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## Agenda for the October 6, 2009 CGS Meeting

**Items Approved:** 09-22, FCS 5901, Statistical Analysis in FCS (New Course Proposal)  
09-23, FCS Graduate Program Revision Proposal  
09-24, CSD 6900 and CSD 6920, Course Title Revisions

**Items Pending:** 09-21, Records Retention Policy  
09-25, ELE 5270, Content Area Literacy Instruction (New Course Proposal)  
09-26, Graduate Catalog Changes to Elementary Education  
09-27, Certificate in Reading Instruction (New Graduate Certificate Proposal)  
09-28, Geographic Information Systems (New Professional Science Master's Program (Proposal))

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### Council on Graduate Studies Minutes

October 6, 2009

The October 6, 2009 meeting of the Council on Graduate Studies was held at 2:00 p.m. in Room 3108, Blair Hall.

**Members Present:** Dr. Chris Hanlon, Dr. Heidi Larson, Dr. Jeff Laursen, Dr. Andrew McNitt, Dr. David Raybin, Ms. Leah Reeves, Dr. Lisa Taylor, Dr. Tina Veale

**Members Absent:** Dr. John Dively

**Staff Present:** Dr. Robert Augustine, Mr. William Elliott, Ms. Lana Beasley

Guests Present: Dr. John Willems, Dr. Richard Roberts

#### I. Approval of the September 15, 2009 CGS Meeting Minutes.

The minutes of September 15, 2009 were approved as written.

#### II. Communications:

##### a. College Curriculum Committee Minutes:

1. September 18, 2009, College of Sciences Curriculum Committee meeting minutes.  
<http://www.eiu.edu/~coscurr/>
2. September 22, 2009, COTE minutes.
3. September 28, 2009, College of Education and Professional Studies Curriculum Committee meeting minutes.

##### b. Executive Action Request:

1. September 23, 2009 memorandum from Dean Diane Hoadley, Lumpkin College of Business and Applied Sciences, requesting:

**Prerequisite Changes for the following courses (effective Spring 2010):**

INT 4803, Plant Layout and Material Handling  
INT 4833, Automatic Identification and Data Capture  
INT 4943, Manufacturing Management

2. Dean Augustine, Graduate School, is requesting: Revision to IGP 67 and IGP 67.1. All of the specific admission criteria have been removed so that the IGP represents our admission categories not our admission criteria. Each IGP directs the reader to the graduate catalog to obtain the admission criteria. In this way, the criteria may change, but as long as the admission categories remain, then the IGPs should stay current.

*Dean Augustine explained the IGP Revisions were updated (See Attachments A and B) to reflect the same language used in undergraduate admission criteria. The revised Internal Governing Policies will be forwarded to the President's Council for approval..*

#### III. Items Added to the Agenda:

1. 09-25, ELE 5270, Content Area Literacy Instruction (New Course Proposal)

2. 09-26, Graduate Catalog Changes to Elementary Education
3. 09-27, Certificate in Reading Instruction (New Graduate Certificate Proposal)
4. 09-28, Geographic Information Systems (New Professional Science Master's Program Proposal)

Dr. Raybin moved and Dr. McNitt seconded the motion to add these items to the agenda.

**IV. Items Acted Upon:**

1. 09-21, Records Retention Policy

Dean Augustine addressed this issue due to the absence of Dr. Mary Herrington-Perry. A few questions were raised regarding the Record Retention Policy and it was decided to move this item to pending in order to ask Dr. Mary Herrington-Perry to come and address the questions.

2. 09-22, FCS 5901, Statistical Analysis in FCS (New Course Proposal)

Dr. Lisa Taylor presented this item and answered questions addressing the issue that students in the FCS master's program need to acquire statistical methods and making it a core course would be beneficial.

The proposal was unanimously approved, effective Fall 2010.

