

Bylaws of the Council of Graduate School Programs

(Approved, February, 1996)

(Amended, October 1997; November, 1998; September, 2002; September, 2004; April, 2005; February, 2009; April, 2010; April, 2017; September, 2018; March, 2019; September, 2019, **December 2023**)

I. Purpose and Jurisdiction

1. The primary function of the Council of Graduate School Programs (the "Council") is to discuss and formulate the aims, purposes, and quality standards for graduate programs under the auspices of the Graduate School at Loyola University Chicago. The Council has jurisdiction over all academic matters delegated and makes policy recommendations in such areas as: admissions, curriculum, qualifying exams or projects, theses and dissertations, and overall objectives.

2. The actions of the Council shall be reviewed by the Dean of the Graduate School. If the Dean rejects a motion passed by the Council, the Dean shall return it to the Council stating in writing his/her reasons for disagreeing. If the Council reaffirms a motion that was rejected by the Dean and does so by a two-thirds vote of those present and voting, the motion is then sent to the Dean for reconsideration.

II. Officers and Ex-Officio Members

A. Chairperson

The function of the Chairperson is to conduct meetings, arrange agendas, appoint Standing and Ad Hoc committees, and work as liaison person with the Dean of the Graduate School and the Council. The Chairperson does not vote on Council motions, except in the case of a tie vote. The Chairperson also convenes and serves as chair of the Executive Committee.

B. Chairperson-Elect

The function of the Chairperson-Elect is to conduct meetings in the absence of the Chairperson and to assume the office of Chairperson in the event the Chairperson vacates the office. The Chairperson-Elect assumes the position of Chairperson the following year. In addition, the Chairperson-Elect helps to identify key agenda items during the year and ensures effective transition and continuity of Council work from one year to the next. The Chairperson-Elect serves as Secretary for the Council and chairs the Nominations Committee.

C. Past-Chairperson

The function of the Past-Chairperson is to conduct meetings in the absence of the Chairperson and Chairperson-elect. In addition, the Past-Chairperson helps identify key agenda items during the year and ensures effective transition and continuity of Council work from one year to the next. In the event a Past-Chairperson vacates the office or is not reappointed to the Council, the Council may appoint another member of the Council with sufficient Council experience to serve this function. The Past Chairperson is also a member of the Executive Committee of the Council.

D. Secretary

The Chairperson-Elect shall serve as Secretary of the Council with administrative support provided by the Graduate Dean's Office. The duties of this individual are to ensure that minutes are taken

and distributed to members of the Council.

E. Ex-Officio Members

The Dean of the Graduate School and such other officials as may be appropriate may be named as ex-officio members by the Executive Committee. All Ex-officio members have full speaking privileges at all meetings but may not vote or serve as Officers of the Council.

III. Committees

A. Standing Committees

Executive: The Executive Committee shall consist of the Chairperson, Chairperson-Elect, Past Chairperson, chairs of the standing committees, and two members at large elected by the Council. At-large members will be elected for renewable two-year terms. Chairs of standing committees will serve renewable two-year terms. Chairs of the standing committees should be nominated from current committee members or individuals who have served on the committee in the past six years. The Dean of the Graduate School and his/her designees shall serve as ex-officio members of the Executive Committee. The functions of this committee are: to make decisions when time does not permit a meeting of the whole Council, and to prepare materials, issues, agendas, and other items for Council meetings.

Nominations: A Nominating Committee of no less than three persons and no more than five persons, appointed by the Chairperson and chaired by the Chairperson-Elect, shall present a slate of candidates for each officer position at the last meeting of the year. This slate shall be as representative of the various campuses and constituencies as possible. The committee shall also be responsible for identifying candidates to fill officer vacancies.

