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Graduate Council Minutes 2012-05-07

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Minutes Approved Via Email – June 2012

GRADUATE COUNCIL MINUTES

602nd Meeting

May 7, 2012

MEMBERS PRESENT: Beeson, Bennardo, Bond, Garver, Gowen, Hathaway, Kopp, L'Allier, Macdonald, Osorio, Sagarin, Selig, Sunderlin, Umoren, Willis, Zaleski, Zhou

MEMBERS ABSENT: Abdel-Motaleb, Arado, Han, Konen, Morris, Patitu, Radosta, Sido, Walker, Zittel

OTHERS PRESENT: Hughes (Secretary), Smith (Catalog Editor/Curriculum Coordinator)

Bond called the meeting to order at 10:05 a.m.

Approval of Minutes

Gowen moved approval of the April 2, 2012, minutes; Macdonald seconded the motion, which carried unanimously.

Committee Reports

Colloquium Committee: Bond reported that there were 41 proposals submitted for fall. The committee funded all but one, which was tabled for further clarification from the department. Bond stated that graduate colloquium funds are plentiful and encouraged members to tell their departments to continue submitting proposals.

Curriculum Committee: Bennardo presented the April 9, 2012, minutes for approval. He reported that the committee approved various course revisions, as well as a new interdisciplinary course in the College of Education: IDSP 596, Seminar in Interdisciplinary Studies of Language and Literacy. Also approved was a proposal for the establishment of a School of Public and Global Affairs, which will go to the BOT and IBHE for final approval. In addition, changes to Section III.4.B.4. of the APPM regarding distribution of college curriculum committee minutes were approved. A proposal to change the name of the Department of Literacy Education to the Department of Literacy, Learning, and Culture was tabled pending input from faculty in other departments. The election of a committee chair for next academic year was postponed to the first meeting of the fall semester.

L'Allier made a motion to remove from the table the department name change from Literacy Education to Literacy, Learning, and Culture. Zaleski seconded the motion. L'Allier distributed a memo from the interim chair and reviewed the justification for the name change. She stated that the department followed all of the procedures outlined in the APPM and would like to begin the new academic year using its new name. The name change request was initiated due to the recent reorganization in the College of Education that integrated faculty members who specialize in elementary education and the science,

social studies and environmental education integration with faculty members in literacy education. Bennardo indicated that committee members were concerned about the use of “Culture” in the proposed name change. L’Allier stated that chairs were notified via email about the proposed change and were asked to share with faculty members and raise any concerns within 30 days. Bennardo indicated that he had not been made aware of the proposed change by his chair. Macdonald indicated that she was also unaware of the change and somewhat concerned about the use of “Culture” in the proposed name change.

The motion to remove the department name change from the GCCC table for approval by the Graduate Council did not pass.

Willis moved approval of the minutes; Zhou seconded. The motion carried. (Curriculum Committee minutes and catalog changes are available at: <http://www.niu.edu/provost/curriculum/committeeminutes.shtml>.)

Bennardo indicated that he would discuss the issue with his chair and stated that the tabled item would be on the first GCCC agenda in the fall semester.

Standards Committee: Bond reported on revisions to the “Requirements for Graduate Degrees” section of the catalog with regard to the composition of thesis and dissertation committees, which was discussed at the last meeting. The revisions include an appeal procedure for students if a faculty member does not consent to being removed from a committee. Bond thanked Sagarin and Willis for providing the suggested language.

Bennardo moved approval of the proposed changes; Gowen seconded the motion, which carried unanimously. (See attached document.)

Announcements

Graduate Faculty Referendum: Bond reported that the proposed changes to Section II, Item 1, “Policies and Procedures for Graduate Faculty Membership,” of the APPM were approved by the graduate faculty. The Office of the University Council reported 229 “yes” votes and 18 “no” votes.

HLC Reaccreditation Self-Study: Macdonald reported that the deadline for the call for committee service was last week. Macdonald stated that they can always use members with special expertise, so people are still encouraged to volunteer. For more information, visit the website at <http://www.niu.edu/hlc/> or contact Doris Macdonald at HLC2014@niu.edu.

Graduate Council Members: Bond recognized the following faculty and students who were finishing terms on the Graduate Council: Beeson, Konen, Kopp, L’Allier, Macdonald, Patitu, Sagarin, Selig, Willis, Zaleski, and Zittel. He thanked all of the members for their service on the Graduate Council and the various standing committees.

Meeting adjourned at 10:35 a.m.