**FCS 5901. Statistical Analysis in Family and Consumer Sciences. (3-0-3) F, S. Statistical Analysis in FCS.** This course will cover basic statistical concepts in Family and Consumer Sciences where students learn to apply statistics to professional practice and develop a more sophisticated understanding of the research process. This course is restricted to graduate students enrolled in the MS in FCS graduate program and the Master of Arts Gerontology program.

3. 09-23, FCS Graduate Program Revision Proposal

Dr. Lisa Taylor presented this item.

The proposal (See Attachment C) was approved unanimously, effective Fall 2010.

4. 09-24, CSD 6900 and CSD 6920, Course Title Revisions

Dr. Rick Roberts presented this item.

The proposal was approved, effective Spring 2010, with the following vote:

Yes: Larson, Laursen, McNitt, Raybin, Reeves, Taylor, Veale  
No: None.  
Abstain: Hanlon

- o The courses title for CSD 6900 will change –  
From: Clinical Counseling Internship  
To: Supervised Clinical Experience
- o The courses title for CSD 6920 will change –  
From: School Counseling Internship  
To: Supervised School Experience

**V. Committee Reports:**

1. Textbook Advisory- Dr. David Raybin reported that they have not met yet but may get to tour the new facility once a meeting date is established.
2. Library Advisory- Dr. Chris Hanlon reported that it was discussed at the meeting a new Research/Creative Activity Award may be formed focusing on Booth Library.
3. ATAC- Dean Augustine attended this meeting. A series of reports were reviewed relating to upcoming technology issues. Discussion was held regarding a process for guest logging on and a method for keeping a record. Also discussed was an overview of programs for faculty for on-line courses and NCA review to offer 3 programs online-Career and Organization Studies, Bachelor's in General Studies, and Nursing.
4. Enrollment Management- Dean Augustine also reported on this committee meeting that they were pleased that enrollment goals had been met here at EIU. He also noted that it has been approved to make changes for international students who meet outstanding out-of-state- criteria to be assessed at the in-state rate. This will be a big impact on international undergraduates. For international graduate students they will be assessed at a specific rate for Fall 2010 at 2.7 times the in-state rate and try to drop this to 2.3 times the in-state rate over time.
5. Honorary Degree-no report at this time.
6. TEAM Grants Council- Ms. Leah Reeves reported that TEAM Grants Council has not met.
7. GSAC- Dr. Tina Veale reported the first meeting of GSAC was highly attended. Officers were elected at this time.
8. CASL- Dr. Lisa Taylor-did not have anything relevant to report on the graduate level at this point.

**VI. Other Items:**

1. It was noted that the deadline for the Betty Wright Downing Award and the Frances Meyer Hampton Scholarship will be extended. The dates are posted on the Graduate School website and web calendar.
2. Dr. Raybin requested that discussion regarding Presidential Graduate Assistantships and the process of selecting delegates to be added to the agenda in the future.

**VII. Dean's Report:**

1. Follow up on Global Ambassador Event – Dean Augustine noted that several programs were represented at this event. The alumni that attended praised the faculty here at EIU.
2. Dean Augustine praised the CGS members for their contributions to the committee and noted that the work of the CGS Committee has been recognized in several newsletters and reports on campus.
3. Dean Augustine challenged the CGS members to help foster faculty leadership by discussing integrative learning. A report regarding integrative learning will be forwarded to the CGS members.
4. Bill Elliott and Dean Augustine will be attending IAGS on Monday, October 26, 2009.

The next meeting will be held Tuesday, October 20, 2009.

The meeting adjourned at 3:10 p.m. –Minutes prepared by Ms. Lana Beasley, Staff

The current agenda and all CGS minutes are available on the Web at <http://www.eiu.edu/~eiuogs/index.php>.

