

Chicago State University - The University Graduate Council [UGC]

Meeting # 2: Fall 2013 September 17, 2013 ADM 301 12:30-2:30 p. m.

DRAFT MEETING MINUTES

Council Members in Attendance: W. Al Ghoul, M. Ayyash, D. Block, T. Britt , P. Carney, J. Chen, J. Crossley, Dr. Fazal, M. Fernandez, K. Freeman, A. Gahungu, M. Harrison, A. Kuzdale, B. Leys, V. Smith-Murphy, G. Porter, B. Pruitt-Annistette, J. Reyes, M. Salahuddin, Dr. Seo, Dr. Seyfried, C. Valenciano, E. Wittbrodt , C. Wolf

Guests: N. Ford

Call to Order: The meeting was called to order at 12:36 p. m. A quorum was present.

1.1 Introductions

- All participants introduced themselves and all were acknowledged.

1.2 UGC Meeting Schedule -

- Officially 3rd Tuesday of each month, 12:30 – 2 p. m. Fall meeting locations:
- October 15, Library 443 (Dean's conference room)
- November 19, Library 443 (Dean's conference room)
- December 17, Library 443 (Dean's conference room) **NOTE: This anticipated date will be reviewed in October and November see if and when the UGC will meet. This date is 3 days prior to the end of the semester.**

1.3 Approval of Minutes for the August 16, 2013 meeting

- The minutes for the August 16, 2013 meeting were approved with the following correction: an 's' was identified as being needed to be added to the word 'section' on part d. for the OT 5243 course offering change.
 - 0 opposed; 3 abstentions
 - Minutes were approved.

1.4 UGC Meeting schedule Fall 2013 – 4th Thursday of each month except for December

1.5 Communications of UGC business

1.5.1 UGC Google Site: Graduate Assistant Cornwell will be archiving prior year's info.

1.5.2 Communications, meeting schedules, agendas and minutes will be kept on the UGC Google site. Meeting schedules, agendas and minutes will also be posted on a CSU web page for public access.

1.4 UGC Representative for distance education committee – Dr. Carney will represent UGC on the Distance Education Committee.

Graduate Student Dates and Deadlines – (N. Ford) – Admissions - has requested that all necessary documentation including exit, comp exams, thesis, and dissertations be submitted one week before finals each semester identifying whether the student has passed or failed.

2.0 Council Matters

2.1 Curricular Matters

Motion #1, MPH program admission requirements form was presented with proposed changes. One of the changes was the language used for students who enter the program from outside of CSU. The words selected are 'internationally equivalency or regionally accredited' for admissions into the program for this purpose. Also, increasing field service to 180 hours for thesis students and increasing the requirements for students without background in Public Health were also proposed. These changes would be all effective starting for the spring of 2014. Dr. Block made the motion and it was seconded. The motion was passed with no opposition or abstentions.

2.2 Additions, Deletions, and changes to course offerings - No submissions

3.0 UGC subcommittees – UGC subcommittees, both standing and ad hoc were discussed. An ad hoc subcommittee to address the electronic thesis/dissertation submission process will be formed. Drs Alghoul, Gahungu, Kuzdale, Ayyash, Salahudin, Wolf and Chen and Ms. Ford and Porter volunteered to serve on the committee. An ad hoc committee on the automated curriculum approval process (see below) and standing graduate catalog and bylaws committees will be formed. An email will be sent requesting volunteers for these three subcommittees.

4.0 Automated Curriculum Approval Process – Pilot Project – Dr. Carney described the Ellucien/Banner Workflow software module that was recently installed at CSU. This addition to Banner can be used to develop an automated curriculum approval process, similar to CSUBuy. Dr. Valenciano spearheaded the process last year and IT is interested in working with UGC to pilot the process to serve as a model for other CSU processes.

5.0 Informational Items

- There was discussion on new deadline date set by the office of admissions for the receipt of all materials needed for graduation audit for graduate students. Faculty indicated that some programs have portfolio and assessment requirements that cannot be addressed until all coursework has been completed, which occurs after the deadline date. Mr. Harrison and Dr. Ford indicated that admissions would work with programs to address these needs.

6.0. Announcements

- Next meeting date: October 15, 2013 at 12:30 p. m. in the new Academic Library.

Adjournment

The meeting adjourned at 2:15 p. m.