

**GRADUATE COUNCIL MINUTES**  
**Wednesday, April 26, 2023, 2:00 p.m. STV 401**

**Call to Order**

The meeting was called to order at 2:07 p.m. by Noelle Selkow, Director of Graduate Studies.

**MEMBERS PRESENT**

Membership/Student

Development Committee: Gary Hunter, Myoung Jin Kim, Do-Yong Park, John Tovar  
Curriculum Committee: Kim Astroth, Jennifer Barnes, Lily Thompson, Jeffrey Wagman  
Research Committee: Tom Hammond, Hyoil Han, Anne McNamara  
Graduate Student: Henrique Villela

**MEMBERS ABSENT**

Membership/Student

Development Committee: Sundeep Inti, Rick Nagorski  
Curriculum Committee: Becky Beucher, Meredith Downes  
Research Committee: Shawn Hitchcock

Also present: Craig McLauchlan, Associate Vice President for Research and Graduate Studies; Mindy Kinney, Dana Davidson, and Kim Shennett from the Graduate School

**Approval of Minutes**

Tom Hammond moved to approve minutes of February 22, 2023. Gary Hunter seconded. Motion passed unanimously.

**Administrative report**

- a. Graduate Applications and Admissions
  - i. Application numbers for fall are down due to requiring payment at the time of submission.
  - ii. Admission numbers are up by 126 for fall.
  - iii. 2700 total admissions is the target for the upcoming year.
  - iv. An Enrollment deposit of \$150 will be charged in the fall of 2024. Of the fee, \$125 will come back for tuition. Students staying for more than one degree will not be charged the fee again for the second or subsequent degrees.

**Committee Reports**

- a. Membership/Student Development
  - i. Spring graduate faculty status report included with the agenda.
  - ii. Student scholarship winners
    - ISU Foundation
      - i. Lauren Johnson (MS, ENG)
      - ii. Fawzia Khan (MS, PSY)
      - iii. Mary Grace Reyes (DNP, NUR)
    - Ada Bell Clark Welsh
      - i. Gustavo Dutra Guedes (THD)

- ii. Megan Kybartas (TCH)
    - iii. Selimul Quader (CJS)
- b. Curriculum
  - i. April report brought to the floor for approval. Tom Hammond moved to approve. Gary Hunter seconded. Motion passed unanimously.
- c. Research
  - i. University Research Symposium was April 14. It was a great event! Corporate sponsors came to visit with students. E-posters were again an option for off-campus students or those who could not attend in-person due to scheduling conflicts. Image of Research finalists' posters were also on display in the Circus Room throughout the event.
  - ii. May plan to add professional head shots to the end of Graduate Appreciation/research week next year.

### **Old Business**

- a. Graduate School By-laws update
  - i. The amendments were approved by a two-thirds vote of full graduate faculty members and by the Academic Senate.
- b. Thesis/Dissertation Committee Changes
  - i. Noelle reviewed the current and proposed change to the master's thesis and doctoral dissertation Committee policy. The rationale for committee changes: to allow for more flexibility in creating interdisciplinary and cross-department collaboration.
  - ii. Noelle also reviewed the current and proposed change to the master's thesis and doctoral dissertation, Continuous Registration policy. The rationale for the amendment: the continuous enrollment policy is waived once all final deposit materials are submitted, the final approval does not need to be complete as noted in the final sentence.
  - iii. There was discussion regarding the exact wording of the Committee amendment, to avoid confusion.

Tom Hammond moved to bring the changes to the floor for a vote. Jeff Wagman moved to approve the changes to the amendments, Lily Thompson seconded. All approved. The changes will become effective in the 2023-2024 Graduate Catalog.

### **Edits to policies:**

### **Master's Thesis Committee**

Approved 12/11/86; Revised 4/22/04; edited 4/26/23

A thesis is written under the direction of a thesis committee appointed in a manner specified by the department or school. All thesis committees require a minimum of two people, a chair from the student's department/school and at least one other committee member. In all cases the chair and majority of committee members should come from the student's department/school must have full graduate faculty status. The majority of the committee, which includes the chair, should have full graduate faculty status. An associate member may co-chair a thesis with a full member. Inquire with your department/school to learn your required number of members for any additional requirements. Proposed committee members who are not members of the Illinois State University Graduate Faculty must be approved by the Director of Graduate Studies. See the "Graduate Committee Information" section on the "Proposal Approval Form" to indicate the faculty who need approval to serve on the

committee. A student must be admitted to a degree program in the Graduate School before a thesis committee can be appointed.

### **Continuous Thesis Registration**

Approved 11/14/96; edited 1/2017; edited 4/26/23

After the Thesis Proposal approval form has been accepted in the Graduate School and a student has completed the courses on the approved degree audit and registered for four to six hours of 499 Master's Thesis, **the student is required to maintain continuous registration until the deposit of the final thesis on ProQuest and approval of the final thesis in the Graduate School. until the submission of all final deposit materials to the Graduate School.** The requirement for continuous registration may be fulfilled by maintaining registration of 1 hour of 499 each semester through the semester of degree completion. Students registering for less than 9 credit hours in fall or spring, or less than 6 credit hours in summer, will not have the insurance fee automatically assessed. See the Health Insurance website for further information. The requirement for continuous registration does not apply during a summer term unless the student is proposing, defending, or graduating in that term. Registration for 499 may be in absentia. If circumstances prohibit continuous registration, a student must request a leave of absence from University. Any student interrupting registration without obtaining a leave of absence, upon re-enrollment and/or reinstatement, must pay tuition and fees for one credit hour of 499, at the current tuition and fee rates, for each of the delinquent semesters. Any student requesting reinstatement in a degree program after a lapse of one calendar year must complete an application for readmission to the program. Continuous registration for an upcoming term may be waived if all materials are submitted to the Graduate School by the Friday before the next semester starts. Consult with the Graduate School for more information.

