

9-15-2011

AY 11-12 Meeting 2011-09-15

Faculty Senate

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Faculty Senate

September 15, 2011

1:00 to 3:00 p.m.

Hall of Honors

Minutes

Senators in Attendance:

X	E. Alozie (AL/CAS)	X	W. Henne (CAS)	X	W. Rudloff (CAS)
X	P. Blobaum (UL/DLMD)	X	R. James (AL/CHHS)		A. Shekib (CBPA)
X	M. Bruce (CBPA)	X	E. Johnson (CAS)	X	F. Tian (CBPA)
X	D. Cepa (CHHS)		V. Jones (CAS)	X	C. Tymkow (CHHS)
X	D. Cortese (CAS)		T. Kelly (COE)	X	R. Washington (CHHS)
X	E. Essex (CHHS)	X	J. Klomes (COE)	X	B. Winicki (COE)
X	S. Gandy (COE)	X	M. Marion (AL/COE)		
X	D. Hechenberger (AL/COE)	X	R. Muhammad (AL/CAS)		

Guests: Provost T. Allison, M. Katz, A. Andrews

Call to order at 1:05 with quorum (12 or more of 22) by Vice President 2009-2011 B. Winicki

1. Statement from Senate Parliamentarian

Blobaum read excerpt from the Faculty Senate Bylaws explaining election of officers and provision that vice president preside over the September meeting until election of new Senate President.

2. Attendance and welcome to new Senators

Seventeen Senators present. Winicki welcomed new Senators: Marion (At Large), Hechenberger (At Large), Tian (CBPA), Johnson (CAS), Washington (CHHS). Newly elected Senator Jones (CAS) was not present.

3. Approval of Minutes, May 19 meeting

Minutes (see att'd.) were approved without changes. The Faculty Senate expressed thanks to former Faculty Senate Secretary Mary Carrington for her excellent service.

4. Guests Excused

a. Faculty Senate Roll

Winicki called roll based on current Faculty Senate roster (see att'd.). Seventeen Senators were present at the time of the roll call; Senators Bruce and Klomes arrived later during the meeting.

b. Election of Faculty Senate officers

i. president (2011-2013)

R. Muhammad nominated by P. Blobaum; Muhammad accepted nomination. No other nominations were offered. Voting (Yes/No) done with paper ballots; M. Katz returned to count ballots. R. Muhammad elected Faculty Senate President. R. Muhammad presided over the remainder of the meeting.

ii. vice president (2011-2013)

D. Cortese nominated by S. Gandy; Cortese accepted nomination. No other nominations were offered. Senator requested that voting be done with voice vote, and there were no objections. Muhammad conducted voice vote, and Cortese was unanimously elected Faculty Senate Vice President.

iii. secretary (2011-2012; unexpired term)

B. Winicki nominated by E. Essex; Winicki accepted nomination. No other nominations were offered. Senator requested that the voting be conducted by voice, and no objections were raised. Muhammad conducted voice vote, and Winicki was unanimously elected Faculty Senate Secretary.

c. Senators caucus by college for selection of Senate Executive Committee representatives

The Faculty Senate Executive Committee representatives chosen by college caucuses are: E. Johnson (CAS); R. Washington (CHHS); P. Blobaum (UL/DLMD); J. Klomes (COE); M. Bruce (CBPA).

5. Guests re-admitted

6. Administrative Report from Provost Allison

Admission of Freshmen: Townhall on admission of freshmen was held Sept. 14; many positive comments were received. Student Senate has approved of the initiative conceptually. Administration would like a similar resolution from the Faculty Senate. Provost Allison stated that this is on the agenda of the Board of Trustees Academic Affairs Subcommittee October 14 meeting, and the next step would be IBHE in December. Allison noted that this could be included in the spring 2013 HLC visit, and HLC's focus would be adequacy of plans, budget, and capacity. A notice of intent for IBHE is due in October. A discussion of freshmen admission followed; the discussion touched on university committee processes, facilities (e.g., science labs), advising, the

proposed timeline, and curriculum development. President Muhammad noted that curriculum development would have to be completed during summer 2012.

Searches: Provost Allison stated that there are current searches for Associate Provost, Director of the Center for Performing Arts, Dean of CHHS, Dean of the Library, and Dean of Students.

