



# Cleveland State University

College of Graduate Studies

TO: New Graduate Council Member

FROM: Nigamanth Sridhar, Ph.D.  
Dean, College of Graduate Studies

DATE: September 2019

**RE: Introduction to Graduate Council**

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Welcome to Cleveland State University Graduate Council! The Graduate Council is a faculty body comprised of the Dean and Associate Dean of the College of Graduate Studies, faculty members elected biannually by the Graduate Faculty to represent each College or independent School, the University Library Director, a Registrar's Office representative and (soon officially!) a student representative from the Graduate & Professional Student Association.

Functions of the Graduate Council include formulating policies and procedures governing graduate students and establishing standards for the Graduate Faculty. The Council is charged with regulation of student admission, registration and academic requirements, as well as other procedures governing advanced studies. Graduate Council provides the central planning required to promote programs of the highest academic quality, evaluates proposals for new and revised graduate programs, and reviews existing programs.

The Graduate Council also maintains various standing and ad hoc committees and appoints their members, who may include Graduate Council Members, Graduate Faculty Members. These committees include:

### **Petitions Committee**

This committee convenes on a regular basis (at least once a month) to render decisions on graduate student petitions requesting exemption from College of Graduate Studies' requirements and/or regulations (i.e., late withdrawals, extension of incomplete grades, graduation requirement waivers, etc.).

### **Grade Dispute Committee**

The Grade Dispute Committee considers grade disputes between a graduate student and instructor that have not been resolved at the departmental/program level. A graduate student disputing a grade may petition the College of Graduate Studies Grade Dispute Committee by submitting a summary of the grievance. The Committee convenes a meeting where the student

and the instructor are invited to discuss the nature of the dispute. The Committee forwards its recommendation to the University Admissions and Standards Committee to be acted upon by that body.

### **Graduate Faculty Review Committee**

This committee convenes at least once each academic term to review applications for membership on the Graduate Faculty. The Committee formulates recommendations for membership on the University Graduate Faculty that are submitted to the Graduate Council for review and disposition.

### **Program Review Process Committee**

Committee Members will be responsible for two main activities over the course of a one-year appointment: (1) reviewing and producing a written report for Graduate Council review summarizing the Program Review reports from the previous year's review process; and (2) serve as the Graduate Council and Graduate Dean's representative on at least one of the University Program Review Committee's for the current year.

### **Graduate Student Awards Committee**

This committee convenes every fall to form subcommittees of faculty volunteers to judge the Graduate Student Awards, which recognize graduate student achievements in four areas: (1) research and creative scholarship, (2) thesis and dissertation, (3) teaching, and (4) engagement and social advocacy. It also convenes every spring to judge the University of Queensland's Three Minute Thesis Competition.

We have put together a packet of information to help you during your term. We hope that you find this helpful. If you have questions or concerns at any time, please do not hesitate to contact us in the Dean's office.

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Thank you for your service.

## GRADUATE COUNCIL INFORMATION PACKET

1. List of members and Graduate Council Committees
2. List of meeting dates
3. Robert's Rules of Order
4. Graduate Faculty Status
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  - b. Levels-Powers
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**GRADUATE COUNCIL  
MEMBERS**

**GRADUATE COUNCIL  
COMMITTEE MEMBERS**

# MEMORANDUM

August 2019

**To:** Academic Deans, Department Chairs  
**FROM:** Nigamanth Sridhar, Dean; College of Graduate Studies  
**Subject:** Graduate Council Representation and  
College of Graduate Studies Standing Committees

I am pleased to announce the results of the College of Graduate Studies elections. Listed below are your representatives to the Graduate Council and the College of Graduate Studies Standing Committees.

## University Graduate Council

### *College of Business*

Timothy Arndt ..... 2018-2020  
Tracy Porter ..... 2019-2021

### *College of Education and Human Services*

Roland Pourdavood ..... 2018-2020  
Kenneth Sparks ..... 2019-2021

### *College of Engineering*

Chandra Kothapalli ..... 2018-2020  
Ung Tae Kim ..... 2019-2021

### *College of Law*

Patricia Falk ..... 2018-2020

### *College of Liberal Arts and Social Sciences*

Abed el-Rahman Tayyara ..... 2018-2020  
Bill Kostea ..... 2018-2020  
Rachel Carnell ..... 2019-2021  
Jose Sola ..... 2019-2021

### *School of Nursing*

William Matcham ..... 2018-2020

### *College of Sciences & Health Professions*

Linda Quinn ..... 2018-2020  
Girish Shukla ..... 2018-2020  
Beth Ekelman ..... 2019-2021

### *College of Urban Affairs*

Megan Hatch ..... 2019-2021

## Graduate College Representatives to Faculty Senate

Anup Kumar ..... 2018-2020  
Don Allensworth-Davies ..... 2019-2021

## Graduate College Representative on the University Admissions and Standards Committee

Abed el-Rahman Tayyara ..... 2018-2020

## Graduate College Representative on the University Curriculum Committee

Timothy Arndt ..... 2018-2020

*University Library Representative* ..... Diane Kolosionek

*University Registrar Representative* ..... Kevin Neal, Registrar

*Graduate Student Representative* ..... Nathan On

## Graduate College Committees

*The members of the Graduate Faculty listed below have been appointed by the University Graduate Council to serve on the following Graduate College committees for the terms noted:*

