

# **COUNCIL ON GRADUATE STUDIES**

## **Meeting Agenda**

**2:00 p.m. 3108 Blair Hall**

**October 7, 2025**

### **1. Minutes**

- a. Approval of September 9, 2025, meeting minutes

### **2. Communication**

- a. **EA-26-CLAS-01** HIS/WGS 4845 Women & Gender in Modern Europe Title Change Request
- b. **EA-26-CLAS-02** Renumber JOU 5001 Examination of Journalistic Media to JOU 5010

### **3. Items to be Added to the Agenda**

- a. **26-02** Council on Graduate Studies Proposed By-Law Revision

### **4. Items to be Acted Upon**

- a. None

### **5. Items Pending**

- a. None

### **6. Other**

- a. Updated Multimodality Proposal

### **7. Committee Reports**

- a. Graduate Student Advisory Council (GSAC):
- b. Booth Collaborative Advisory Committee Representative Needed
- c. Textbook Rental Advisory Representative Needed

### **8. Dean's Report**

- a. Assessment Update

## Council on Graduate Studies

### Minutes

September 9, 2025 – 2:00 p.m., Blair Hall 3108.

The meeting began at 2:02 p.m.

### Attendance

**Members Present:** Dr. Elizabeth Gill, Dr. Maranda Schaljo, Dr. Wesley Allan, Dr. Alexis Jones, Dr. Chris Laingen, Mr. Eric Senyo

**Members Absent:** Dr. Toqueer Israr

**Guests Present:** Dr. Katie Shaw, Dr. Ashley Gard, Dr. Ed Treadwell, Mr. Jeff Cranstoun

**Staff Present:** Ms. Melanee Bates, Dr. Angela Jacobs, Ms. Myra Taylor

### I. Minutes

The minutes of the April 29, 2025 meeting were reviewed. Finding no corrections, the minutes stand as written.

### II. Communications

None.

### III. Items to be Added to the Agenda

**26-01** Request to Waive the CGS By-Laws to add Mr. Jeff Cranstoun as CGS member.

Motion to waive the by-laws to allow item 26-01 to be discussed and voted upon today was made by Dr. Gill, seconded by Dr. Allan. Motion carried (6-0-0).

Motion to waive the CGS by-laws requiring members to be regular graduate faculty to allow Mr. Jeff Cranstoun, Associate Graduate Faculty and Graduate Coordinator of Technology, to be a member.

Motion to approve 26-01 made by Dr. Jones, seconded by Dr. Schaljo. Motion carried (6-0-0). Mr. Cranstoun installed as member with full voting rights.

### IV. Items to be Acted Upon

Motion to suspend the by-laws and take the agenda out of order to hear Item 4.d. (to accommodate Dr. Shaw's scheduling conflict) was made by Dr. Gill, seconded by Dr. Allan. Motion carried (7-0-0).

#### **25-32 CHM 5101 Probes in Chemical Biology**

Correction requested on Cover Sheet #17: "None" changed to "2."

Motion to approve with correction made by Dr. Schaljo, seconded by Dr. Allan. Motion carried (7-0-0).

#### **25-33. CHM 5106 Endogenous and Xenobiotic Metabolism**

Correction requested on Cover Sheet #17: "None" changed to "2."

Motion to approve with correction made by Dr. Jones, seconded by Dr. Allan. Motion carried (7-0-0).

**25-42 CHE 5790 Crisis & Emergency Management in Higher Education (New Course)**

Request from Dr. Polydore to table this item until a later date.

Motion to table made by Dr. Gill, seconded by Dr. Jones. Motion carried.

**25-43 FMD 4858 Art & Fashion (New Course)**

After discussion, the Council requested revisions to **Part 1, #1**, change “all” to include Art and FMD majors.

Motion to approve with noted revision made by Dr. Allan, seconded by Dr. Jones. Motion carried (7-0-0).

**25-44 HyFlex Modality Offerings**

The Council stipulates that graduate courses utilizing the HyFlex modality in Spring 2026 must first be accepted by CGS via executive action in Fall 2025. Such courses will be approved for HyFlex delivery in Spring 2026 only; continued use of the HyFlex modality for the course(s) beyond that term will require reapproval through the New/Revised Course Proposal Form.