Reorganization of CAS: Provost Allison stated that a reorganization of CAS will result in a Division of Communication and Visual and Performing Arts, with the Center for Performing Arts reporting to this division. The proposed degree is Interdisciplinary Performing Arts.

7. Standing Committees

- a. APRC: S. Gandy elected chair for AY2011-12. No new proposals have been received.
- b. EPC: E. Essex elected chair for AY2011-12.

Policy 16 Graduate Studies: President Muhammad asked Essex about whether adjuncts would be allowed to teach current 500-level courses. Essex pointed out the exception (III, A, 4) that would allow adjunct teaching of these courses, but only with consent of faculty. Blobaum noted that this policy has been reviewed by both Graduate Council and EPC, with full faculty participation throughout. Blobaum moved that Policy 16 Graduate Studies be approved by the Faculty Senate; Cortese seconded. Motion passed with seventeen yes votes, two abstentions, and zero no votes. Approved Policy 16 is attached.

- c. UCC: M. Marion stated that B. Parin had been elected chair for AY2011-12. The committee has met and begun reviewing course revision and new course proposals. President Muhammad noted that, according to the Faculty Senate Bylaws, the chair of UCC must be a Senator. This situation will be discussed in Senate Executive Committee.

8. IBHE Faculty Advisory – No report. Fu-Giles, alternate representative, will attend IBHE Faculty Advisory meeting in Macomb on Sept. 16 and will report to the Senate in October.

9. Bargaining Unit – Katz

Katz reported that new minima have been decided, with 25% to 30% increases and annual increases. Parking fee is still being negotiated. The new category of faculty, currently only in CHHS, will be titled Clinical Doctoral Professors and will be a part of Unit B. Katz noted that they will be evaluated by the division/department personnel committees and UCC. This raised questions regarding criteria for such evaluations. Katz will check the language in the agreement.

Katz announced that there will be a portfolio workshop on Sept. 28 and a Welcome Back party on Sept. 29. Katz stated that negotiation committees will be formed in the near future and new UPI officers will be needed.

10. Senate appointments:

- a. CASLO, Senate representative: D. Cepa volunteered to serve, and her appointment was approved by the Senate.
- b. Academic Master Plan, Senate representative: No volunteers
- c. IBHE Faculty second alternate representative: D. Cortese volunteered to serve.
- d. Graduate Council, Faculty Senate representative(s) for one semester: C. Tymkow volunteered to serve, and her appointment was approved by the Senate.

11. D. Hechenberger made a motion, seconded by D. Cortese, that the Faculty Senate endorse a resolution stating, "The Faculty Senate supports the concept of admitting first-year students." The motion passed.

Meeting adjourned 3:20 p.m.

Respectfully submitted,

Barbara Winicki

Attachments:

May 19, 2011 minutes as approved

Roster (9/15/11)

Policy 16 Graduate Studies revision approved by Senate 9/15/11

Governors State University

Faculty Senate

Minutes May 19, 2011

Senators (Present = X):

X	E. Alozie	X	B. Essex	C. Mejta	
—	A. Andrews	X	S. Gandy	X	R. Muhammad
X	P. Blobaum	X	H. Heino	—	B. Parin
X	M. Bruce	X	W. Henne	X	W. Rudloff
X	M. Carrington	X	R. James	X	A. Shekib
X	D. Cepa	X	T. Kelly	X	C. Tymkow
X	D. Cortese	X	J. Klomes	X	B. Winicki
—		—		—	

Guests: CAS Interim Dean D’Arcy, Russell Carter, Robert Donaldson, Marsha Katz, Tony Labriola

1. Call to Order

Heino called the meeting to order at 1:05 pm, welcomed the visitors and called the roll.

