program, or institute to consider the suggestions made by a Curriculum Review Committee. The proposal is returned to the department, program or institute for final revision or retraction.

   e. If course duplication appears to be an issue, a Curriculum Review Committee may offer one of two solutions:

      o The course be cross-listed with the two departments involved.

      o The existing course be made available to the students who would be served under the proposed course, thereby alleviating the need for said course.
5. Once approved by the Curriculum Review Committee, course proposals are presented to 
the Council of Graduate School Programs or, in the case of HSC courses, to the Graduate 
School Council–Health Sciences Campus, for approval by majority vote.

All course approvals made by the GSC-HSC are reported to the full Council at the next 
regularly scheduled meeting.

Guidelines for Submission of New Programs

All proposers of new programs should utilize the Academic Program Development outline 
developed by the Office of the Provost, which can be accessed below:

https://www.luc.edu/gradschool/faculty_councilbylaws.shtml

All proposals should include the elements in the outline as well as: external letters of review 
(discussed in the paragraph below), accreditor information (if relevant), and letters of support 
from Dean(s). Materials should be submitted initially to the appropriate Associate Dean 
(LSC or HSC) well in advance of the meeting of the Council in which the new program is to 
be considered (ideally at least 42 days prior since new programs require outside reviews from 
individuals who are from other institutions).

External Reviewers

For new programs, the submitter must suggest the names of three external reviewers to the Associate 
Dean, who confirms their suitability. When suggesting external reviewers, proposing departments 
should identify individuals who (1) have expertise in the field, (2) are affiliated with universities 
comparable to Loyola in the scope of graduate programming, and (3) (ideally) reside in departments that 
currently offer graduate programs comparable to that being proposed. In cases where this is not possible 
(for example when few or no comparable programs exist), the list of reviewers must be accompanied by 
a short statement (a sentence or two) explaining why the external reviewer is qualified. This justification 
is required to assist the Associate Dean in determining the reviewer's appropriateness. Following 
approval by the Associate Dean, the proposer must arrange for the reviews.

Meetings of the Curriculum Review Committees

Each Curriculum Review Committee shall meet as needed, sufficiently in advance of a regularly 
scheduled meeting of the respective Council to ensure that brief descriptions of new courses and/or 
program changes recommended for approval can be distributed to the Council in advance. As a 
general guideline, all materials necessary to the evaluation of a new course, course modifications 
and/or program change should be submitted to the respective Associate Dean who provides to the 
Curriculum Committee at least 21 days prior to an upcoming Council meeting, during which the 
proposers hope to have the course or changes presented to the Council. No course or program 
change will be evaluated by the Curriculum Review Committee without complete documentation.

Keep in mind that this can be a long process so any unit wanting to add new courses, change existing 
courses, make changes to their graduate program, or introduce a new program should submit those
proposed changes with all necessary documentation approximately one year prior to the implementation of the desired changes.

**Presentation of a Program Change, Or New Program to the Council**

It will be the responsibility of the Chairperson of the appropriate Curriculum Review Committee to submit program changes, or new programs to the appropriate Council for approval. Should any questions arise, it will be the responsibility of the appropriate Curriculum Review Committee chairperson to address the question at issue either at that meeting of the Council or at a subsequent meeting of the Council. Minor program modifications can be administratively approved by the appropriate Associate Dean and simply be presented to the full Council.

**Approval of Program Changes, or New Programs by the Council**

Program changes, or new programs can be approved at the regularly scheduled Council meeting in which the new program or program change is presented, provided the title, brief description, target group and objectives of the new course or rationale for the program modification have been made available to Council members at least five days in advance of the meeting. A majority vote of the Council shall be sufficient to approve a new course, program change, or new program. Approved programmatic changes and new programs are then submitted to the Graduate Studies Coordinating Board.

The Associate Dean can approve minor course modifications and program changes, notifying the department directly. New course proposals and major modification proposals are forwarded to the appropriate Curriculum Committee Chair (HSD or LSC). Approved courses and course changes are tendered to the Department with a notice of approval and directions about activating them with Registration and Records. Approved program changes and new programs are submitted to the Graduate School Coordinating Board or the Provost’s Office (depending on the nature of the program). The Graduate School will keep the affected departments updated about the post-approval process.

New program or modification proposals at the Health Sciences Campus will require an additional approval step by the GSC-HSD, prior to submission to the Council for approval.