COE Graduate Council Meeting Agenda
September 6, 2012
ED 201, 2:30-4:00

1. Overview of the Agenda

2. Curriculum Changes:

3. Student Petitions:

4. Progress of the Tasks:
   - Adoption of Summer work
   - Residency policy statement – Dr. Gahungu
   - Graduate Program Template – Dr. Ayyash
   - Brochure – Dr. Valenciano
   - Creation of Subcommittees
     o COE Grad Council Bylaws
     o Thesis Review Committee
     o Graduate Director job description and rationale
     o Policy Review and Communications Committee

5. Check over advisor’s contact list

6. Secretarial Responsibilities:
   Sept.
   October
   November
   December
   January
   March
   April
   May
   June

7. Adjourn
Chicago State University
Current Policy Resident Study

To fulfill the requirement of resident study, degree students are required to take courses offered by regular CSU graduate faculty for two terms, and at least nine semester hours must be earned for courses completed during the two terms.

Proposed
Residency Requirements

Chicago State University’s graduate residency policy is implicit in the limitation upon transfer credit, the time limit on the degree and the full-time graduate student load requirement. In addition, master’s degree students are required to take courses offered by regular CSU graduate faculty for two terms, and at least nine semester hours must be earned for courses completed during the two terms.

The intent of residency requirement at the doctoral level is to ensure that doctoral students contribute to and benefit from the complete spectrum of educational, professional, and enrichment opportunities provided at Chicago State University. During a doctoral student’s residency, every effort should be made to interact with faculty and peers by regularly attending courses, conferences, or seminars, and by using the library and laboratory facilities provided for graduate education.

a. Formal adoption Residency Requirement Policy
   i. For financial instate and out of state tuition
   ii. For Degree completion
      1. All programs 30 hours minimum
      2. Completion within 6 years
      3. Minimum 24 hours or 2/3rds of coursework from CSU
      4. Maintaining continuous registration
      5. Readmission consideration
   iii. For online vs on campus courses- Academic culture considerations
b. Graduate Admissions Checklist and Forms
   i. I think I’m interested in a CSU Program
      1. List of program possibilities and contacts (is it correct?)
      2. First Contact- Grad Studies vs. Advisors
      3. Need for contact with Certification Counselors
      4.
      5. Other?
   ii. I have selected a COE Graduate Program
      1. Making application and working through the admissions process
         a. University admissions
            i. Application
            ii. Documentation
         b. College of Education Admissions
            i. Narrative
            ii. Checklist
      2. Progressing through the program
         a. Course requirements
         b. Assessment requirements
         c. Resources
         d. Forms
      3. Meeting requirements for graduation
         a. GAPF Forms (Completion of Coursework)
         b. LiveText (Completion of Key Assessments)
         c. Thesis/Project
         d. Meeting Certification Requirements
      4. Other
   c. Guidelines for Thesis and Capstone Requirement
      i. Introductory Letter
      ii. Purpose
      iii. Outline (Components)
      iv. Process (Steps to take)
         1. Take courses in proper sequence
         2. Selection of a thesis supervisor
         3. Thesis topic proposal and approval Form
         4. Conduction research
            a. IRB
            b. Drafts
            c.
         5. Defense and evaluation
         6. Submission requirements
      v. Time
      vi. Course
vii.

viii.

8. Next meeting