Curriculum Review: The Lakeside Campuses (LSC) Curriculum Review Committee and the Health Sciences Campus (HSC) Curriculum Review Committee are standing committees of the Council of Graduate School Programs. These committees serve as advisory committees to the Council in all matters of curriculum: new courses, changes to existing courses, program modifications, and new programs. Each committee shall be chaired by a member of the Council and four additional members shall be appointed by the Chair in consultation with the Executive Committee. Members shall serve two-year renewable terms. The function of these committees shall be to evaluate, analyze, and determine the appropriateness of any new programs or courses, or of changes in existing programs, proposed to the Graduate School by departments or programs which offer a graduate degree. With the exception of new programs, the Associate Dean shall have the discretion to determine that a proposed change is sufficiently minor that it does not require full review by the committee, the respective Graduate Council, and/or the full Graduate Council. The chairs of both committees work together if a course, programmatic change, or proposal is interdisciplinary in nature and draws from both campuses.

For review of course changes, new courses, changes to existing programs, program modifications, or new programs, the Curriculum Review Committee(s) will follow guidelines attached as Appendix A to these by laws. These guidelines may be changed by a majority vote of the Council.

Awards Committee: The Awards Committee shall recommend recipients of the following awards:

Graduate Faculty Member of the Year, Dissertation/Thesis of the Year, Commencement Speakers, Honorary Degree Recipients, Graduate Student Social Justice and Civic Engagement Award, Graduate Student Teaching Excellence Award, Diversity Award, and such other awards as may from time to time be instituted. This committee shall consist of no fewer than three and no more than five members. The chair will be selected by the Executive Committee and members will be nominated by the Committee Chair and approved by the Executive Committee. Members shall serve two-year renewable terms. Membership shall represent as many disciplines and campuses as feasible. The Chair of the Awards Committee shall be a member of the Executive Committee.

Ad Hoc Committees: These committees shall be appointed and charged with specific duties by the Chairperson of the Council in response to recommendations by the Council in consultation with the Executive Committee. Chairs of these committees ordinarily are members of the Council, but members may be drawn from the Graduate Faculty at large.

IV. Representation

A. Membership

1. Each Department and/or degree granting center offering a graduate degree within the Graduate School shall have one voting representative on the Council. This representative shall be selected by each unit in a manner determined by that unit. Normally, the representative should be either the Chair of that unit, or the Graduate Program Director. The representative must be a member of the Graduate Faculty. In some cases, a department/degree-granting center may have more than one distinct graduate program and thus more than one graduate program director. In those cases, these graduate program directors may be included as non-voting members for the purpose of information sharing. Such individuals will be considered ex-officio members.
2. The Dean of the Graduate School shall serve as an ex-officio nonvoting member of the Council.
3. The Dean of the Graduate School may appoint Graduate School staff from among the Associate Deans and Assistant Deans to serve as ex-officio, nonvoting members of the Council.
4. The nonvoting members shall have full privileges of speaking, but shall be ineligible to serve as Officers of the Council. There shall be four student members of the Council with full voting privileges.
5. Unless otherwise determined by the council, students shall serve a two year term, with two students selected annually. The Dean of the Graduate School shall select the student members in consultation with the Executive Committee, and with an attempt to balance representation by campus and School.

B. Officers

1. A Nominating Committee, described above, shall secure the names of available and interested Council members for elections. This committee shall call for nominations at the February meeting and present a slate of officers and representatives at the April meeting.
2. Nominations shall also be accepted from the floor.

3. When there is more than one candidate for a given position, voting shall be by secret ballot. In this event the Dean of the Graduate School shall conduct the election.
4. Newly elected officers shall assume their duties at the conclusion of the last meeting of the year.

V. Meetings

A minimum of four meetings of the Council shall be scheduled each year, usually in October, November, February, and April.

VI. Procedures

- A. The Council shall conduct its meetings according to Robert's Rules of Order.
- B. The members of the Council are expected to:
 1. Attend and participate in Council meetings.
 2. Establish regular procedures for consulting the faculty who contribute to the graduate programs of their respective Departments.
 3. Represent to the Council the concerns of their faculty.
 4. Report actions of the Council to their respective Departments.
- C. The agenda shall be determined by the Chairperson in consultation with the Executive Committee and the Dean of the Graduate School and shall be distributed at least five days before a scheduled meeting. Minutes shall be distributed in advance of the next scheduled Council meeting and shall be voted on at such a meeting.