2. Administrative Report

D’Arcy presented an update on the E/F wing renovation. She reported that progress on the renovation currently is stalled, due to complications with the state procurement law. She hopes that the contract for construction will be released for bid in June, and is expecting construction to start during September or October. Teaching in the E wing may continue through July. Science faculty will be moving out of the future construction space before Phase 1 of construction. Heino asked how faculty will be required to move while they are off contract. D’Arcy replied that not all faculty will be immediately accommodated concerning relocation. Senators discussed concerns about students finding faculty, and access to phones, computers and other equipment and infrastructure during relocation. D’Arcy then presented an update on administrative searches. The new CAS dean will starting June 13. He will participate in the

History faculty search, and in PBAC. Interviews for Vice Provost of Enrollment Services will begin Monday, May 23. D'Arcy is chairing the search for head of FDM. The search committee hopes to bring candidates on campus during the first and second weeks of June. A search for the new Dean of the Library will be starting soon. Woodard has conducted two on-campus interviews for the Associate Provost position. D'Arcy reported that the recent search for head of Institutional Research was not successful. She also reported that CAS currently has six faculty openings. Faculty searches in Communications and English have been completed; and searches in Computer Science, Math Teacher Ed. and History are ongoing. Heino added that another search is ongoing for a marketing person.

3. Approval of April Senate meeting minutes

The Senate reviewed the April 2011 minutes. Muhammad made a motion to approve the April minutes as written. Tymkow seconded the motion. The motion was approved by voice vote.

4. Academic Master Plan committee update

D'Arcy reported on progress on the Academic Master Plan. She said that the Academic Master Plan committee hosted "town hall" meetings, and created the Final Draft for Comment (appended to these minutes) based on feedback during the meetings. The draft plan includes many new, primarily undergraduate programs in CAS. Cortese said that he will present the latest version of the plan to the Senate early next academic year. At that time the Senate will have an opportunity to comment on the plan. D'Arcy said that the goal of the Academic Master Plan is to increase enrollment "across the board" at GSU. She said that the Board of Trustees will see the latest draft of the Academic Master Plan during its June meeting. The Provost has proposed using rollover money from colleges to fund new faculty during second or third year of implementation; and the deans are negotiating how they might loan their contingency funds into the pool. Sustaining the new programs, however, depends on enrolling students. Senators then discussed new programs that are in various stages of formation and approval, and that are included in the Academic Master Plan. Programs discussed included the BA in Entrepreneurship, the Family Nurse Practitioner track, the ESL/Bilingual certificate under MA in Reading, the Instructional Design certificate, conversion of the Analytical Chemistry MS degree to Chemistry MS degree, the MAT in Urban Teaching, the MA in Teaching Leadership, and the EdD in Interdisciplinary Leadership.

5. Faculty Development Council

Labriola reported that recent progress has been slow concerning the Faculty Development Council, because the Provost been busy with other issues. He reported that the new co-coordinators of the Center for Teaching, Learning and Scholarship are Russ Carter and Larry Cross. Cross will concentrate specifically on faculty mentorship, and Carter will be in charge of all remaining leadership tasks. Carter said that results from the faculty survey on faculty development will be reported soon. He said that he has been considering potential faculty development activities for the Fall 2011 term. Some activities will be applicable to faculty at

any rank, and other activities will be more narrowly applicable to faculty of specific rank (such as assistant professors). Heino requested a report on the faculty survey results during the September Faculty Senate meeting. He also said that the Faculty Development Council must be part of the PBAC process, so that the Center has a budget. Carter said that the Center for Teaching, Learning and Scholarship initially will be funded through the Provost's office from money coming from grants. Labriola said that the Center also will need office space. The Center will officially "launch" after the next academic year begins, probably in October.

6. Faculty Reports

IBHE Faculty Advisory Committee (IBHE FAC)

Shekib distributed written reports from IBHE FAC meetings in March and April (appended to these minutes).

University Curriculum Committee (UCC)

Muhammad reported that the UCC has been working on course renumbering paperwork. She said that the UCC has approved 12 matrices for course renumbering, and they have looked at twice as many matrices so far. During their review of matrices, they are making sure that the matrices include prerequisites for courses. They have two weeks to finish their approval of matrices, and they are extending their meeting times to complete the work. Course renumbering will be effective in 2012, but will be put into the system before then.

Academic Program Review Committee (APRC)

Gandy reported that APRC has approved the BA in Entrepreneurship, Supply Chain Management; and the MHS MAC in Counseling with specialization in Addiction Studies. APRC has finished the annual reviews, and has marked a few programs "marginal."

Educational Policy Committee (EPC)

Essex reported that EPC will be meeting in D34012 for their final meeting of the semester. EPC currently is working on Policy 16.

