



GRADUATE COUNCIL

Minutes of Meeting Held May 5, 2014

Present: Dean Zhu, Professors Wang, Reed, Boboc, Monaghan, Sridhar, Sotiropoulos, Rutar, Bubenik, Reinthal, Kosteas, Thornton

Absent/Excused: Professors Gatica, Plecnik, Chang, Regoeczi, Resnick, Zingale, Schultheiss

Guests: Professor Alan Weinstein (Law)

Dean Zhu called the meeting to order at 2:05 p.m.

1. Approve Agenda

- ❖ Dr. Zhu pointed out that a Revised Agenda was formulated a very short time before the meeting. Papers copies were available for Council members.
- ❖ The Ph.D. in Engineering proposal was removed from the Agenda after consultation with the Provost.
- ❖ **The Revised Agenda was approved unanimously.**

2. Approve minutes from April 17, 2014 meeting

- ❖ Dr. Sotiropoulos was listed as absent but she mentioned she was present at the meeting; the minutes will be revised
- ❖ **The minutes were approved unanimously, with the one revision to those present.**

3. New Business

- ❖ Chemical & Biomedical Engineering course changes
 - i. The department is proposing the Selected Topics BME 694 be changed *from* a variable 1-3 credits *to* a variable 1-4 credits.
 - ii. This course is sometimes cross listed with BME 794, depending on the topic.
 - iii. The change in credits will facilitate cross listings with other disciplines, as well.
 - iv. **The credit revision to BME 694 was approved unanimously.**
- ❖ Electrical Engineering revisions
 - i. The department is proposing the Special Topics EEC 592 be changed *from* 4 credits *to* a variable 3-4 credits.
 - This will allow cross listing with EEC 492, which was changed to 3 credits in the 4-3 course conversion process.

- ii. Admissions criteria revisions for the M.S. in Electrical Engineering
 - The department is proposing earlier deadlines to the application process of March 15 (Fall) and September 15 (Spring).
 - An additional revision is proposed regarding the score on the GRE Quantitative Reasoning section—returning to a previous requirement of the 60th percentile rather than a raw score, keeping other requirements unchanged.
 - **The two proposals from the Electrical Engineering department were approved unanimously.**
- iii. Doctor of Engineering
 - The program is proposing changes to ESC 704 Stochastic Processes; 1) going *from* 4 credits *to* 3 credits, and 2) making course content material more advanced, as a doctoral course
 - **The proposal was approved unanimously.**
- ❖ College of Law
 - i. New course-Legal Research & Writing
 - Required for the Master of Legal Studies (MLS) student in the first semester; International LL.M. students also permitted to take
 - The course is replacing the previous requirement, first semester Legal Research & Writing course for J.D. students; this course will have a focus on the research and writing needs for the MLS students
 - ii. Revised course—LAW 892 Introduction to American Law
 - Required for both MLS and international LL.M. students in the first semester
 - The course was delivered in a very intensive manner and students needed more one-on-one interaction
 - Revisions include: 1) increasing credits from two to three, 2) offering the course throughout the semester rather than the previous short period of time, and 3) adding 4 practice exams throughout the course with more individualized feedback
 - Following discussion, Council suggested:
 - a. Including a statement on the LAW 892 syllabus that reflects the student's out of class work to allow for the proper amount of contact hours
 - b. Adding clarification of the replacement course
 - c. Showing the change in total credits hours; i.e. one hour added to required course totals, one less elective credit
 - **The proposal was approved, unanimously with the submission of the discussed revisions.**

- ❖ College of Liberal Arts & Social Sciences (CLASS) graduate faculty criteria—revised guidelines submitted
 - i. Discussion included:
 - Quality of research versus quantity is not being considered in all guidelines, even though there is the practical challenge of how to accurately measure the quality
 - Guideline Levels are not up to the standards of the tenure process
 - A question was raised whether the Provost was going to be requesting lists of ‘approved’ journals for publications from each College. Dr. Zhu explained that this was in response to some issues with the Promotion and Tenure process, but was not a mandate. Colleges can generate a list for their departments, if they wish.
 - ii. Dr. Zhu reminded all that a statement was made during the initial revisions to review the guidelines and Levels every five years.
 - iii. Dr. Monaghan brought certain issues from her college (Education)
 - The College of Education faculty would like consideration of the By-Laws statement, “... only Level I or Level II graduate faculty may serve as a Graduate Program Director” (8.4.3 Powers). Education faculty feel many are qualified to be Program Directors but don’t hold graduate faculty status because they are clinical faculty, not research.
 - An additional issue is the statement of Level III faculty teaching 500-level courses, not higher.
 - It was explained that for the 500-level issue, a special request can be made of the Graduate College for an exception for the course or for an individual faculty member.
 - For the Program Directors’ issue, there is a qualifying statement that says, “Under normal circumstances.....” that can allow for someone not holding Level I or Level II graduate faculty status to coordinate a program. This can provide for extenuating situations in some departments.
 - iv. **A motion was made to approve the CLASS graduate faculty guidelines. The motion passed with one abstention.**

4. Graduate Council Representation & Standing Committees – Available reports

- a. Faculty Senate – No graduate issues
- b. University Admissions & Standards
 - The graduate CIS revisions proposal was approved
- c. College of Graduate Studies’ Admissions & Standards – No report
- d. University Curriculum Committee – No report
- e. Graduate Faculty Review Committee – No report
- f. Petitions Committee
 - Twenty one petitions were acted upon in April.

- Another meeting is schedule for this week to review additional petitions.
- g. Grade Dispute Committee – No report
- h. Program Review Committee
 - Electrical & Computer Engineering/Urban Studies
 - The external reviewers will be sending their reports following which the committees will write the recommendations and submit to the Provost
- i. University Research Council
 - Award recipients were chosen for the Doctoral Dissertation Research Awards (DRA) and the Faculty Research Development Awards (FRD)

5. Discussion items

- ❖ Future discussion issues will include the double counted courses (maximum of 12) for 4+1 students and the ‘banking’ of credits (maximum of 9) for undergraduate students
- ❖ Dr. Kosteas raised an issue concerning the Law School web site
- ❖ Dr. Zhu acknowledged the Council members not returning the next academic year and thanked them for their service.

6. Next Meeting: The next meeting will be TBD; contact for scheduling will be in August 2014.

7. Adjournment: The meeting adjourned at 4:20 p.m.