VII. Amendments

- A. The Constitution and the by-laws may be amended by a two-thirds majority of the voting membership.
- B. An amendment shall be voted on at the duly scheduled meeting following the one in which it is proposed. Discussion and modification may take place on both occasions.
- C. If fewer than two-thirds of the members are present when the vote is to be taken, and if a majority of those present agrees, the voting may be conducted by a mail ballot.

Bylaws: Appendix A

Overview for Review and Evaluation of New Course, Course Change, Program Modification, and New Program Proposals.

In addition to the process for review and evaluation outlined here, all proposals are subject to the guidelines specified in the Chart of Reviews and Approvals for Academic Matters as developed by the provost's office.

New Courses and Course Changes

The Curriculum Review Committees will review proposals for new courses and course changes. The purpose of this review is to evaluate the appropriateness of each proposal and ensure that the proposed course or course revision logically fits within the context of the program. The Curriculum Review Committee oversight is also designed to ensure that courses meet general university interests, that is, avoid unnecessary course duplication, reflect attention to issues relating to student concerns about advertised goals and ground rules, and recognize demands placed upon units outside of the department necessary for the proper execution of the course, such as library resources. Once the appropriate Curriculum Review Committee has recommended approval, proposals will go for review to the respective Graduate Council (LSC or HSC) that has the authority to approve course changes and new courses. All course changes and new courses approved by the respective Graduate Council (LSC or HSC) are then reported to the full Graduate Council for their information at the next regularly scheduled meeting.

Program Modifications

Minor program modifications can be administratively approved by the appropriate Associate Dean and presented to the full Council. In all other cases, the Curriculum Review Committees will review changes in existing programs in addition to their evaluation of proposals for new courses and course changes. The purpose of the review is to assess the nature of the proposed change(s) in terms of overall program design, academic rigor, and trends in the field. Once the appropriate Curriculum Review Committee has recommended approval, proposals will go for review to the respective Graduate Council (LSC or HSC) that has the authority to approve program modifications. If a proposal for a program modification is a) interdisciplinary in nature and/or draws from both campuses or b) crosses the Graduate School and another academic unit, it will then go to the full Graduate Council for approval. Otherwise, all program modifications approved by the respective Graduate Council (LSC or HSC) are reported to the full Graduate Council for their information at the next regularly scheduled meeting.

New Programs

All new program proposals must first be submitted to the Dean for approval and then to the provost's office for approval before the curricular review process in the Graduate School can begin. Once proposals are approved by the Dean and the Provost's Office, the program or department proposing the new program must gather additional information and the appropriate Curriculum Review Committee will review proposals for new programs. Once recommended for approval by the appropriate Curriculum Review committee and approved by the corresponding Graduate Council (LSC or HSC), proposals will go before the full Council of Graduate School Programs for approval.

Guidelines for Review of Proposals

The timeline for submission of each type of proposal is outlined in the PS GS CGSP folder in Sakai.

New Courses

For new courses, the following general guidelines shall be in effect:

1. The department or program proposing the course submits a complete Graduate School [Application for Approval of a New Course](#) form to the appropriate Associate Dean.
2. Upon review, the Associate Dean sends copies of the proposal to the appropriate Curriculum Review Committee.
3. The appropriate Curriculum Review Committee reviews the new course proposal. Each Curriculum Review Committee shall meet as needed sufficiently in advance of a regularly scheduled meeting of the respective Council (LSC or HSC) to ensure that brief descriptions of new courses recommended for approval can be distributed to their corresponding Graduate Council in advance.
4. The course proposal and course syllabus are reviewed with attention to the following types of issues:
 - a. Clear description of the course's goals and content, including for purposes of illustration a relatively detailed schedule, a list of readings, and the evaluation procedure. The evaluation segment should indicate the percent of grade dependent on tests, papers, class presentations, and class participation, while recognizing that not every course will utilize all these evaluative categories. The syllabus must include a statement about academic integrity.
 - b. The nature of prerequisites, if any, for the course.
 - c. The nature of the role of the course in terms of the program, i.e., required for the degree or elective, and how this relates to the proposed schedule of offerings.
 - d. The relationship of the new course to existing courses in the program. Does this replace an existing course? Are plans underway to drop such a course? What is the timetable for doing this?
 - e. The reasons for adding this course.
 - f. Adequacy of library resources.
 - g. Number of faculty available to teach the course.