Graduate Studies Council

Winicki reported that the Graduate Studies Council has discussed job descriptions for different types of graduate assistants, and produced a draft containing the job descriptions today. She said that some problems have arisen concerning the CO (continuing registration) grading option for capstone graduate courses. She said that due to a "glitch" in the system, some courses do not have a CO grading option. Winicki said that the next meeting of the Graduate Studies Council will be in August.

Executive Committee

Memo to Provost in response to his memo January 21, 2011- Heino reported that the Executive Committee edited Faculty Senate statement in response to the Provost's January 21 memo, and

distributed the latest draft of the statement (appended to these minutes). Senators discussed the statement. Amendments were proposed to change “condemned” to “unacceptable,” and to insert “meeting” in second to last line after “Senate.” Klomes made a motion to approve the statement as amended. Winicki seconded the motion. The motion passed by voice vote.

7. Bargaining Unit

Katz reported that the union is still in negotiation on parking fees, and is still working on minima. They are considering counter-counter proposal from GSU on minima. The union is also developing contractual language for new faculty in (new) Unit C, who will be clinical doctoral faculty. These new faculty will not be tenure track faculty, but they also will not be lecturers. They will be called clinical professors. A senator said that this new faculty classification was discussed in Graduate Studies Council two years ago. At the time, the committee members did not think that the new classification would be a good idea. Katz said that these new faculty will be part of the bargaining unit. They will not teach, but will supervise people in the field. Katz also reported that progress by the CUE guidelines committee is slowing down. Two faculty then discussed problems that they have had with sabbaticals.

8. New Business

Policy Adherence Committee- Katz reported the *ad hoc* Policy Adherence Committee has met once. The committee did not interview people in person, but communicated with them *via* email. One person said that the grade of one of his students was changed without his consent, and suggested that a policy be developed and implemented that would impose a sanction when grading policy is violated by administrators. He also suggested that faculty be informed in writing when any grades are changed by administrators. A senator suggested that such a policy could be an educational policy. Katz said that an unauthorized signature related to the grade change was reported to the state ethics commission. Another person had been charged with sexual harassment (charges later were dropped). The committee determined that GSU is correct in protecting the identity of the person who made the complaint of sexual harassment. GSU is in compliance with federal law. The third case that the committee considered was a hiring policy complaint. GSU has admitted its failure to adhere to hiring policy in this case. Heino said that the Faculty Senate will consider several options concerning communicating the results of the committee’s deliberations.

Faculty Senate Election Results- Essex, Washington and Tymkow were elected as senators from CHHS. Xu was elected to APRC from CAS, Gandy from CE, and Carrington and Luo to at large positions. Miller was elected to UCC from CE, Parin from CAS, and Marion to the at large position. In the election for the Finance and Budget Committee, Ji and Fu-Giles tied. The Provost and the Senate will continue working on IRB membership. IRB includes one provost appointment, and currently has no term limits for members.

Heino reported that the next full Faculty Senate meeting will be September 15. The Executive Committee will meet August 18. Election of new Senate officers will be during its September meeting.

9. Adjournment

The meeting adjourned at 2:45.

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corrected 091311

Governors State University

Academic Year 2011-12

Faculty Senate

AT LARGE

1. R. James (2010-12)
2. M. Marion (2010-12)
3. D. Hechenberger (2011-13)
4. E. Alozie (2011-13)
5. R. Muhammad (2011-13)

CHHS

1. D. Cepa (2010-12)
2. R. Washington (2010-12)
3. E. Essex (2011-13)
4. C. Tymkow (2011-13)

CBPA

1. A. Shekib (2010-12)
2. M. Bruce (2010-12)
3. F. Tian (2011-13)

COE

1. B. Winicki (2011-13)
2. T. Kelly (2010-12)
3. S. Gandy (2010-12)
4. J. Klomes (2011-13)

CAS

U. Library/DLMD

- | | | | |
|---------------|-----------|---------------|-----------|
| 1. W. Henne | (2010-12) | 1. P. Blobaum | (2010-12) |
| 2. W. Rudloff | (2010-12) | | |
| 3. V. Jones | (2011-13) | | |
| 4. D. Cortese | (2011-13) | | |
| 5. E. Johnson | (2011-13) | | |

Academic Program Review Committee (APRC)