Motion to approve with stipulation made by Dr. Laingen, seconded by Dr. Schaljo. Motion carried (6-1-0).

**25-45 KSR 5270 Neuromuscular Exercise Physiology & Programming (Course Revision)**

Motion to approve made by Dr. Allan, seconded by Dr. Laingen. Motion carried (7-0-0).

**25-46 KSR 5211 Revenue in Sport (Course Revision)**

Motion to approve made by Dr. Schaljo, seconded by Dr. Jones. Motion carried (7-0-0).

**V. Items Pending**

None.

**VI. Other**

**Graduate Assessment Program Review Process**

Dean Jacobs recommended streamlining the process by moving to an odd/even year review cycle, consistent with the undergraduate assessment process. Programs that submitted reports in 2024–2025 would not need to resubmit in 2025–2026. A proposed list dividing graduate programs between odd and even years will be shared. Dean Jacobs further recommended forming a committee with one representative from each college to review submissions, with CUs attached and dispersed among committee participants, rather than one individual handling all reviews.

The Council agreed these recommendations would be beneficial and supported the change.

Dean Jacobs will put out a call for assessment review committee members.

**VII. Committee Reports**

**Graduate Student Advisory Council (GSAC):** First meeting scheduled for September 19, 2025, 11:00 a.m. at the Campus Pond Pavilion (Buzzard Hall if inclement weather).

**Booth Collaborative Advisory Committee:** A call for a CGS representative will be put out.

**Textbook Rental Advisory Committee:** Dr. Maranda Schaljo will serve as the CGS representative.

**VIII. Dean's Report**

**Graduate School Fall Summit:** September 10, 2025, 3:30–5:00 p.m., 1895 Room, MLK Union.

**Graduate Coordinator 101** will be held on September 24, 2025 from 12:00 p.m. – 1:00 p.m.

**Student Research Day: April 22, 2026.** No classes will be held on EIU's campus so students and faculty may participate.

### VIII. Dean's Report Continued

**Fall Enrollment Report:** Dean Jacobs reported that Graduate School enrollment has decreased compared to Fall 2024. However, she noted that the Graduate School maintains a strong retention rate of 86 percent, based upon the State average for the 2022–2024 period.

Motion to adjourn made by Dr. Schaljo, seconded by Dr. Laingen. Hearing no objection, the meeting concluded at 3:12 p.m.

### Summary of Motions and Outcomes

Item	Motion	Outcome
26-01	Waive by-laws to add to agenda	Approved (6-0-0)
26-01	Waive faculty requirement to add Mr. Cranstoun as CGS member	Approved (6-0-0)
Agenda	Suspend by-laws to hear Item 4.d. out of order	Approved (7-0-0)
25-32 CHM 5101	Approve with correction (#17 from 'None' to '2')	Approved (7-0-0)
25-33 CHM 5106	Approve with correction (#17 from 'None' to '2')	Approved (7-0-0)
25-42 CHE 5790	Table request	Tabled
25-43 FMD 4858	Approve with revisions to wording ('All' to 'Art')	Approved (7-0-0)
25-44 HyFlex	Approve with stipulation (Spring 2026 only)	Approved (6-1-0)
25-45 KSR 5270	Approve	Approved (7-0-0)
25-46 KSR 5211	Approve	Approved (7-0-0)



## MEMORANDUM

Christopher J. Mitchell, Ph.D.  
Associate Dean

Phone: 217.581.2922  
Fax: 217.581.7085  
Email: [cjmitchell@eiu.edu](mailto:cjmitchell@eiu.edu)

Date: September 18, 2025

To: Dr. Beth Gill, Chair, Council on Graduate Studies

Re: Request for Executive Action from the Department of History

### Action Requested:

To change the course title and course description of HIS/WGS 4845, "Women and Gender in Modern Europe" to "Gender and Sexuality in Modern Europe." The Department also wishes to remove the "Spring" offering designation and replace it with "On demand."

