Meeting Minutes for the October 4, 2012
COE Graduate Council Meeting
Note: Meeting Minutes and Agenda are combined
Meeting Location and time: ED 200, 2:30pm-4:00pm
Attendees: C. Valenciano (Chair), M. Ayyash (Recorder), A. Gahungu, F. Luseno, K. Freeman, O. Laosebikan, B. Leys, G. Maclendon, L. Olani, C. Wolfe, T. Harrington (Guest), G. Gomez (Guest), P. Steinhous (Guest), and D. Liddicoatt (Guest)

1. Due to the fact that B. Seo is absent, V. Valenciano asked M. Ayyash to serve as the recorder for this meeting.

2. Overview of the Agenda: Review of the Minutes: Sept 2012 minutes were approved with corrections. K. Freeman will make the required changes.

3. CURRICULAR MATTERS
   2.3 Post-Baccalaureate Certificates
      Early Childhood-Primary (Type 04) Teacher Licensure Certificate
      Middle Level Teacher Licensure Certificate
      Elementary Teacher Licensure Certificate
      Physical Education Teacher Licensure Certificate
      Bilingual Education Teacher Licensure Certificate

      T. Harrington provided an overview on why certificates are needed and he indicated that the State mandates that post-Bach certificates must be with the 12-18 credit hour range. Certificates are needed in order for programs to count students as completers. M. Ayyash moved to approve the five certificates as presented. Seconded by F. Luseno. All are in favor. Petition is approved.

   2.4 Student Petitions:
      - Extension of Time to Complete Degree Program
      - Accept courses older than 6 years: LIB 405 & LIB 452 from fall 2009; and CM 400 & LIB 428 from spring 2007
         Student: Ms. Ingrid N. Fowler-Gunn 90000429402
         Program: Non-school MLS Degree
         Advisor: Dr. Gabriel Gomez
      
      Gahungu moved to approve with corrections suggested by him. Gahungu pointed out the student needs to apply for an extension beyond the 6-year limit. B. Leys seconded. All are in favor. Petition is approved.

      - Extension of Time to Complete Degree Program
      - Accept courses older than 6 years: Transfer course LEAD 429 NEIU 2006
         Student: Ms. Tracey Lana Cromwell-Jones 900029721
         Program: MA Educational Leadership
         Advisor: Mr. Reggie Bardwell

      Gahungu presented this petition. F. Luseno moved to approve the petition, B. Leys seconded. All are in favor. Petition is approved.

      - Extension of Time to Complete Degree Program
      - Accept courses older than 6 years: S ED 476 spring 2006 & S ED 487 fall 2006
         Student: Wygilia A. Alford
         Program: MS Special Education
         Advisor: Mr. Reggie Bardwell
F. Luseno presented this petition. M. Ayyash moved to approve the petition, L. Olani seconded, all are in favor. Petition is approved.

- Extension of Time to Complete Degree Program
- Accept courses older than 6 years: LIB 428 from spring 2005, CM 400 from spring 2006, LIB 405 from fall 2006, LIB 419 & CM 461 from Spring 2007

  **Student:** Patricia Hill 900002162  
  **Program:** MSLS  
  **Advisor:** Dr. Gabriel Gomez

G. Gomez presented this petition. Council requested more information from Gomez on LIB428. C. Wolfe moved to approve the petition, L. Olani Seconded, all are in favor. Petition is approved.

4. Progress of the Tasks:
   - Bylaws – Dr. Valenciano presented her draft of the bylaws of the Graduate Council. She requested feedback from council members. Voting on these bylaws will be conducted during the coming meeting of the council.
   - Residency policy statement –Dr. Gahungu -- **Tabled**

- Subcommittees
  - COE Grad Council Bylaws – Valenciano- acceptance of new membership -- **Tabled**
  - Thesis Review Committee – Reed and Laosebikan -- **Tabled**
  - Graduate Director job description and rationale – Leys – **Tabled**
  - Policy Review and Communications Committee - -- **Tabled**

5. Check over advisor’s contact list and flow of communication: **Informational**

6. Secretarial Responsibilities: September Freeman, October Seo (**Moved to March 2013**), November Leys, December Reed, February Laosebikan, March Ayyash (**changed to October 2012**),

7. Adjourn – Oct 4, 2012 (4:00pm)
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