- | | | |
|-------------------|-----------|------|
| 1. F. Shaaban | (2010-12) | CBPA |
| 2. D. Xu | (2011-13) | CAS |
| 3. S. Gandy | (2011-13) | CE |
| 4. K. Boland-Prom | (2010-12) | CHHS |

- | | | |
|------------------|-----------|----------|
| 5. M. Nguessan | (2010-12) | UL/DLMD |
| 6. M. Carrington | (2011-13) | AT LARGE |
| 7. C. Luo | (2011-13) | AT LARGE |

University Curriculum Committee (UCC)

- | | | |
|----------------|-----------|----------|
| 1. J. Simon | (2010-12) | CBPA |
| 2. B. Parin | (2011-13) | CAS |
| 3. N. Miller | (2011-13) | CE |
| 4. R. O'Shea | (2010-12) | CHHS |
| 5. | (2011-13) | UL/DLMD |
| 6. M. Marion | (2011-13) | AT LARGE |
| 7. M. Ellexson | (2010-12) | AT LARGE |

Educational Policies Committee (EPC)

- | | | |
|---------------|-----------|----------|
| 1. F. Shaaban | (2010-12) | CBPA |
| 2. A. Tamulis | (2010-12) | CAS |
| 3. B. Winicki | (2011-13) | CE |
| 4. E. Essex | (2011-13) | CHHS |
| 5. | (2011-13) | UL/DLMD |
| 6. P. Robey | (2011-13) | AT LARGE |
| 7. C. Tymkow | (2010-12) | AT LARGE |

Faculty Contract (UPI) Committees (see UPI contract for descriptions)

University Personnel Committee (tenured Unit A faculty only)

1. A. Andrews	(2010-13)	CBPA
2. M. Bruce	(2009-12)	CBPA
3. W. Rudloff	(2010-13)	CAS
4. K. D'Arcy	(2011-14)	CAS
5. E. Ruiz	(2009-12)	CE
6. G. Kosmoski	(2010-13)	CE
7. D. Diers	(2011-14)	CHHS
8. M. Ellexson	(2010-13)	CHHS
9.	(2011-14)	DLMD
10. P. Blobaum	(2010-13)	UL
11. J. Simon	(2010-13)	AT LARGE
12. S. Estep	(2011-14)	AT LARGE

Academic Program Elimination Review Committee

(tenured Unit A faculty only)

1.	(2011-2014)	CBPA
2. B. Wilson	(2010-2013)	CAS
3.	(2011-2014)	CE
4.	(2010-2013)	CHHS
5.	(2011-2014)	UL/DLMD

- | | | |
|--------------|-------------|----------|
| 6. E. Alozie | (2011-2014) | AT LARGE |
| 7. J. Simon | (2010-2013) | AT LARGE |

University Wide Committees

Policy Monitoring Committee (this is a Board of Trustees Bylaws committee, meets to review violations of BOT policies)

- | | | |
|---------------|-----------|----------|
| 1. M. Marion | (2011-13) | AT LARGE |
| 2. D. Golland | (2010-12) | AT LARGE |
| 3. P. Martin | (2011-13) | AT LARGE |
| 4. T. Pantuso | (2010-12) | AT LARGE |

Institutional Review Board of Human Subjects Research

- | | |
|------------------------|----------------------------------|
| 1. P. Guimond—CAS | (Faculty Senate Appointment) |
| 2. M. Bruce—CBPA | (Faculty Senate Appointment) |
| 3. M. Kasik—COE | (Faculty Senate Appointment) |
| 4. Renee Theiss—CHHS | (Faculty Senate Appointment) |
| 5. P. Blobaum— UL/DLMD | (Faculty Senate Appointment) |
| 6. D. Schuit- CHHS | (Provost Appointment) (co-chair) |
| 7. S. Gaffney – CBPA | (Provost Appointment) |
| 8. C. Jacobson - CAS | (Provost Appointment) |
| 9. D. Rhea - CAS | (Provost Appointment) (co-chair) |

10. MD. Community rep.? (Provost Appointment)

COMMITTEE REPRESENTATIVES

ILLINOIS BOARD OF HIGHER EDUCATION (IBHE FAC)