### Rationale:

The revised course title and description will bring the course in line with the changed name of the program from Women's Studies to Women's, Gender, and Sexuality Studies. The title change also better reflects terminology in the discipline. As a matter of housekeeping, the course should be listed as "on demand" rather than as a Spring course. This is a cross-listed course which is listed under two different prefixes and thus must be revised twice in the catalog.

### Catalog Language Changes:

HIS 4845 – ~~Women and Gender in Modern Europe~~ Gender and Sexuality in Modern Europe (3-0-3) ~~S~~: On demand.  
Explores the political, social, and cultural history of ~~women and gender relations~~ and sexuality in Europe from 1789 to the present. Cross-listed with WGS 4845. WI. NUS.

AND

WGS 4845 – ~~Women and Gender in Modern Europe~~ Gender and Sexuality in Modern Europe (3-0-3) ~~S~~: On demand.  
Explores the political, social, and cultural history of ~~women and gender relations~~ and sexuality in Europe from 1789 to the present. Cross-listed with HIS 4845. WI. NUS.

### Effective Year/Term:

Spring 2026.



## MEMORANDUM

Christopher J. Mitchell, Ph.D.  
Associate Dean

Phone: 217.581.2922  
Fax: 217.581.7085  
Email: [cjmitchell@eiu.edu](mailto:cjmitchell@eiu.edu)

---

Date: September 18, 2025

To: Dr. Beth Gill, Chair, Council on Graduate Studies

Re: Request for Executive Action from the School of Communication and Journalism

**Action Requested:**

Re-number JOU 5001, "Examination of Journalistic Media" as JOU 5010.

**Rationale:**

The JOU 5001 number is that of an old course ("Introduction to Archival Photography") and therefore the School needs a different number for the new course.

**Catalog Language Changes:**

None except course number change.

**Effective Year/Term:**

Spring 2026.

## STRUCTURE, DUTIES/JURISDICTION, AND PROCEDURES OF THE COUNCIL ON GRADUATE STUDIES

### I. STRUCTURE

#### A. Membership

1. Two ex-officio members, without vote, as follows:
  - a. Dean of the Graduate School.
  - b. Vice President for Academic Affairs or the Vice President's designee.
2. Six faculty members elected for three-year staggered terms.  
Individuals eligible to vote and/or hold membership on the Council are limited to
  - a. Members of the regular Graduate Faculty
  - b. Associate Graduate Faculty members holding the position of Graduate Program Coordinator.~~Only members of the regular Graduate Faculty are eligible to vote and/or hold membership on the Council.~~ Faculty members may vote only for the nominee(s) from their area, as follows:
  - Area I: Three (3) representatives to be elected from the Graduate Faculty in the College of Liberal Arts and Sciences (one from the Arts/Humanities Area, one from the Sciences, and one at-large member)
  - Area II: One (1) representative to be elected from the Graduate Faculty in the Lumpkin College of Business and Technology.
  - Area III: One (1) representative to be elected from the Graduate Faculty in the College of Education
  - Area IV: One (1) representative to be elected from the Graduate Faculty in the College of Health and Human Services.
  - Area V: One (1) graduate faculty member to be appointed by the Dean of the Graduate School. The appointment shall be for one year.
  - Area VI: One degree seeking graduate student who is enrolled for a minimum of nine semester hours of graduate course work and who is selected according to the rotational plan approved by the Graduate Student Advisory Council. The appointment shall be for one year.

#### B. Officers

1. At the last regularly scheduled meeting of Spring Semester, a Chairperson and Vice Chairperson shall be nominated and elected from among the voting members of the Council. Only faculty members on the Council who have completed at least one year of their current term are eligible to serve as officers. The election will follow standard parliamentary procedure.
2. The Chairperson shall:
  - a. Call meetings of the Council.
  - b. Preside at the meetings of the Council.
  - c. Establish committees as deemed appropriate.
  - d. Forward proposals to the Dean of the Graduate School or other office as appropriate for distribution to Council members.
  - e. Prepare the agenda for each meeting.
3. The Vice Chairperson shall assume the duties of the Chairperson in his/her absence.
4. In the event that the Chairperson shall be unable to complete his/her term, the Vice Chairperson shall act as Chairperson for the duration of the academic year. Should

the Vice Chairperson be unable to complete his/her term as Chairperson, the Council shall elect a new Chairperson at the next regular meeting of the Council.