- h. Presence of course duplication, if any.
 - i. Presence and relevance of course outcomes.
5. The appropriate Curriculum Committee can:
- a. Accept the course as is.
 - b. Accept the course based on specific revisions or recommendations to be incorporated into the proposal.
 - c. Request further information/clarification. In this case, a Curriculum Review Committee returns the proposal to the department or program for clarification or correction. At times, a Curriculum Review Committee may ask the faculty member proposing a course to attend a committee meeting to answer questions or clarify issues.
 - d. Fail to recommend approval. Failure to recommend approval can be due to refusal of the department or program to consider the suggestions made by a Curriculum Review Committee. The proposal is returned to the department or program for final revision or retraction.
 - e. If course duplication appears to be an issue, a Curriculum Review Committee may offer one of two solutions:
 - The course be cross-listed with the two departments involved.
 - The existing course be made available to the students who would be served under the proposed course, thereby alleviating the need for said course.
6. Once recommended for approval by the Curriculum Review Committee, course proposals are presented to the appropriate Graduate Council (LSC or HSC), for approval by majority vote.

All course approvals made by the respective Graduate Council (LSC or HSC) are reported to the full Graduate Council for their information at the next regularly scheduled meeting.

Course Changes

For proposals for a course change, the following general guidelines shall be in effect:

1. The department or program proposing the course change submits a complete [Graduate School Course Change Application form](#) and submits it to the appropriate Associate Dean. As a general guideline, a complete proposal for a course change should be submitted to the respective Associate Dean who provides them to the appropriate Curriculum Committee at least 21 days prior to an upcoming Council meeting, during which the proposers hope to have the course change presented to the Council.
2. The Associate Dean can approve minor course modifications, notifying the department directly. For all other proposals, the appropriate Curriculum Review Committee receives copies of the proposal from the Associate Dean.

3. The appropriate Curriculum Review Committee reviews the proposal. Each Curriculum Review Committee shall meet as needed sufficiently in advance of a regularly scheduled meeting of the respective Council to ensure that brief descriptions of course changes recommended for approval can be distributed to their corresponding Graduate Council (LSC or HSC) in advance.
4. The appropriate Curriculum Review Committee reviews the course change proposal.
5. The appropriate Curriculum Committee can:
 - a. Accept the course change as is.
 - b. Accept the course change based on specific revisions or recommendations to be incorporated into the proposal.
 - c. Request further information/clarification. In this case, a Curriculum Review Committee returns the proposal to the department or program for clarification or correction. At times, a Curriculum Review Committee may ask the faculty member proposing a course change to attend a committee meeting to answer questions or clarify issues.
 - d. Fail to recommend approval. Failure to recommend approval can be due to refusal of the department or program to consider the suggestions made by a Curriculum Review Committee. The proposal is returned to the department or program for final revision or retraction.
6. Once recommended for approval by the Curriculum Review Committee, proposals for course changes are presented to the appropriate Graduate Council (LSC or HSC), for approval by majority vote.

All course change approvals made by the respective Graduate Council (LSC or HSC) are reported to the full Graduate Council for their information at the next regularly scheduled meeting.

Program Modifications

Program modifications encompass a variety of elements. These can include, but are not limited to, changes in overall program design, the number of credit hours required for the degree, prerequisites or other admissions requirements, CIP code, learning outcomes, and/or major concentration/s or track/s (i.e., adding a new track or eliminating one).

For proposed program modifications, the following general guidelines shall be in effect:

1. The department or program proposing the program modification should submit a complete [Program Modification Form](#) from the Office of the Provost to the appropriate Associate Dean.
2. Minor program modifications can be administratively approved by the appropriate Associate Dean and simply be presented to the full Council.
3. In all other cases, the appropriate Curriculum Review Committee receives copies of the

proposal from the Associate Dean.