1. A. Shekib (2009-13) Representative
2. P. Fu-Giles (2009-13) Alternate
3. (2009-13) 2nd Alternate

Faculty Representatives to the Board of Trustees committees: [opportunity to attend Board of Trustees committee meetings (usually quarterly on a Friday morning prior to a full board meeting) and receive committee packets and information]

ACADEMIC AFFAIRS COMMITTEE (BOT)

1. D. Cortese (2010-12)
2. V. Jones (2011-13)

FINANCE AND BUDGET COMMITTEE (BOT)

1. B. McKenna (2010-12)
2. S. Ji (2011-13)

FACILITIES

1. E. Johnson (2010-12)
2. (2011-13)

PERSONNEL (BOT)

1. C. Mejta (2010-12)
2. M. Marion (2011-13)

WORKING DRAFT 3-3-11

THIS DRAFT PULLS TOGETHER VERSIONS 16A-F with edits from Graduate Council 3-3-11

EPC mark-up 4-14-11

EPC mark-up 4-28-11

EPC mark-up 5-12-11

EPC mark-up 5-23-11

Essex re-outlining 7-31-11

EPC final markup 8-25-11

Policy 16

Governors State University

GRADUATE STUDIES POLICY

I. OVERVIEW

The following policy shall be in effect for graduate studies throughout the University.

Graduate level courses, certificates, master's degree programs, specialist degree programs, and doctoral degree programs shall be offered through the various colleges of the University, as approved by the faculty, administration, and governing boards.

Policies and procedures for graduate study shall be reviewed and recommended by the appropriate Faculty Senate committees in conjunction with the Graduate Council.

II. PURPOSE AND OUTCOMES OF GRADUATE EDUCATION AT GSU

Graduate education is the pursuit of knowledge and skills at an advanced level. Graduate education is distinct and different from undergraduate education both in kind and in degree. It demands of students a greater intellectual maturity and autonomy, a sense of deeper responsibility for their own learning, more intense study, and the mastery of different and more complex skills. A graduate degree is a distinction to be earned. Award of the degree symbolizes both the student's accomplishment and the university's endorsement.

The differences between Master, Specialist, and Doctorate graduate degrees reside in the breadth and depth of the knowledge in the coursework and the requirements of their respective capstone experiences. The following policy sets minima, leaving graduate programs to differentiate knowledge and capstone experiences for the different levels of graduate degrees.

All students receiving a Graduate Degree must have demonstrated the following outcomes:

- A. an in-depth knowledge of significant theories, issues and findings, and mastery of appropriate skills, within their discipline;
- B. the ability to apply such knowledge and skills;
- C. the ability to read, interpret and evaluate research literature and to relate results to selected areas of interest;
- D. the ability to analyze problems and to critique attempted solutions, especially within their own discipline;
- E. the ability to integrate knowledge from a variety of disciplines;
- F. the ability to design and implement a research, scholarly, or creative project;
- G. the ability to communicate scholarly thought to professional colleagues through writing and discussion.

In addition, students must demonstrate outcomes specific to the programs in which they are enrolled.

III. GRADUATE FACULTY QUALIFICATIONS AND FUNCTIONS

A. Qualifications for Teaching Graduate Courses

Faculty involved in graduate education must:

1. possess an earned doctorate or terminal degree equivalency in a field relevant to the subject matter of the courses to be taught. Exceptions are described in clause 4 below.
2. have teaching experience at the graduate level. Those who do not have previous teaching experience at the graduate level should be mentored by the appropriate division/department chairperson or by his or her designee; and
3. demonstrate research/creative/professional accomplishments as guided by the Division/Department Criteria (DC).
4. In unusual cases individuals who have demonstrated exceptional scholarly or creative activity or professional experience, but who do not possess the required academic credentials, may teach graduate courses upon the recommendation of division/department faculty and concurrence of the chair and dean. In no case may an exception conflict with the program's accreditation requirements.

