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February 19, 2002

Council on Graduate Studies

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## MINUTES OF THE COUNCIL ON GRADUATE STUDIES

February 19, 2002

<http://www.eiu.edu/~eiucgs>

The Council on Graduate Studies met at 2:05 p.m. on Tuesday, February 19, 2002, in the Arcola/Tuscola room.

Members participating: Dean Augustine, Dr. Costa, Mr. Goldacker, Dr. Havey, Dr. Hoberman, Dr. Key, Dr. Leitschuh, Dr. Liu, Ms. Meiners, Dr. Noll, and Dr. Reven.

Members absent: None.

Guests present: L. Calvert.

Staff participating: Ms. Karr.

### **I. Minutes.**

The February 5, 2002 minutes were approved as written.

### **II. Items to be Added to the Agenda.**

Dr. Costa moved and Mr. Goldacker seconded the motion to add the following items to the agenda.  
02-05, FLG 4750, German for Reading Knowledge I, New Course.  
02-06, FLG 4751, German for Reading Knowledge II, New Course.

### **III. Agenda Items to be Acted on.**

- 02-03, Revision to the Communications Disorders and Sciences major.

Ms. Calvert presented the proposal and answered questions of the Council. The motion passed unanimously.

This motion, contingent upon COTE approval, make the following effective Summer 2002.

#### **Degree: Master of Science**

#### **Major: Communication Disorders and Sciences**

Frank Goldacker, M.S., Coordinator of Graduate Studies in Communication Disorders and Sciences

Phone: 581-2712

Web Page: <http://www.eiu.edu/~graduate/comdiso.html>

#### **Graduate Faculty:**

Gail J. Richard, Ph.D., Acting Department Chairperson

Calvert, L.; Dell, C.; Goldacker, F.; Hanner, M.A.; Jacques, R.; Larsen, J.; Smitley, J.; Throneburg, R.; Wilson, B.

**Program Mission:** With an appropriate undergraduate major in Communication Disorders and Sciences, this program meets the requirements for the Certificate of Clinical Competence awarded by the American Speech-Language-Hearing Association, and the Speech-Language Pathologist license awarded by the Illinois Department of Professional Regulation, and the Type 73 Pupil Personnel Services Certificate awarded by the Illinois State Board of Education. With appropriate education course work and an appropriate undergraduate major in Communication Disorders and Sciences, this program meets the requirements for the Illinois Teaching Certificate in speech-language pathology awarded by Illinois State Board of Education.

**Accreditation:** Council on Academic Accreditation of the American Speech-Language-Hearing Association in the area of speech-language pathology.

**Admission Requirements:** To be eligible for degree candidacy, applicants must meet all of the requirements for admission to the Graduate School (see "Requirements for Degree-Seeking Students"). In addition, students must have at least a 3.00 grade point average (A=4.0) in the undergraduate Communication Disorders and Sciences major for admission consideration to the graduate program at Eastern Illinois University. Admission is competitive. Meeting minimum GPA requirements does not guarantee admission. Admission is determined by a graduate faculty committee. The committee considers all applications, including transfers from other four-year colleges and universities. With department chair consultation and approval, students may enroll for some courses on a non-degree basis.

Students who have a baccalaureate degree in a major other the CDS must complete all 1000 and 2000 level CDS courses and CDS 3100, 3200, 3300 and 3700 or their equivalents prior to being considered for admission to the CDS graduate program.

**Study Plan Approval:** The study plan shall be filed with the departmental graduate coordinator prior to the completion of 12 semester hours of graduate credit which count toward the graduate degree.

**Degree Requirements:** Degree requirements include those outlined for the Master's Degree by the Graduate School (see "Requirements for the Master's Degree").

**Additional requirements:**

**Major: (without thesis)**

CDS 5000, 5010, 5100, 5200, 5250, 5500 .....	18 s.h.
CDS 5400 .....	8 s.h.
CDS 5800 .....	3 s.h.
CDS 5900, 5910, 5920, 5960 .....	7-8 s.h.
CDS 5970* .....	3 s.h.
CDS 5980** .....	<u>3 s.h.</u>
<b>TOTAL .....</b>	<b>42-43 s.h.</b>

\* Students register for 10 to 12 semester hours; a maximum of three semester hours may be applied to the degree.

\*\* Students register for 8 to 12 semester hours; a maximum of three semester hours may be applied to the degree.