4. The appropriate Curriculum Review Committee reviews the program modification proposal.
5. The appropriate Curriculum Committee can:
 - a. Accept the program modification proposal as is.
 - b. Accept the program modification based on specific revisions or recommendations to be incorporated into the proposal.
 - c. Request further information/clarification. In this case, a Curriculum Review Committee returns the proposal to the department or program for clarification or correction. At times, a Curriculum Review Committee may ask the faculty member proposing the program modification to attend a committee meeting to answer questions or clarify issues.
 - d. Fail to recommend approval. Failure to recommend approval can be due to refusal of the department or program to consider the suggestions made by a Curriculum Review Committee. The proposal is returned to the department or program for final revision or retraction.
6. Once evaluated by the appropriate Curriculum Review Committee and recommended for approval, proposals will go for approval to their respective Graduate Councils (LSC or HSC). It will be the responsibility of the Chairperson of the appropriate Curriculum Review Committee to submit program changes to the appropriate Council for discussion and approval. Should any questions arise, it will be the responsibility of the appropriate Curriculum Review Committee chairperson to address the question at issue either at that meeting of their respective Graduate Council (LSC or HSC) or, as needed, at a subsequent meeting of the full Graduate Council.
7. If a proposal for a programmatic change is a) interdisciplinary in nature and/or draws from both campuses or b) crosses the Graduate School and another academic unit, it will then also go to the full Graduate Council for approval. Otherwise, all program modifications made by the respective Graduate Council (LSC or HSC) are reported to the full Council for their information at the next regularly scheduled meeting.

New Programs

For new program proposals, the following general guidelines shall be in effect:

1. The department or program proposing the new program should submit a brief overview of the new program to the Associate Dean. Upon consultation with and approval by the Dean's Office, the department or program proposing the new program must complete an Intent to Create a New Program form from the Office of the Provost, along with a completed New Program Budget Analysis and Market Analysis, to the Associate Dean.
2. The Associate Dean, upon approval by the Dean, will forward the proposal to the Office of the Provost for initial approval by the Provost.

3. Upon approval, the Associate Dean returns the proposal to the department or program proposing the new program. The proposal should then be expanded to include external letters of review (discussed in the paragraph below), accreditor information (if relevant), and letters of support from Dean(s) if the program will cross academic units.

External Letters of Review: For new programs, the submitter must suggest the names of three external reviewers to the Associate Dean, who confirms their suitability. When suggesting external reviewers, proposing departments should identify individuals who (1) have expertise in the field, (2) are affiliated with universities comparable to Loyola in the scope of graduate programming, and (3) (ideally) reside in departments that currently offer graduate programs comparable to that being proposed. In cases where this is not possible (for example when few or no comparable programs exist), the list of reviewers must be accompanied by a short statement (a sentence or two) explaining why the external reviewer is qualified. This justification is required to assist the Associate Dean in determining the reviewer's appropriateness. Following approval by the Associate Dean, the proposer must arrange for the reviews.

4. Once all required material is collected, the program or department will forward the complete proposal to the appropriate Associate Dean.

5. The appropriate Curriculum Review Committee receives copies of the proposal from the Associate Dean.

6. The appropriate Curriculum Committee can:

a. Accept the new program as is.

b. Accept the new program based on specific revisions or recommendations to be incorporated into the proposal.

c. Request further information/clarification. In this case, a Curriculum Review Committee returns the proposal to the department or program for clarification or correction. At times, a Curriculum Review Committee may ask the faculty member proposing the program modification to attend a committee meeting to answer questions or clarify issues.