B. Functions

1. Individuals meeting the above qualifications will be authorized to perform the following or similar functions:
 - a. teach 6000, 7000, 8000, or 9000 level courses;
 - b. serve as advisor for Master's, Specialist's, or Doctoral degree-seeking students;
 - c. serve as member of Master's, Specialist's, or Doctorate degree capstone experience committee, barring any conflict of interest.
2. The full-time qualified faculty:
 - a. define, articulate, and disseminate, in collaboration with their colleagues and relevant professional groups, the goals, requirements, the content, and the pace of graduate education, including:
 - i. Admissions standards, core curriculum, assessment of students, and electives, if applicable;

- ii. The specific programmatic requirements for candidacy usually defined as where the coursework ends and the capstone experience begins;
 - iii. Requirements for the completion of the graduate capstone experience; and
 - iv. Completion and graduation requirements.
 - b. communicate criteria for academic and degree requirements;
 - c. require that students meet established criteria and standards of the program and counsel out or recommend for dismissal those who cannot or will not do so.
3. Only tenured/tenure-track faculty may:
- a. serve as major professor/chair of a Master's, Specialist's, or Doctoral capstone experience committee;
 - b. initiate or modify existing graduate courses or curricula.

IV. DETERMINATION OF GRADUATE LEVEL COURSES

There shall be at least three distinct levels of instruction for which graduate credit shall be given. These levels should help to define the scope and sequence of program content.

- A. Mixed level courses (currently those numbered 5000-5999) are open to both undergraduate and graduate students who meet the prerequisites for the course. Work in these courses must be differentiated to reflect the different expectations for undergraduate and graduate students.
- B. Graduate level foundation courses (currently numbered 6000-6999) are open to undergraduate students who meet the course prerequisites and obtain appropriate faculty and administrative permission. All work and competencies are at the graduate level.
- C. Graduate courses at the intermediate and advanced levels (currently numbered 7000-9999) are not open to undergraduate students. Graduate level courses currently numbered 9000-9999 are reserved for post-master's level work.

V. DETERMINATION OF GRADUATE STUDENT STATUS

The University shall establish four categories of graduate students as follows:

- A. Graduate Degree-Seeking Student

Graduate degree-seeking students are those who meet the established admission requirements of the University, college, and specific program for which the Doctorate, Specialist, or Master's Degree is sought and who have been officially admitted to that program. Admission to a graduate major does not carry with it, nor guarantee, admission to degree candidacy in the major.

B. Graduate Degree Candidate

Doctoral, Specialist, and Master's degree candidates are those who have completed an approved Graduate Study Plan, have completed the specified program pre-candidacy requirements, and have applied for and been admitted to candidacy by their program faculty. Pre-candidacy evaluation reflects the faculty's judgment of the student's ability to complete the degree program.

C. Post-Baccalaureate Certificate Seeking Student

Post-Baccalaureate certificate seeking students are those who meet the established admission requirements of the University, college, and specific certificate granting program and who have been officially admitted to that program. Admission to a certificate program does not carry with it, nor guarantee, certification or admission to degree program. Credits earned in a post-baccalaureate certificate may be applicable to the degree or additional certificate.

D. Graduate Non-Degree Seeking Student

1. Graduate non-degree seeking students are defined as those with a bachelor's or higher degree who do not intend to earn a degree from Governors State. Non-degree seeking students who subsequently decide to pursue a degree, may, upon approval by the appropriate academic dean, apply no more than six (6) credit hours taken as non-degree seeking toward the requirements of any graduate degree program. Such application will be subject to the degree requirements in effect at the time of admission to the specific major or certificate program.
2. Graduate non-degree seeking students cannot take graduate level courses designated by the program faculty as reserved for graduate degree candidates, majors, or certificate programs only.

VI. REQUIREMENTS FOR A GRADUATE DEGREE

A. Candidacy

1. All programs must establish written requirements for degree candidacy. Minimum program degree candidacy requirements must include: admission to the program through which the student intends to earn a degree; a completed and approved Graduate Study Plan; successful completion of designated pre-candidacy coursework, and an application and admission to candidacy process.
2. Admission to candidacy is a pre-requisite to enrollment in the capstone experience designated for the program. Candidacy must be attained at least one term prior to the term during which the degree is to be awarded.

B. Examinations

An oral, written, or combination examination meant to test a student's proficiency in some special field of knowledge may be used to determine a student's eligibility to enter a program, continue in the program, become a degree candidate, and/or graduate.

