

GRADUATE COUNCIL MINUTES
Wednesday, October 25, 2023, 2:00 p.m. STV 401

Call to Order

The meeting was called to order at 2:00 p.m. by Craig McLauchlan, Associate Vice President for Research and Graduate Studies.

MEMBERS PRESENT

Membership/Student

Development Committee: Gary Hunter, Rick Nagorski, John Tovar
Curriculum Committee: Jennifer Barnes, Mary Dyck, Stella Liao, Eric Peterson,
Lily Thompson
Research Committee: Tom Hammond, Hyoil Han, Anne McNamara
Graduate Students: Yasmin Carrillo, Taylor Flinn

MEMBERS ABSENT

Membership/Student

Development Committee: Sundeep Inti, Myoung Jin Kim
Curriculum Committee: Becky Beucher
Research Committee: Shawn Hitchcock

Guests: Angela Engel, Chris Roberts, Strategic Planning Steering committee members

Also present: Emma Kopko, Assistant Director of Marketing and Recruitment, and Kim Shennett from the Graduate School

Strategic Planning Task Force

- a. Angela Engel and Chris Roberts attended the meeting to consult with Council members regarding the strategic plan – Excellence by Design: 2024-2029. Angela gave a recap of the work already completed by the committee. Their committee has been working with work groups across campus to design the new plan. Creation of a detailed action plan will be the committee's next step.
 - i. The Council was sent four questions to ponder in advance of the meeting to provide feedback/discussion at the meeting.

Approval of Minutes

Rick Nagorski moved to approve minutes of September 27, 2023. Anne McNamara seconded. Motion passed unanimously.

Administrative report

- a. Graduate Applications and Admissions
 - i. Reminder to process international admission applications in a timely manner.
 - ii. Spring admissions numbers are trending lower than previous years as a result of:
 - a. Fewer departments accepting spring admissions due to fall only start date.
 - b. Varying caveats with the admission system change last fall, e.g. Applications not complete until all materials, including fees, are submitted.

Committee Reports

- a. Membership/Student Development
 - i. Fall round of Graduate Faculty report submitted. Council accepted it. It will be sent to the provost for approval.
 - ii. Student scholarship reviews have been completed. Announcements have not gone out.
- b. Curriculum
 - i. Graduate curriculum report submitted. Council accepted it.
- c. Research
 - i. Very busy reviewing various University research awards.
 - ii. Fisher Thesis reviews due October 26th.

Old Business

- a. Transfer credit course currency updated policy (removes mention of 6-year limit)

Upon recommendation of the department or school where the student is enrolled and with the approval of the Graduate School, a student may present a maximum of twelve semester hours of graduate credit from another college or university that is accredited by the appropriate regional accrediting association for use in meeting the requirements of the degree. The work must not be part of a degree program, unless stated elsewhere in the catalog. Under special circumstances, the Graduate School may allow a student to present a larger number of credits if recommended by the department or school. A student who plans to take work elsewhere should obtain prior approval indicating that the course or courses are appropriate to the student's curriculum at Illinois State University. Correspondence courses, thesis/dissertation hours, research hours, and independent studies are not accepted toward a degree.

To be considered for transfer of credit, a course must be taught at the graduate level and the student must have received at least a B grade in the course. In addition, a departmental or school evaluation of all courses presented is necessary prior to consideration by the Graduate School for currency of material. The Request for Transfer of Credit form is at: Grad.IllinoisState.edu/students/forms.

Craig reviewed the updated policy language and asked for questions. Seeing none, Gary Hunter moved to approve revised language. Mary Dyck seconded. All approved.

New Business

- a. Ethical Use of AI for thesis/dissertation work (proposed policy language)

The use of generative artificial intelligence (AI) can support innovative and creative scholarship when used within appropriate guidelines. It is vital that students uphold the core principles of academic and research integrity. As such, transparency around the usage of AI generated content is required between the student and their committee, as well as the student and the audience of their completed thesis/dissertation.

All use of generative AI tools in the thesis/dissertation process must be disclosed and approved by the student's committee. Unauthorized use of AI tools may be considered a violation of the Academic Integrity portion of the [Student Code of Conduct](#), and/or the [Responsible Conduct of Research policy](#). Usage of AI generated content must be appropriately cited following the guidelines of the style manual used by your discipline.

While these guidelines serve as the Graduate School's position on the use of generative AI in the thesis/dissertation process, individual departments may have additional policies, guidance, or restrictions. It is the student's responsibility to understand and follow these standards and contact their department or the Graduate School with any questions or concerns. As generative AI tools are relatively new and evolving, additional or more detailed guidance may be issued in the future.

- i. Craig introduced proposed language created by working group. He described it as a tool to be used to guide reasonable and responsible use and asked for comments/concerns/suggestions.
 - a. How do users document what is AI and what is not?
 - b. What is appropriate in your discipline? The use of it varies by program.
 - c. Student takes responsibility for their own work. Language should address how each student should do research on their own using their own words.
 - d. How should AI tools be used?
 - e. Departments/schools need to establish appropriate guidelines for its use and what will be enforced.
 - f. Onus should not be on individual faculty members on committees.
 - g. Need to be transparent about its use. Citing AI varies by discipline.
- ii. Next steps for developing policy:
 - a. Improve language
 - b. Incorporate steps for its use.

Adjournment

- a. Meeting adjourned at 2:55 p.m.

GRADUATE CURRICULUM COMMITTEE REPORT

Submitted to the Graduate Council October 25, 2023. This report only covers program proposal approval information. For complete curriculum proposal information, including graduate course approvals, please see the University's Curriculum Proposal site: registrar.ilstu.edu/curriculumforms/

FOR INFORMATION

Revisions to Programs

Degrees:

HSC

Master of Public Health

<https://registrarforms.illinoisstate.edu/CurriculumForms/GradReviseProgramView.aspx?ID=355>

NUR

MSN- Nursing Leadership and Management

<https://registrarforms.illinoisstate.edu/CurriculumForms/GradReviseProgramView.aspx?ID=363>