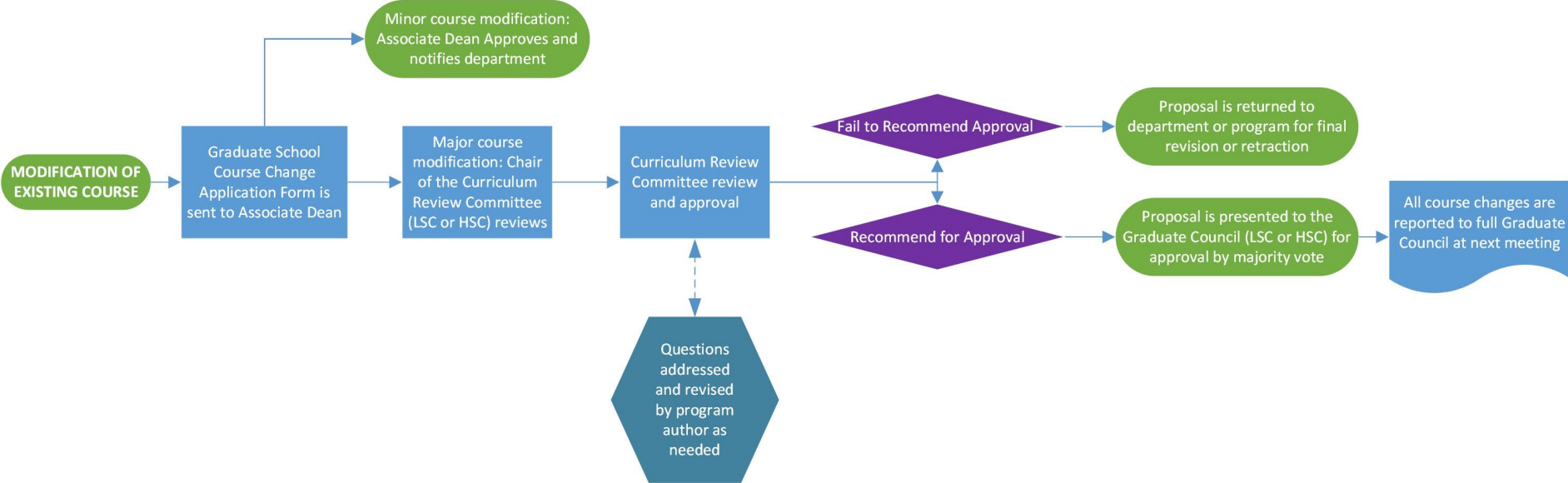
d. Fail to recommend adoption to the appropriate Graduate Council. Failure to recommend adoption can be due to refusal of the department or program to consider the suggestions made by a Curriculum Review Committee. The proposal is returned to the department or program for final revision or retraction.

Once recommended for approval by the appropriate Curriculum Review Committee, proposals will go for approval by majority vote to their respective Graduate Councils (LSC or HSC).

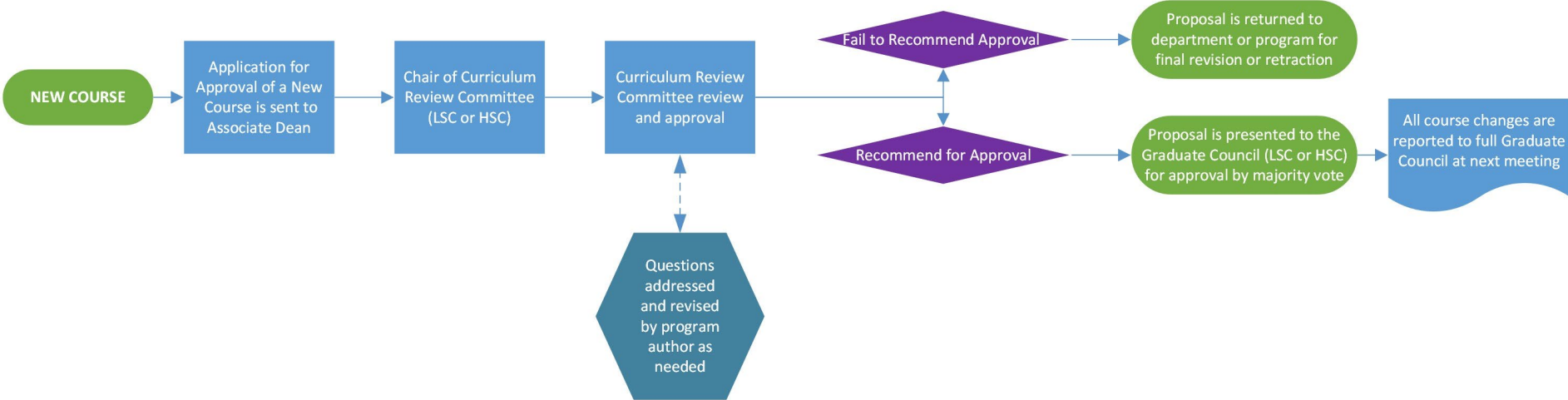
Upon approval, proposals will then go to the full Graduate Council for approval at the next regularly scheduled meeting.