**Major: (with thesis)**

CDS 5000, 5010, 5100, 5200, 5250, 5500 .....	18 s.h.
CDS 5400 .....	4 s.h.
CDS 5800 .....	3 s.h.
CDS 5850 and 5890* .....	6 s.h.
CDS 5900, 5910, 5920, 5960 .....	7-8 s.h.
CDS 5970** .....	3 s.h.
CDS 5980*** .....	<u>3 s.h.</u>
<b>TOTAL .....</b>	<b>44-45 s.h.</b>

\*Up to four semester hours of CDS 5400 are replaced by six semester hours of combined credit for independent study (CDS 5850) and thesis (5890).

\*\*Students register for 10 to 12 semester hours; a maximum of three semester hours may be applied to the degree.

\*\*\*Students register for 8 to 12 semester hours; a maximum of three semester hours may be applied to the degree.

**Graduate Assistantships:** Information on graduate assistantships may be obtained by contacting the Coordinator of Graduate Studies or Chair, Communication Disorders and Sciences Department, 203 Clinical Services Building, EIU.

- 02-04, Revision of admission requirements for Post-Baccalaureate Teacher Certification program.

Dean Augustine presented the revision and answered questions of the Council. By acclamation the Council approved of the slightly revised language.

The approval makes the following effective Fall 2000.

(Graduate Catalog)

**ADMISSION PROCEDURES**

**Graduate School Admission Options**

Admission to the Graduate School at Eastern Illinois University is the first stage of admission required for all of the following graduate degree and post-baccalaureate options:

- students seeking master's and specialist's degree candidacy
- students seeking provisional degree candidacy
- students seeking graduate certificate programs
- post-baccalaureate non-degree students seeking teacher certification
- post-baccalaureate students seeking a second bachelor's degree
- post-baccalaureate non-degree students seeking courses for licensure, professional development or personal goals

**Requirements for Degree and Certificate Programs**

To be eligible for admission to the Graduate School and for degree candidacy or certificate admission, applicants must have obtained a baccalaureate degree from an accredited institution approved by Eastern Illinois University and achieved a minimum undergraduate cumulative grade point average (GPA) of 2.75 on a 4.0 scale or a 2.75 GPA on the

last 60 hours of graded academic course work. Degree candidacy and graduate certificate admission are granted only by departments. See the section of the *Graduate Catalog* titled "Degree Candidacy" and "Certificate Programs" for specific requirements.

#### **Requirements for Post-Baccalaureate Non-Degree Students Seeking Teacher Certification**

Students seeking admission as post-baccalaureate non-degree teacher certification candidates must provide evidence to the College of Education and Professional Studies of having achieved a minimum undergraduate cumulative GPA of 2.65 on a 4.0 scale or having competed a master's degree with a minimum graduate cumulative GPA of 3.00 to be eligible for admission to teacher education. Admission to the Graduate School requires completion of a baccalaureate degree from an accredited institution approved by Eastern Illinois University. Applicants should consult the specific section of the *Graduate Catalog* titled "Requirements for Admission as Post-Baccalaureate Non-degree Candidates Seeking Teacher Certification" for specific requirements.

#### **Requirements for Post-Baccalaureate Non-Degree Students Seeking Other Options**

To be eligible for admission to the Graduate School as a post-baccalaureate non-degree student seeking a second bachelor's degree or a post-baccalaureate non-degree student seeking courses for licensure, professional development, or for personal goals, applicants must have obtained a baccalaureate degree from an accredited institution approved by Eastern Illinois University. Applicants seeking admission to *these* post-baccalaureate options should consult the specific section of the Graduate Catalog regarding the option of interest for other admission requirements.

#### **Requirements for Admission for Post-Baccalaureate Non-Degree Students Seeking Teacher Certification**

##### **Admission to the Graduate School**

Students seeking admission as post-baccalaureate non-degree teacher certification candidates are advised 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. Following consultation and completion of any pre-application requirements, students should apply for admission to the Graduate School. Applicants must meet the requirements for admission to the Graduate School for post-baccalaureate teacher certification options. Admission to the Graduate School does not constitute admission to teacher education and does not guarantee admission to teacher education.

##### **College of Education and Professional Studies Review & Requirements**

Applicants also complete a request for a transcript evaluation, pay the transcript evaluation fee in the Office of the Dean of the College of Education and Professional Studies, and provide evidence of having achieved a minimum undergraduate cumulative GPA of 2.65 on a 4.0 scale or having completed a Master's degree with a minimum graduate cumulative GPA of 3.00. The College of Education and Professional Studies will then provide the student with an evaluation of coursework completed and additional coursework required for certification in the field identified.

