

Graduate Council Overview

Graduate School Location

209 Hovey Hall

309-438-2583

<http://grad.illinoisstate.edu/>

Office Hours: 8:00 a.m. – 4:30 p.m.

The Graduate School:

The Graduate School coordinates the work of approximately 2,600 graduate students and over 700 graduate faculty members from 6 academic colleges. We continue a proud tradition of graduate education by offering studies leading to just over 130 graduate degrees and certificates: master's degrees such as the M.A., M.S. M.F.A, and M.B.A; a specialist degree in psychology; and doctoral degrees in biology, audiology, education, English, nursing, and psychology.

The Graduate School has five full time staff members including the Interim Director (Noelle Selkow), Associate Director (Rachel Caracci), Coordinator of Graduate Faculty Services (Kim Shennett), Coordinator of Graduate Student Services (Dana Davidson) and Admissions and Records Officers (Frank Korte and Denise Fries-Romack). There are three graduate assistants who work 12 months and split time between serving as thesis/dissertation format reviewers, assistance with recruitment, marketing, communication services, and the reception desk. There is one nine month graduate assistant who works with the Coordinator of Graduate Faculty Services on the University Research Symposium.

In order to carry out the work of the Graduate School, there are several units and individuals across campus who assist:

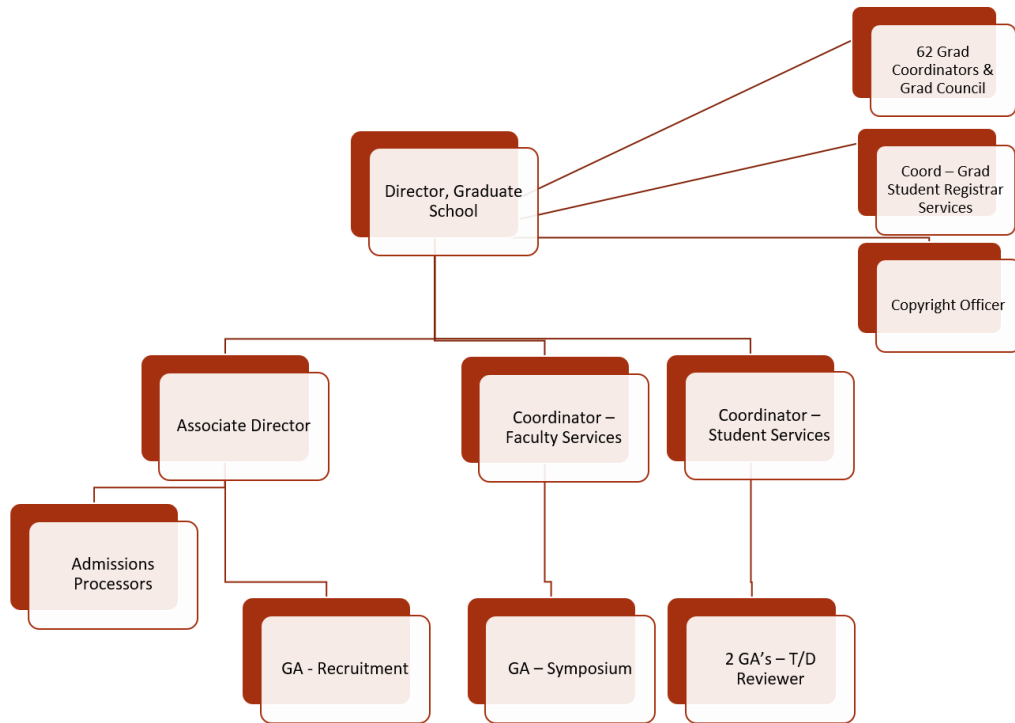
Coordinator of Graduate Student Registrar Services (Chris Bray & Holy Goldsmith) – The Registrar's Office takes care of academic scheduling; registration & University withdrawal assistance; maintains students' academic records; verification of academic eligibility; grade collection & reporting; transcripts, diplomas & Apostille document assistance; Veteran & Military Services; and FERPA compliance. The Coordinator of Graduate Student Registrar Services is the primary contact for degree audits and graduation applications.

Copyright Officer (Sarah Dick) – The Milner Library staff member is located in the Graduate School and works with students and faculty on copyright issues, data management, and other scholarly needs.