It will be the responsibility of the Chairperson of the appropriate Curriculum Review Committee to submit new program proposals to the appropriate Council for discussion. Should any questions arise, it will be the responsibility of the appropriate Curriculum Review Committee chairperson to address the question at a meeting of their respective Graduate Council (LSC or HSC) and at a subsequent meeting of the full Graduate Council.

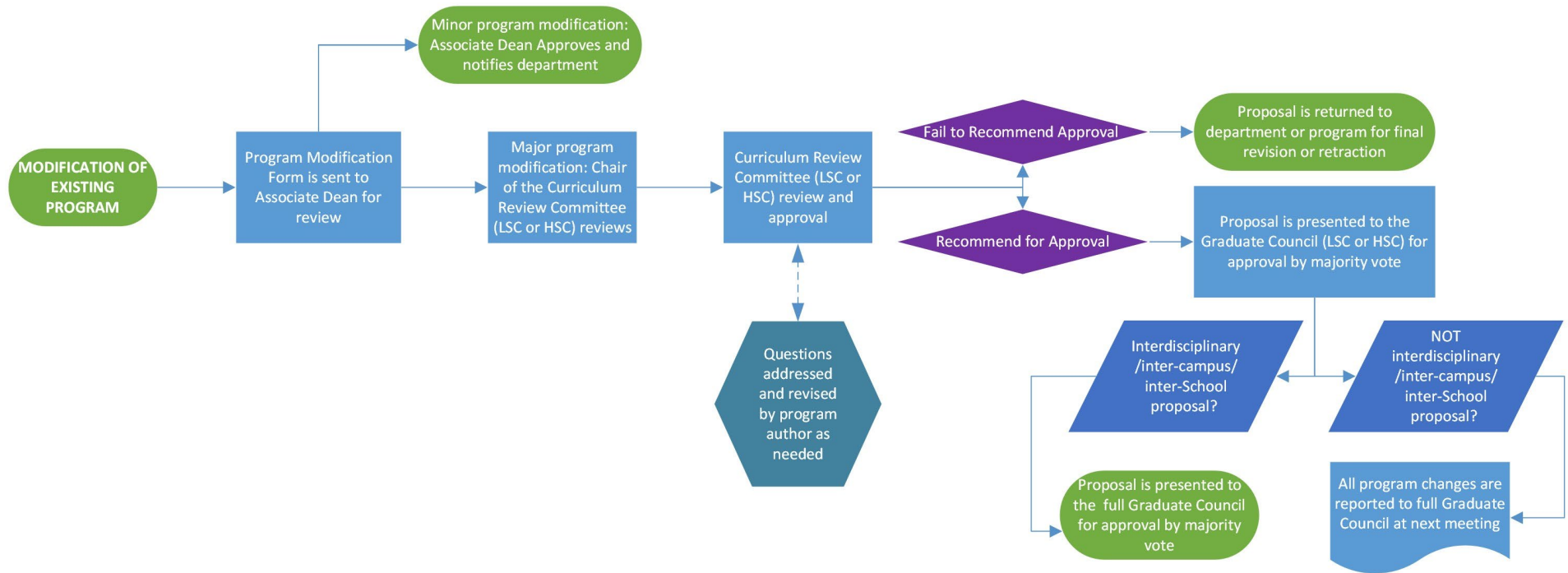
Modification of Existing Graduate Course Approval



New Graduate Course Approval



Modification of Existing Graduate Program Approval



New Graduate Program Approval