Requirements for Graduate Degrees Masters

Composition of Examination and Thesis Committees

The thesis committee and the final comprehensive examination committee shall each consist of at least three voting members approved by the department chair (department chair or designee). A comprehensive examination committee needs no additional approval; however, a thesis committee must be nominated by the department and appointed by the Dean of the graduate school. Committees must be appointed no later than the conclusion of the semester or term preceding that in which the student will defend the thesis or take the examination. A student intending to write a thesis should identify a prospective faculty director for the thesis and thesis committee members as soon as a possible. The thesis director and thesis committee will judge the acceptability of the work. At any time, a faculty member may decline to serve as director or committee member of any particular thesis project. With the consent of the department and the approval of the graduate dean, a student may propose to alter the composition of a thesis committee, provided that the faculty to be removed from and/or added to the committee expressly consent to the change. If a student wishes to remove a faculty member from a thesis committee, and the faculty member does not consent to be removed, the student may appeal to the Dean of the Graduate School. The dean will make a decision with input from the student, the faculty members involved, the department chair, the committee chair, and the director of graduate studies; the decision of the dean will be final.

A student whose committee changes after initial or subsequent approval may need to undertake additional work, or to change research projects, in accordance with the expectations and expertise of the new committee members.

All members of the comprehensive examination and thesis committee must be members of the graduate faculty at Northern Illinois University. The majority of the voting members of the comprehensive examination and thesis committee must be regular tenured or tenure-track faculty members at Northern Illinois University; a majority of the voting members and the committee chair must be full or senior members of the graduate faculty; and ordinarily at least one-half of the voting members, including the committee chair, must be full or senior graduate faculty members of the graduate faculty in the student's major program. A provisional member of the graduate faculty in the student's program may, with a full or senior member of the graduate faculty, co-chair a comprehensive examination or thesis committee.

Justification: *Two objectives are sought in the new text. First, we clarify the structure of committees. The possibility that a committee will be chaired by a provisional member of the graduate faculty is eliminated, as is the possibility that the entire committee will be provisional members. Second, by creating a process for centrally-approving thesis committees, we eliminate our exposure for failing to enforce catalog policy.*

Dissertation Requirements

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A student intending to write a dissertation ~~should~~ must identify a prospective faculty director for the dissertation and dissertation committee members soon after the candidacy examination, if not before. ~~, who must be willing to serve as dissertation director and who must be approved by the department, college, and Graduate School.~~ The proposed director and committee members must be nominated by the department, approved by the college, and appointed by the Dean of the Graduate School. The dissertation director and committee will judge the acceptability of the ~~work~~ dissertation. At any time, a faculty member may decline to serve as director or as a committee member of any particular dissertation project, ~~in which case the department will assist the student in seeking a dissertation director.~~ With the consent of the department, college, and Graduate School, a student may propose to alter the composition of a dissertation committee, provided that faculty proposed to be removed from and added to the committee expressly consent to the change. If a student wishes to remove a faculty member from a doctoral committee, and the faculty member does not consent to be removed, the student may appeal to the Dean of the Graduate School. The dean will make a decision with input from the student, the faculty members involved, the department chair, the committee chair, and the director of graduate studies; the decision of the dean will be final.

~~If a student, with department approval, changes dissertation director, the~~ A student whose committee changes after initial or subsequent approval may need to undertake additional work, or to change research projects, in accordance with the expectations and expertise of ~~the~~ new ~~dissertation director~~ committee members.

A student writing a dissertation must file an IRB Inquiry Form as soon as a research topic is approved but no later than the end of the first week of classes of the semester or term in which the student intends to defend the thesis. Forms are available on the Graduate School website. When thesis research involves human subjects, . . .

Composition of Committees

Committees to conduct the candidacy examination and the oral defense of the dissertation will be nominated by the chair of the student's ~~major~~ department, approved by the college, and appointed by the dean of the Graduate School. Candidacy examination committees must be appointed no later than the conclusion of the semester or term preceding the semester or term in which the student will take the examination; dissertation committees must be formed before or soon after the student passes the candidacy examination. . . . All members of the committee must be appointed to the graduate faculty of Northern Illinois University. The majority of the voting members of the committee must be ~~regular~~ tenured or tenure-track faculty members at Northern Illinois University; a majority of the voting members, including the chair, must be senior members of the graduate faculty; ~~ordinarily~~ and at least one-half of the voting members, including the committee chair, must be graduate faculty members of the graduate

faculty in the student's major program; and at least one-half of the voting members, including the committee chair, must be senior members of the graduate faculty. A person who is not a member of the Northern Illinois University faculty may be a member but no more than one voting member may be without NIU graduate faculty status.

Justification: *The changes to "dissertation requirements" and "composition of committees" repeat in modified fashion the changes to related to masters' theses and committees.*