62 graduate coordinators – Each program has at least one graduate coordinator managing the program. There are graduate coordinator luncheons each semester to discuss issues and updates, as well as all graduate faculty meetings twice a semester. In addition to graduate coordinators, there are several graduate support staff members who will attend meetings. They are very helpful in reviewing processes. There are approximately 20 of these people across campus.

<http://grad.illinoisstate.edu/faculty/coordinators/>

Campus partners – Due to limited staff resources, partners are needed to provide services to graduate students. Many of these partners play a pivotal role in the Professional Development Series. Units such as Milner Library, CTLT, and the Career Center work with the Graduate School to offer programs throughout the year.



Staff Responsibilities:

Rachel Caracci rrcarac; 438-5745; Assistant Director

Primary responsibilities: Recruitment and retention of graduate students, admissions, marketing and communications, enrollment management.

Dana Davidson dddavid; 438-2597; Coordinator, Graduate Student Services

Primary responsibilities: Thesis and dissertation submissions, visiting students, graduate student support services.

Denise Fries-Romack dmfries; 438-5998; Admissions Processor

Primary responsibilities: Prepping application files for review; processing admissions applications, working with graduate coordinators on review of applications.

Frank Korte fhkorte; 438-2189; Admissions Processor

Primary responsibilities: Prepping application files for review; processing admissions applications, working with graduate coordinators on review of applications.

Noelle Selkow nselkow; 438-2583; Interim Director, Graduate School

Primary responsibilities: Overall administration of the Graduate School.

Kim Shennett keshenne; 438-2587; Coordinator, Graduate Faculty Services

Primary responsibilities: Graduate Council, Graduate Coordinator and Curriculum Committee support; regulations & procedures; University Research Symposium.

Chris Bray cabray; Coordinator, Graduate Student Registrar Services, Admissions & Records Supervisor

Primary responsibilities: Degree audit, transfer of credit, degree and certificate completion, probation, termination, satisfactory progress, registration assistance, graduation application.

Sarah Dick sdick; 438-2860; Copyright Officer

Primary responsibilities: Overall administration of copyright issues and resources.

Graduate Council:

The Graduate Council is the representative body of the graduate faculty. Council members deliberate and set policy on all matter of graduate education and advise the Interim Director of the Graduate School and the Associate Vice President for Graduate Studies and Research. Each council member sits on one of three standing committees: membership/student development, curriculum, or research. Members are elected by the graduate faculty by the Graduate Faculty. Two graduate students serve on the Graduate Council. Selection criteria for members are articulated in Article VI of the by-laws. The Director of the Graduate School chairs the Graduate Council.

Graduate Council meeting materials will be sent via e-mail to Graduate Council members. They are also posted online: <http://grad.illinoisstate.edu/faculty/council/materials.shtml>. You will receive an agenda approximately 3-4 days prior to the meeting.

Duties of the Graduate Council according to the bylaws include:

1. To receive the reports and to approve or reject the recommendations of the standing committees;
2. To advise the committees in carrying out their duties;
3. To appoint ad hoc committees when they are necessary;
4. To make recommendations to the faculty on regulations and procedures;
5. To receive communications on matters relating to the Graduate School;
6. To advise and to make recommendations to the Associate Vice President of Research and Graduate Studies;
7. To review matters which are to be taken to the Graduate Faculty;
8. To cooperate with other offices under the jurisdiction of the Provost And Vice President of Academic Affairs.

Graduate Council Administration:

Bylaws: The Graduate Council operates according to its established bylaws (<http://grad.illinoisstate.edu/faculty/council/>). The bylaws were updated and approved by the Graduate Council, Graduate Faculty, and Academic Senate in the spring of 2017.

Meetings: The Graduate Council will meet three times per semester - in September, October, November, February, March, and April. Meetings are usually on Tuesdays, 9-10:00 a.m. You should have received the meeting invitations for the coming academic year. If you are unable to attend a meeting, please let Kim Shennett know so that we can ensure we have a quorum for the meeting.

Committee responsibilities: There are 3 standing committees of the Graduate Council and the Executive Committee. Membership and responsibilities information follows.

Executive Committee membership & responsibilities

1. The Executive Committee is comprised of the chairs of each of the standing committees. This committee does not have specific responsibilities and is used as issues arise.
2. To consult with the Interim Director of Graduate Studies/Associate Vice President of Research and Graduate Studies whenever necessary;
3. To advise the Interim Director of Graduate Studies/Associate Vice President of Research and Graduate Studies in selecting the appointed members of the standing committees.