Post-baccalaureate students seeking a teaching certificate through any of EIU's state approved certification programs must meet the full intent of the respective programs. All previous course work, either graduate or undergraduate, will be evaluated in terms of current requirements. This will include general education, a major, and the professional education requirements.

Post-baccalaureate students must complete a minimum of 15 semester hours at EIU prior to student teaching. Departments may require additional course work within their major to bring the student's background into compliance with the intent of this institution's state-approved certification program and may also require previous work to be repeated if it is outdated.

Admission to Teacher Education is a selective process and admission to the Graduate School does not guarantee admission to teacher education. Post-baccalaureate students must meet all teacher education requirements including selection and admission to teacher education. Candidates are advised to consult the "Admission to Teacher Education" section of the Undergraduate Catalog or contact the College of Education and Professional Studies for teacher education admission guidelines ([www.eiu.edu/ceps/teached](http://www.eiu.edu/ceps/teached)). Post-baccalaureate students must apply for admission to teacher education by attending a University admission to Teacher Education Meeting within the first 30 days of enrollment as post-baccalaureate students.

Post-baccalaureate certification requires a commitment of a minimum of three or more semesters. Professional education course work and student teaching for some programs are sequenced over four semesters. For most students, the program takes about two years to complete. Not all courses are offered every semester and summer offerings may be limited. In order to be ready to register for classes, a student must have a completed transcript evaluation specifying all courses needed to earn certification.

Application for student teaching placement is a separate process. Candidates are advised to follow the instructions for student teaching placement as outlined in the "Student Teaching" section of the EIU Undergraduate catalog.

"Student Teaching" section of the EIU Undergraduate Catalog.

Applicants with an undergraduate GPA of less than 2.65 on a 4.0 scale are not eligible for admission to post-baccalaureate non-degree teacher certification programs unless they have completed a Master's degree with a minimum graduate cumulative GPA of 3.00. Applicants not meeting one of these two GPA criteria may appeal to the Council on Teacher Education and request the use of an alternative GPA when evidence of the following is presented:

- Five or more years since completion of the baccalaureate degree.
- Successful work experience since the completion of the baccalaureate degree.
- Completion of 12 semester hours of post-baccalaureate course work relevant to teacher certification with a GPA of 3.0 or above.

Applicants are advised to consult with the Dean's Office in the College of Education and Professional Studies regarding the appeals process. The Council on Teacher Education will review all appeals and render a decision on whether or not to grant the requested action. The decisions of the Council on Teacher Education are final.

#### **IV. Communications.**

1. Request (1/30/02) for Executive Action from the Lumpkin College of Business and Applied Sciences to increase the number of electives for the Technology Graduate Certificate programs. Effective Spring 2002.
2. Request (1/28/02) for Executive Action from the Lumpkin College of Business and Applied Sciences to change the course title and descriptions of COS 4830, COS 4850, and INT 4813. Effective Spring 2002
3. Email from Dean Augustine regarding a change in the GRE format.
4. Email listing on-campus interview times for candidates to the Dean of the College of Sciences position.
5. Email from Bonnie Irwin regarding Convocation Draft.
6. College of Sciences Curriculum Committee 1/25/02 minutes.
7. CASL 2/5/02 minutes.

#### **V. Reports.**

1. Mr. Goldacker reported the Enrollment Management committee met a few weeks ago. Enrollment is slightly down. Letters with additional information about Eastern will be mailed to prospective students and the information will be forwarded to departments who want to send letters to their own majors.
2. Dr. Liu noted ATEC is meeting soon and will discuss the organization of the CAT center. Dean Augustine stated a brochure of "where to go on this campus" for technological help is being written and he is interested in ATEC's opinion of the brochure.

#### **VI. Dean's Report.**

1. The Dean discussed implementing an appeal process for prospective students who have received their baccalaureate degree from a non-regionally accredited university. Eastern's current policy states students must receive their baccalaureate from a regionally accredited university and there is no appeal process. The Council saw merit in the idea and requested the Dean explore it further.

The meeting was adjourned at 3:07 p.m.