### **Dissertation Committee**

Approved 4/23/92; revised 4/22/04; edited 4/26/23

A dissertation is written under the direction of a dissertation committee appointed in a manner specified by the department. Dissertation committees require a minimum of 3 people, a chair from the student's department/school and at least two other committee members. **In all cases the chair and majority of committee members should come from the student's department/school must have full graduate faculty status. The majority of the committee, which includes the chair, should have full graduate faculty status. Inquire with your department/school to learn your required number of members for any additional requirements.** Proposed committee members who are not members of the Illinois State University Graduate Faculty must be approved by the Director of Graduate Studies. See the "Graduate Committee Information" section on the Proposal Approval Form to indicate the faculty that need approval to serve on the committee. All committee members must have terminal degrees.

### **Continuous Registration**

Approved 11/14/96; edited 4/26/23

Once admitted to candidacy in a doctoral degree program, as defined by the Admission to Candidacy policy, and after the student has completed all coursework on the Degree Audit and the required number of hours (15) of 599 Doctoral Research, **the student is required to maintain continuous registration until the deposit of the final thesis on ProQuest and approval of the final thesis in the Graduate School. until the submission of all final deposit materials to the Graduate School.** The requirement for continuous registration may be fulfilled by maintaining registration in 1 hour of 599 each semester through the semester of degree completion. (Students registering for less than 9 credit hours in fall or spring, or less than 6 credit hours in summer, will not have the insurance fee automatically assessed. (See the Health Insurance website for further information.) The requirement for continuous registration does not apply during a summer term unless the student is proposing, defending, or graduating in that term. Registration for 599 may be in absentia. If circumstances prohibit continuous registration a student must request a leave of absence from the University. Any student interrupting registration without obtaining a leave of absence, upon re-enrollment and/or reinstatement, must pay tuition and fees for one credit hour of 599, at the current tuition and fee rates, for each of the delinquent semesters. Any student requesting reinstatement in a degree program after a lapse of one calendar

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## **New Business**

- a. Noelle thanked the outgoing Council members, incoming members, and those staying on for another three-year term for their service.
  - i. Outgoing Council members
    - a. Curriculum Committee
      - i. Jeffrey Wagman – Psychology
      - ii. Meredith Downes – Management and Quantitative Methods
    - ii. Incoming Council members – 3-year term
      - a. Curriculum Committee
        - i. Eric Peterson – Geography, Geology, and the Environment
        - II. Stella Liao – Finance, Insurance, and Law
      - iii. Returning for another 3-year term
        - i. Gary Hunter – Marketing
        - II. Myoung Jin Kim – Nursing

## **Adjournment**

- a. Meeting adjourned at 2:46 p.m.

## GRADUATE CURRICULUM COMMITTEE REPORT

Submitted to the Graduate Council April 26, 2023. For complete curriculum proposal information please see the University's Curriculum Proposal site: [registrar.ilstu.edu/curriculumforms/](https://registrar.ilstu.edu/curriculumforms/)

### FOR INFORMATION

#### New Courses

**PHY 440 Advanced Electricity & Magnetism**

<https://registrarforms.illinoisstate.edu/CurriculumForms/GradNewCourseView.aspx?ID=3069>

**PHY 462 Astrophysics**

<https://registrarforms.illinoisstate.edu/CurriculumForms/GradNewCourseView.aspx?ID=3067>

**PHY 470 Advanced Experimental Physics**

<https://registrarforms.illinoisstate.edu/CurriculumForms/GradNewCourseView.aspx?ID=3070>

**PHY 473 Space and Plasma Physics**

<https://registrarforms.illinoisstate.edu/CurriculumForms/GradNewCourseView.aspx?ID=3066>

**PHY 484 Advanced Quantum Mechanics**

<https://registrarforms.illinoisstate.edu/CurriculumForms/GradNewCourseView.aspx?ID=3065>

**PHY 488 Advanced Computational Physics**

<https://registrarforms.illinoisstate.edu/CurriculumForms/GradNewCourseView.aspx?ID=3071>

#### Editorial Revisions to Programs

*Degree:*

**MAT**

**Doctor of Philosophy in Mathematics Education**

<https://registrarforms.illinoisstate.edu/CurriculumForms/EditorialRequestView.aspx?ID=3744>

**SWK**

**School of Social Work Graduate Catalog**

<https://registrarforms.illinoisstate.edu/CurriculumForms/EditorialRequestView.aspx?ID=3734>

*Sequence:*

**FCS**

**Master of Science in Nutrition Sequence**

<https://registrarforms.illinoisstate.edu/CurriculumForms/EditorialRequestView.aspx?ID=3723>

#### New Program

*Degree:*

**PHY**

**Master of Science in Physics**

<https://registrarforms.illinoisstate.edu/CurriculumForms/GradNewProgramView.aspx?ID=194>

## Revisions to Programs

### *Degree:*

**MUS**

#### **Master of Music Education**

<https://registrarforms.illinoisstate.edu/CurriculumForms/GradReviseProgramView.aspx?ID=352>

### *Sequences:*

**MUS**

#### **Master of Music in Composition**

<https://registrarforms.illinoisstate.edu/CurriculumForms/GradReviseProgramView.aspx?ID=348>

#### **Master of Music in Music Therapy**

<https://registrarforms.illinoisstate.edu/CurriculumForms/GradReviseProgramView.aspx?ID=344>

### *Certificate:*

**SED**

#### **Post-Master's Graduate Certificate for Director of Special Education**

<https://registrarforms.illinoisstate.edu/CurriculumForms/GradReviseProgramView.aspx?ID=298>