Should the Vice Chairperson be unable to complete his/her term as Vice Chairperson, the Council shall elect a new Vice Chairperson at the next regularly scheduled meeting of the Council. The same qualifications shall apply in this election as specified in section I.B.1.

### **C. Election Procedures for Council Membership**

Elections will be held during the Spring Semester at a time to be determined by the Faculty Senate. Elected members will serve a three-year term beginning the Fall Semester after election. Elections will be conducted according to the following three-year cycle.

First year: Area II

Second year: Areas I (At-Large Rep AND Sciences Rep) and III

Third year: Areas II (Arts/Humanities Rep) and IV

Only regular members of the Graduate Faculty in the respective areas may vote for nominees from that area.

### **D. Appointed Members**

Appointed members will serve a one-year term beginning the Fall Semester of each academic year. Appointed members may be re-appointed but may not serve more than three consecutive years.

### **E. Alternates**

In the event that an elected member is unable to complete his/her term, the member's alternate will serve the duration of the term. The alternate is that person receiving the next highest number of votes in the most recent election in the member's area. However, at no time may two elected members of the Council represent the same graduate program. In the event that an appropriate alternate is not available, the vacancy may be filled by appointment by the Faculty Senate. Such an appointment shall be effective only until the next regular election at which time a replacement shall be elected to complete the unfilled term of the member. The newly elected member shall assume membership on the Council immediately after the election.

In the event that an appointed member is unable to complete his/her term, a replacement may be appointed for the remainder of the unfilled term subject to the conditions outlined in section I.A.2.

## **II. DUTIES/JURISDICTION**

The Council on Graduate Studies is the principal university council which recommends, through the Dean of the Graduate School and the Vice President for Academic Affairs, to the President policy which pertains to graduate programs and graduate students. Policies which are adopted by the President are monitored and enforced by the Dean of the Graduate School and/or other appropriate administrators and faculty members. Institutional policies pertaining to graduate education are recorded in the Graduate Catalog and the Graduate Assistantship Handbook.

### **A. Course Offerings**

The Council on Graduate Studies is responsible for:

1. Establishing procedures for the approval of course proposals for courses which carry graduate credit, including setting minimum standards for such courses.
2. Acting on proposals to add, change, or delete courses numbered 5000 and higher. It has exclusive council-level, final-approving authority for such courses.

3. Acting on proposals to add, change, or delete courses numbered 4750-4999 following action by the Council on Academic Affairs. The Council on Academic Affairs and the Council on Graduate Studies have joint council-level, final-approving authority for such courses.

**B. Graduate Programs**

The Council on Graduate Studies has exclusive council-level responsibility for:

1. Academic regulations and requirements that apply to graduate programs in general, which shall include but not be limited to admission requirements, graduation requirements, thesis regulations, academic standards for graduate study, comprehensive examinations and general rules applying to individual programs of study.
2. The approval of graduate degree programs (except that the Council on Teacher Education may establish additional requirements for programs leading to the M.S. in Education, Specialist in Education, or other programs subject to state teacher's certification standards.)
3. Making recommendations concerning the status of graduate programs.

**C. Graduate Students**

The Council on Graduate Studies shall have exclusive council-level responsibility for:

1. Academic regulations and requirements that apply to any graduate student, including but not limited to admission standards, academic load limits, standards for retention and/or dismissal, and admission to degree programs.
2. Academic regulations which pertain to seniors enrolling in courses numbered 4750-5499 for reserve graduate credit or in courses numbered 5000-5499 for undergraduate credit.
3. Serving as an appeal body for waivers denied by the Dean of the Graduate School (or for any regulations for which the Dean does not have the authority to grant waivers).
4. Establishing regulations which pertain to graduate assistants.