\*\*\*\*\* ANNOUNCEMENT OF NEXT MEETING \*\*\*\*\*

October 20, 2009

3108 Blair Hall @ 2:00 p.m.

**Agenda:** 09-21, Records Retention Policy  
09-25, ELE 5270, Content Area Literacy Instruction (New Course Proposal)  
09-26, Graduate Catalog Changes to Elementary Education  
09-27, Certificate in Reading Instruction (New Graduate Certificate Proposal)

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09-28, Geographic Information Systems (New Professional Science Master's Program Proposal)

**Approved Executive Actions:**

**LCBAS**

**Effective Spring 2010**

1. Revise the prerequisites for INT 4803

**4803 INT Plant Layout and Material Handling.** (3-0-3) F. Study of the arrangement of physical facilities and material handling to optimize the interrelationships among operating personnel, material flow, and the methods required in achieving enterprise objectives efficiently, economically, and safely. Prerequisites & Notes: INT 1323, INT 2043 and INT 1263 MAT 2120G.

2. Revised the prerequisites for INT 4833

**4833 INT Automatic Identification and Data Capture.** (2-2-3) F,S. A study of the methods and systems used to automatically identify objects. Various forms of keyless data entry and capture through class and lab experience will be studied; bar coding, scanning, radio frequency identification (RFID), voice data entry, vision, biometrics, and other systems. Prerequisites & Notes: INT 2324 Electronic Control Systems or equivalent. None.

3. Revise the prerequisites for INT 4943

**4943 INT Manufacturing Management.** (3-0-3) F,S. Survey of technical management areas in a manufacturing operation. This course will include but not be limited to a study of production control methods, plant layout, scheduling, inventory control, and other phases of planning, organizing, and controlling a manufacturing operation. Prerequisites & Notes: BUS 3010 and either MAT 2110G or 1441G or permission of the instructor. INT 1323, MAT 2120G, and either BUS 2810 or MAT 2250G. WI

4. Dean Augustine, Graduate School, is requesting: Revision to IGP 67 and IGP 67.1. All of the specific admission criteria have been removed so that the IGP represents our admission categories not our admission criteria. Each IGP directs the reader to the graduate catalog to obtain the admission criteria. In this way, the criteria may change, but as long as the admission categories remain, then the IGPs should stay current.

**Pending Executive Actions:** None

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*Attachment A*

Policy Number: 67

ADMISSION POLICIES  
GRADUATE STUDENTS

The University will consider admission applications, dependent upon the availability of facilities and resources, from candidates who meet the criteria approved by the Council on Graduate Studies, the University President and the Board of Trustees, and published in the Eastern Illinois University [Graduate Catalog](#).

Except where otherwise noted, any student who holds a baccalaureate degree from a regionally accredited institution of higher education and who wishes to enroll for course work must gain admission to the University through the Graduate School. Acceptance of applications and granting of admissions are subject to completion of the application process. Completed applications must be on file no later than ten calendar days preceding registration for the term in which the student wishes to enroll. Some applications require special deadlines and these are outlined in the Graduate Catalog or published at the program's web site. The EIU Graduate Catalog is the official source for specific requirements for graduate and post-baccalaureate admission categories.

#### Admission to Graduate Degree and Certificate Programs

- Admission to the Graduate School. Admission to the Graduate School is the first stage of admission for a degree or certificate applicant. To be eligible for admission to the Graduate School, applicants must have obtained a baccalaureate degree from an accredited institution approved by Eastern Illinois University and achieved the minimum scholarly requirements outlined in the Graduate Catalog.
- Admission to a Degree or Certificate Program. Admission as a degree or certificate candidate is the second stage of graduate admission. Candidacy is granted only by an academic program. The requirements for candidacy of individual graduate and certificate programs are outlined in the Graduate Catalog.
- Admission as a Provisional Candidate. Provisional degree or certificate candidacy may be granted by a program to students who do not meet the minimum criteria established by the Graduate School, who do not meet the minimum criteria established by the program, or who do not have the required undergraduate preparation for degree or certificate candidacy. The Graduate School provisions and limitations are outlined in the Graduate Catalog.
- Admission for Applicants from Non-Accredited Institutions. Provisional degree or certificate admission may be granted by the Council on Graduate Studies to students who have not

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completed baccalaureate degrees from regionally accredited institutions recognized by Eastern Illinois University. The procedures and limitations are outlined in the Graduate Catalog.