Luann Karr, Coordinator

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**ANNOUNCEMENT OF THE NEXT MEETING  
Tuesday, March 5, 2002, 2:00 p.m.  
Arcola/Tuscola Room**

#### **Agenda Items:**

**02-05, FLG 4750**, German for Reading Knowledge I, New Course.

**02-06, FLG 4751**, German for Reading Knowledge II, New Course.

#### **Pending Executive Actions:**

1. Certificate in Work Performance Improvement. Add the following additions to the Elective List:

<b>COS 4850 Ethic Decision Making</b>	<b>1 s.h.</b>
<b>COS 4850 Conflict Management</b>	<b>1 s.h.</b>

**TEC 5233 Training Systems Management** 3 s.h.  
**TEC 5443 Assessment and Evaluation in Workforce Preparation** 3 s.h.  
**Other special topics COS 4850, INT 4970, and TEC 5970 courses as approved by the academic advisor.** Effective Spring 2002.

2. Certificate in Computer Technology. Add the following additions to the Elective List:

**INT 4970 Data Acquisition** 3 s.h.  
**INT 4970 PLC and Robotics** 3 s.h.  
**INT 4970 Advanced 3D Modeling** 3 s.h.  
**Other special topics COS 4850, INT 4970, and TEC 5970 courses as approved by the academic advisor.** Effective Spring 2002.

3. Certificate in Quality Systems. Add the following additions to the Elective List:

**COS 4840 Training Program Development** 3 s.h.  
**COS 4850 Productive Work Teams** 3 s.h.  
**INT 4943 Manufacturing Management** 3 s.h.  
**TEC 5090 Seminar in Occupational Education** 1 to 4 s.h.  
**TEC 5213 Work Performance Technology** 3 s.h.  
**TEC 5233 Training Systems Management** 3 s.h.  
**TEC 5513 Advanced Computer Integrated Manufacturing** 3 s.h.  
**TEC 5523 Industrial Systems Simulation** 3 s.h.  
**TEC 5603 Advanced Manufacturing Management** 3 s.h.  
**Other special topics COS 4850, INT 4970, and TEC 5970 courses as approved by the academic advisor.** Effective Spring 2002.

4. COS 4830 Occupational Perspectives: Past, Present and Future Change course description from "The study of the nature of careers and occupations from varying perspectives including historical, philosophical, technological, political, economic, psychological and others, together with prospects and directions for the future" to "**This course involves the study of the nature of organizations from varying perspectives including historical, philosophical, technological, psychological and sociological with prospects and directions for the future.**" Effective Spring 2002.

5. COS 4850. Change course title from "COS 4850 Special Topics in Occupational Development" to "**COS 4850 Special Topics in Career and Organizational Studies.**" Effective Spring 2002.

6. INT 4813 Advanced Desktop Publishing. Change course title and description from "INT 4813 Advanced Desktop Publishing. Class experiences will focus on the preparation of text and graphics, page layout and the merging of graphic elements into a completed document. The use of scanners, the design of networks, and selection of hardware and software are also highlighted" to "**INT 4813 Advanced Digital Media Technologies Class experiences will focus on the advance preparation, merging, and integration of various digital elements into a completed document for printed publication including web page development. The use of scanners, digital cameras, video and audio applications, selection of hardware and cross-platform software interface, design and practical applications of networks will also be highlighted.**" Effective Spring 2002.

**Executive Actions:**

1. BIO 4948 Plant Taxonomy. Change course description and prerequisites from "The classification and characteristics of the common families of flowering plants. Prerequisite: BIO 1200G" to read "**The classification and evolution of flowering plants. Emphasis on learning common families and field techniques, especially specimen preparation. Saturday field trip required. Prerequisite: BIO 3322 or 3612 or permission of instructor.**" Effective: Fall 2002.

2. BIO 4950 Ichthyology. Change prerequisite from “BIO 3950 or permission of instructor” to “**BIO 3800 or BIO 3950 or permission of instructor.**” Effective: Fall 2002.
3. BIO 4952 Herpetology. Change prerequisite from “BIO 3950 or permission of instructor” to “**BIO 3800 or BIO 3950 or permission of instructor.**” Effective: Fall 2002.
4. BIO 4954 Ornithology. Change prerequisite from “BIO 3950 or permission of instructor” to “**BIO 3800 or BIO 3950 or permission of instructor.**” Effective: Fall 2002.
5. BIO 4956 Mammalogy. Change prerequisite from “BIO 1200G and 3950 ” to “**BIO 3800 or BIO 3950 or permission of instructor.**” Effective: Fall 2002.