**D. Graduate Faculty**

The Council on Graduate Studies has the responsibility to adopt standards and procedures for the appointment of members of the Graduate Faculty.

**E. The Role of the Executive Officer**

The Dean of the Graduate School may approve minor changes in courses, programs, catalog descriptions, etc. which normally fall under the jurisdiction of this Council. Procedurally, such changes are reported to the Council as approved by executive action. However, upon the approval of a motion by the Council, any item approved by executive action may be set aside and assigned an agenda item for further consideration.

**III. PROCEDURES**

**A. Meetings of the Council on Graduate Studies**

1. The agenda of each meeting should be available to all members of the Graduate Council before the meeting.
  - a. Written proposals may be submitted to the Council by any graduate student, faculty member, administrator, department, school, college, or university

committee. The Dean of the Graduate School, in consultation with the Council, shall determine if the topic of the new proposal is appropriate for consideration and/or action by the Council.

- b. Except in unusual circumstances, proposals shall be added to the agenda for consideration in the order in which they are received by the Dean of the Graduate school.
  - c. By common consent of the members of the Council, changes or additions may be made in the agenda before or during the meeting.
- 2. A quorum shall consist of five voting members.
  - 3. The chairperson of the Council has a vote.
  - 4. Except as where otherwise stated in this document, a motion shall carry when the number of yes votes exceeds the number of no votes.
  - 5. A roll call vote will be taken on a motion unless a secret ballot is requested and approved by two-thirds majority vote of those present.
  - 6. Minutes of the meetings of the Council must be sent to all faculty members.

#### **B. Graduate Student Petitions**

Graduate students are responsible for complying with all published regulations pertaining to them. Any exception to these regulations must be requested in writing to the Dean of the Graduate School.

- 1. Within the limits and restrictions imposed by the Vice President for Academic Affairs, the Dean of the Graduate School may approve or deny an exception requested by the student.
- 2. Appeals for waivers denied by the Dean of the Graduate School may be submitted to the Council on Graduate Studies for consideration. The appeal must be submitted in writing on the appropriate form and must include a statement from the student's advisor, the graduate coordinator (when appropriate), and the chairperson of the department. The entire Council will consider the appeal and vote. Such decisions and votes are to be published in the minutes of the Council.

Revisions or amendments to the "Structure, Duties/Jurisdiction, and Procedures" Document.

Revisions or amendments to this document by the Council require a two-thirds majority of the votes cast. Voting may not take place until the next regularly scheduled meeting following the motion to revise or amend.

Update to Proposal: September 18, 2025  
September 4, 2025

To: Council on Academic Affairs

From: Office of the Vice President for Academic Affairs

**Request:** For CAA to set aside a portion of its bylaws pertaining to delivery of courses [VII.A.4.e.(h)] limited to specified courses

**Justification:** On April 10, 2025, CAA approved proposal #25-057 “to add multi-modality delivery modes, including a single section ‘hyflex’ option and a ‘combined modality’ option with face-to-face and online sections combined to a single multi-modality course for minimum enrollment purposes.” This proposal was sponsored by the College of Health & Human Services, but approval from CAA was sought for all courses campuswide. The proposal was passed, but subsequent review by the CAA officers determined that CAA bylaws do not include language supporting these modes of delivery. In order to make possible limited implementation of these modes of delivery in the spring semester 2026, while simultaneously giving CAA time to revise its bylaws and course proposal form and instructions, this proposal requests setting aside the above referenced section of the CAA bylaws for a limited action and for a limited amount of time.

The courses affected are:

CIT 3773  
CIT 3853  
EGT 4803  
EGT 4823  
WLF 1102  
NTR 5154  
HSL 2300G.001  
HSL 4820.001  
CDS 2000  
CDS 2100  
CDS 2200  
CDS 2500  
CDS 2800  
CDS 4300  
CDS 4350  
CHM 4790  
PUBH 2700  
PUBH 4175

These courses must be approved by October 13, 2025. This proposal will sunset on October 13, 2025. Future courses will be approved through the identified process after this date for future semesters.

**Effective: Spring 2026**