#### Admission to Pursue a Second Bachelor's Degree or for Non-Degree Study Options

- Admission for a Second Bachelor's Degree. Admission to pursue an additional baccalaureate degree requires admission through the Graduate School. Students pursuing an additional baccalaureate degree are considered graduate students even though they are completing the requirements for an undergraduate degree program and are subject to regulations governing graduate study as outlined in the Graduate Catalog.
- Admission for Post- Baccalaureate Teacher Certification. Students seeking admission as post-baccalaureate, non-degree, teacher certification students are required to consult with the College of Education and Professional Studies before making a formal application for admission to the Graduate School. The consultation will provide information regarding the student's eligibility for admission to teacher education. Applicants must meet the requirements for admission to the Graduate School in order to pursue the post-baccalaureate teacher certification options.
- Admission for Alternative Teacher Certification. Students seeking admission to the Alternative Teacher Certification Program are required to consult the coordinator of the program before making a formal application for admission to the Graduate School. Following consultation, students will receive application materials and may apply for admission to the Graduate School. Applicants must meet the requirements for admission to the Graduate School in order to pursue alternative teacher certification options.
- Admission for Non-Degree Study. Students seeking post-baccalaureate courses for licensure, professional development, or personal goals, but who do not seek to complete the requirements for a degree, may request enrollment as non-degree students. In addition, applicants who were denied degree or provisional degree candidacy may enroll for course work as post-baccalaureate non-degree students. The Graduate Catalog summarizes the limitations for student who pursue non-degree study.

International Students. Applicants who are non-United States citizens or non-Permanent Resident Aliens are admitted through the Office of International Students and Scholars.

Approved:  
President  
Month, Day, Year

Monitor: Vice President for Academic Affairs

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**Attachment B**

Proposed Policy Number: 67.1

ADMISSION POLICIES  
INTERNATIONAL GRADUATE STUDENTS

The University will consider admission applications, dependent upon the availability of facilities and resources, from candidates who meet the criteria approved by the Council on Graduate Studies, the University President and the Board of Trustees, and published in the Eastern Illinois University Graduate Catalog.

International graduate admissions are handled by the Office of International Students and Scholars. Acceptance of applications and granting of admissions are subject to completion of the application process and an approved financial affidavit form to meet Student and Exchange Visitor Information System (SEVIS) requirements. Completed applications must be on file by the published deadlines listed on the International Students and Scholars website. Transfer students from other U.S. institutions must complete their applications no later than ten calendar days preceding the start of the semester. The EIU Graduate Catalog is the official source for specific requirements for international graduate admission.

International Student Admission to Graduate Degree and Certificate Programs

- Admission to the Graduate School. Admission to the Graduate School is the first stage of admission for a degree or certificate applicant. To be eligible for admission to the Graduate School, applicants must have obtained a baccalaureate degree from an accredited institution approved by Eastern Illinois University and achieved the minimum scholarly requirements outlined in the Graduate Catalog.
- Admission to a Degree or Certificate Program. Admission as a degree or certificate candidate is the second stage of graduate admission. Candidacy is granted only by an academic program. The requirements for candidacy of individual graduate and certificate programs are outlined in the Graduate Catalog.
- Admission as a Provisional Candidate. Provisional degree or certificate candidacy may be granted by a program to students who do not meet the minimum criteria established by the Graduate School, who do not meet the minimum criteria established by the program, or who do not have the required undergraduate preparation for degree or certificate candidacy. The Graduate School provisions and limitations are outlined in the Graduate Catalog.