C. Graduate Capstone Experience

1. Definition of Capstone: Capstones provide intensive experiences in critical analysis, research, and/or evaluation and provide an opportunity for integration of previous courses in the major. Graduate capstone experiences require graduate degree candidates to examine complex issues in substantial pieces of writing or other products as well as demonstrate synthesis of program content and mastery of program learning outcomes. Program faculty must designate at least one course in the program as a capstone course. Successful completion of this course is required for graduation.
2. Prerequisites of Capstones: Capstone experiences follow completion of other parts of the core curriculum and are, therefore, restricted to degree candidates. Registration for any graduate capstone experience requires degree candidacy as a prerequisite.
3. Faculty Committee for Capstones: Student work in a capstone must be evaluated and accepted by a committee of at least three qualified members and chaired by a Governors State University tenured or tenure-track graduate faculty member. No faculty member may serve as a member or advisor for a Master's, Specialist, or Professional Doctorate capstone if there is a potential or perceived conflict of interest, such as being former classmates.

4. Capstone Alternatives: Capstone alternatives are described below. Each program shall provide students a copy of detailed procedures and specify appropriate manuals of style for the capstone alternatives required in the program. Regardless of the alternative chosen, the evaluating committee must always be chaired by a tenured or tenure-track graduate faculty member.

These alternatives may vary from one program to another; however, each program shall determine and require one or more of the following:

- a. *Major Research Course:* A major research/project course is an individually registered course in which the candidate must present evidence of (a) a thorough review and understanding of the literature germane to the subject, (b) the ability to do independent research, and (c) the preparation of a manuscript which conforms to generally recognized standards of scientific and scholarly writing in the discipline. Common examples are a thesis or a dissertation.
- b. *Portfolio Course:* As a discipline standard for evaluating student mastery of graduate work in the creative arts, students in this kind of capstone develop a large portfolio of projects or pieces. For the degree, either a single piece is selected for evaluation or the entire portfolio of work is reviewed.
- c. *Project Course:* This type of capstone may feature individual or small-group projects developed to demonstrate the student's mastery of given domain. Examples of this alternative include but are not limited to directed readings, master's projects, graduate culminating seminars, software or educational program design and evaluation, case studies, simulations, or action research projects.
- d. *Fieldwork or Internship Course:* In an internship-style capstone course, the student participates in an internship, or works in the field, supervised by a Governors State University tenured or tenure-track graduate faculty member or appropriately credentialed member, as well as field supervisor.
- e. *Comprehensive Examination:* A comprehensive examination may be used in combination with one or more of the above alternatives. However, examinations alone may not be used as the total graduate (capstone) requirement.

D. Credit Hours

1. Students seeking the Master's Degree shall complete at least thirty-two (32) credit hours beyond the baccalaureate degree. Those seeking the Specialist Degree shall complete at least sixty (60) post-baccalaureate hours. Those

seeking the Doctoral Degree shall complete at least seventy-five (75) post-baccalaureate hours. Any graduate program must include a Graduate Capstone Experience of at least three (3) credit hours.

2. A minimum of sixty-seven (67) percent of the graduate program coursework must be in graduate-only courses, numbered 6000 – 9999.
3. A maximum of fifty (50) percent of the credit hours, counted toward graduate degree requirements, may be earned from the same faculty member, unless there is an approved exception by the dean for a degree program.
4. A maximum of twenty-five (25) percent of credit hours may be earned in elective independent study or elective internship, unless there is an approved exception by the dean.

E. **Transfer Credits** (See Policy 30)

F. **Grades**

1. All graduate students shall maintain grades in accordance with the established University grading policy (Policy 26); however, in no case shall a grade of "D" or "F" be acceptable toward meeting degree requirements.
2. All graduate students must be in Academic Good Standing in accordance with University's academic standing policy (Policy 14G) to be admitted to or to remain in the Graduate Degree Candidate status.
3. To graduate, all grades of incomplete (I or E) or continuing registration (CO) must be removed by the graduation processing date.

G. **Time Limits**

All requirements for the degree must be completed in a maximum of eight (8) academic calendar years, the equivalent to sixteen (16) consecutive semesters (excluding summer terms) of a student's acceptance into the program

Graduate degree programs may allow students to use the CO (Continued Registration) status to extend the time to complete their Capstone experience. (See Policy 26)

If there are extenuating circumstances, the student may petition the dean of the College to request an exception to these time limits. The dean of the college will consult with program faculty and chair prior to decision.