Membership/Student Development Committee membership & responsibilities:

1. Membership is 6 members elected to the committee
2. To review the specific criteria and procedures established by each department/school for determining Graduate Faculty membership, as prescribed in Article IV, Section 3 of the bylaws, and recommend their findings to the Graduate Council for its approval.
3. To review applications, and to recommend awards, for graduate scholarships and fellowships under the Committee's purview.

Research Committee membership & responsibilities:

1. Membership is 4 members elected to the committee
2. To foster high standards of research in the Graduate School;
3. To establish regulations for getting research grants and contracts in conjunction with the Graduate School and Research and Sponsored Programs office;
4. To review and make recommendation on research related awards within the Graduate School.
5. Serve on the University Research Council.

Curriculum Committee membership & responsibilities:

1. Membership is one representative from each college and a student representative.
2. To review proposals dealing with new and/or existing courses or degree programs, review course proposals where unresolved objections exist or which are part of larger degree or sequence proposals, to hold hearings, and to propose their acceptance or rejection;
3. To coordinate efforts with the various College Curriculum Committees as a means of addressing and resolving, in a timely manner, any modifications in course or program proposals which may occur as a result of Graduate Curriculum Committee actions;
4. To coordinate its work with that of the University Curriculum Committee with regard to such matters as courses and programs which affect both the undergraduate and graduate programs; and
5. The chair of the Graduate Curriculum Committee serves as a voting Ad Hoc member on the Council for Teacher Education Curriculum Committee.

Graduate School Programs & Services:

Copyright: A copyright officer is on staff to help students and faculty through the copyright maze. She will assist you in determining if permission-for-use is required; if so, from whom and how to obtain permission. Students writing a thesis or dissertation are required to go through the copyright officer, but faculty do not realize they can seek help for their research as well. Help locating and obtaining alternative resources are also provided.

https://grad.illinoisstate.edu/downloads/Copyright_Process.pdf

Student Workshops: The Professional Development Series is comprised of monthly workshops designed to help graduate students increase their chances of success both as a current graduate student and as a future professional. Workshops include such topics as salary negotiation, the academic job search, and the thesis/dissertation process.

<https://grad.illinoisstate.edu/students/workshops/>

Student Groups: Graduate School staff work with student groups to enhance services for graduate students. These include the Graduate Student Association, the Graduate Student Advisory Council and the Black Graduate Student Association, among others.

Thesis/Dissertation Assistance: The Graduate School provides online and in person resources to help students navigate the thesis and dissertation process from proposal to final deposit. Students and faculty can make an appointment with the Coordinator of Graduate Student Services to discuss the process one-on-one.

Graduate Faculty Status: New tenure track faculty members will want to obtain graduate faculty status in order to be eligible to chair thesis/dissertation committees and teach graduate courses. More information can be found at: http://grad.illinoisstate.edu/faculty/online_forms/.

University Research Symposium: Held each spring the [University Research Symposium](#) offers an exciting opportunity for graduate and undergraduate students to present their research, scholarship, and creative endeavors to the campus community. The Coordinator of Graduate Faculty Services oversees the planning of the Symposium.

Graduate Student Funding:

Graduate Student Funding: Diversity tuition waivers, college tuition waiver monies, scholarships and fellowships are administered by the Graduate School. Directors/chairs will receive their annual tuition waiver allocations in mid-spring from the Dean's office. Each department administers their own tuition waiver dollars with distribution and oversight from the Graduate School. In addition to departmental tuition waivers students from under-represented groups can apply for Diversity Tuition Waivers if they are not graduate assistants.

Graduate Assistantships: There are approximately 1100 graduate assistants (GA's) on campus. GA's receive 100% tuition waiver, a monthly stipend, and health insurance. They must pay fees (\$92.28 per credit hour).

College & International Studies Tuition Waivers: Each college and the Office of International Studies & Programs receive a tuition waiver allocation that they may use to assist students who do not have a graduate assistantship.

Diversity Tuition Waivers: In an effort to provide support for underrepresented U.S. students, diversity tuition waivers can be awarded for up to 9 hours per semester for qualifying students.

Dissertation Completion Grants: These competitive \$2,000 Dissertation Completion Grants help support students enrolled in a doctoral program at Illinois State to complete their dissertation and graduate from their program within two years.