- Admission for Applicants from Non-Accredited Institutions. Provisional degree or certificate admission may be granted by the Council on Graduate Studies to students who have not completed baccalaureate degrees from regionally accredited institutions recognized by Eastern Illinois University. The procedures and limitations are outlined in the Graduate Catalog.
- Conditional Admission for International Applicants: Applicants who meet all of the requirements for admission, but do not meet the criteria for English mastery, may be offered conditional admission while they seek to fulfill the requirements for English language mastery. Conditional admission for international applicants is granted only by the Graduate School through a recommendation of the Office of International Students and Scholars. Students offered conditional admission must provide evidence of meeting English language mastery to the Office of International Students and Scholars as outlined in the Graduate Catalog. International students offered conditional admission are admitted to the Graduate School and to degree candidacy only after providing evidence of English mastery.

#### International Student Admission to Pursue a Second Bachelor's Degree

- Admission for a Second Bachelor's Degree. Students holding a baccalaureate degree from an accredited institution approved by Eastern Illinois University may seek an additional baccalaureate (undergraduate) degree. Admission to pursue an additional baccalaureate degree requires admission through the Graduate School following standard procedures outlined in the Graduate Catalog. Students pursuing an additional baccalaureate degree are considered graduate students even though they are completing the requirements for an undergraduate degree program and are subject to regulations governing graduate study as outlined in the Graduate Catalog.

Approved:

President

Month, Day, Year

Monitor: Vice President for Academic Affairs



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**Attachment C****M.S. in Family and Consumer Sciences Requirements**

\*30 semester hours with thesis or 32 semester hours without thesis

\*FCS Core Courses (9 semester hours)

FCS 5900 Research Methods in Family and Consumer Sciences (3); and

FCS 5901 Statistical Analysis in Family and Consumer Sciences (3); and

FCS 5460 Issues and Trends (3)

\*Electives approved by student's graduate committee (21-23)

**Effective for program admissions for Fall 2008:** Students are required to choose one or more of the following options to include in their program for a minimum of 3 and a maximum of 6 semester hours: internship (FCS 5980), thesis (FCS 5950) or complete an approved independent study (FCS 5990). Either the comprehensive exam or thesis is required as the Certificate of Comprehensive Knowledge. Programs of study are completed in consultation with a graduate advisor and program committee and require a presentation component as determined by the program committee in graduate internship, independent study or thesis.

Suggested Electives (courses listed are in Family and Consumer Sciences; see listed above courses also)

4752 Focus on Diabetes (1) 4753 Nutrition and the Addicted Person (1)

4755 Nutrition for Physical Performance (3)

4770 Consumer Decisions in the Marketplace (3)

4820 Death and Dying (3)

4840 The Disadvantaged Family (3)

4845 The Family in Crisis (3)

4846 Aging in the Family (3)

4851 Infant Development (3)

4854 Parent-Child Study and Community Involvement (3)

4859 Administration of Child Care Programs (3)

4860 Addictions and the Family (3)

4926 Public Presentation Techniques (3)

5045 Textile Simulations (3)

5151 Nutrition for Older People (1)

5153 Nutrition in the Life Cycle (3)

5155 Teaching and Marketing Nutrition (3)

5230 Special Topics in Family and Consumer Sciences (1-3)

5235 International Special Topics in Family and Consumer Sciences (1-3)

5238 Seminar in Family and Consumer Sciences (3)

5300 Critical Issues in Consumer Affairs (3)

5301 Consumer and Management Problems of Older People (3)

5302 Family Budgeting and Debt Management (3)

5450 Administration and Supervision in Family and Consumer Sciences (3)

5470 Evaluation in Family and Consumer Sciences (3)

5750 Special Problems in Gerontology (1)

5846 Administration of Human Services Programs (3)

5850 Readings in Human Development and Family Life (3)

5852 Adolescence and the Family (3)

5854 Family and Professional Group Processes (3)

5950 Thesis (3-6)

5980 Internship (3-6)

5990 Independent Study (1-6)