### **Petitions Committee**

Maureen Mitchell .....	Nursing .....	2018-2020
Kuzey Yilmaz .....	CLASS .....	2018-2020
Robert Simons .....	Urban .....	2018-2020
Karen McIntyre .....	COSHP .....	2018-2020
Jorge Gatica .....	Engineering .....	2019-2021

### **Grade Dispute Committee**

Aaron Severson .....	COSHP .....	2018-2020
Colleen Walsh .....	COSHP .....	2018-2020
Raouth Kostandy .....	Nursing .....	2018-2020
Cynthia Hovland .....	CLASS .....	2019-2021
Michael Baumgartner .....	CLASS .....	2019-2021
Ping Deng .....	Business .....	2019-2021

### **Graduate Faculty Review Committee**

Patrick Wachira .....	Education .....	2018-2020
Rongjun Sun .....	CLASS .....	2018-2020
Maria Gibson .....	Nursing .....	2018-2020
Guowei Jian .....	CLASS .....	2019-2021
Jodi DeMarco .....	COSHP .....	2019-2021
Xue-Long Sun .....	COSHP .....	2019-2021

### **Graduate Student Awards Committee**

Phuong Ngo .....	CLASS .....	2018-2020
Anup Kumar .....	CLASS .....	2018-2020
Brooke Conti .....	CLASS .....	2018-2020
Megan Hatch .....	Urban .....	2018-2020
Anne Su .....	COSHP .....	2019-2021
Bob Krebs .....	COSHP .....	2019-2021
Eric Allard .....	COSHP .....	2019-2021
Mekki Bayachou .....	COSHP .....	2019-2021
Geyou Ao .....	Engineering .....	2019-2021

### **Program Review Committee**

Albert F. Smith .....	COSHP .....	2019-2020
Bill Kosteas .....	CLASS .....	2019-2020
George S. Tsagaris .....	CLASS .....	2019-2020
Haigang Zhou .....	Business .....	2019-2020
Violet Cox .....	COSHP .....	2019-2020

# MEETING DATES

## Graduate Council Schedule for 2019-2020

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<b>Graduate Council Meeting</b>	<b>Time/Place</b>	<b>Submit materials by:</b>
Thursday, September 12, 2019	10:00 a.m.-12:00 noon/PH 103	Wednesday, September 4, 2019
Friday, October 18, 2019	10:00 a.m.-12:00 noon/PH 104	Thursday, October 10, 2019
Thursday, November 14, 2019	1:00-3:00 p.m/PH 104	Wednesday, November 6, 2019
Monday, December 2, 2019	1:00 p.m.-3:00 p.m./PH 104	Wednesday, November 20, 2019
<b>SPRING SCHEDULE WILL BE SET AT A LATER DATE</b>		

Council meets every month, as warranted.

Meeting materials must reach the office of the Graduate Dean **six working days** before the scheduled Graduate Council meeting. This is to allow time for review by the Graduate College, and for Council members' review. Materials should be uploaded to the Curriculog University system. Please allow time for the proposal to travel through the system (department, college, Dean's office, Graduate College) in order to reach the Graduate College step by the deadline.



**ROBERT'S RULES**

**OF ORDER**

# Robert's Rules Cheat Sheet

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Adjourn	"I move to adjourn."	No	Yes	No	No	Majority vote
Recess	"I move to recess for/until..."	No	Yes	No	Yes	Majority vote
Complain about hearing, comfort, etc.	"Point of privilege..."	Yes	No	No	No	Chair
End debate and vote on question	"I move the previous question."	No	Yes	No	No	Majority vote
Suspend further consideration of something	"I move to table this matter."	No	Yes	No	No	2/3 vote
Postpone deciding the question	"I move to postpone this matter until..."	No	Yes	Yes	Yes	Majority vote
Amend a motion	"I move to amend this motion by..."	No	Yes	Yes	Yes	Majority vote
Introduce business (a <b>main motion</b> )	"I move that..."	No	Yes	Yes	Yes	Majority vote

The motions and points listed above are in order of preference. When a motion or point of inquiry is pending, only those listed *above* the pending point may be raised.

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Redress any violation of the body's Rules	"Point of order..."	Yes	No	No	No	Chair
Request information	"Point of inquiry..."	Yes	No	No	No	N/A
Verify a recent voice vote by actual count (before next motion only)	"I call for division."	Yes	No	No	No	Majority vote
Prevent body from considering a matter	"I object to considering this question."	Yes	No	No	No	2/3
Consider a suspended matter	"I move to take from the table..."	Yes	Yes	No	No	Majority
Reconsider a previous motion	"I move to reconsider..."	Yes	Yes	No	No	2/3
Consider something out of schedule	"I move to suspend the rules to consider..."	No	Yes	No	No	2/3
Vote on the Chair's decision	"I appeal the Chair's decision."	Yes	Yes	Yes	No	Majority

The motions and points above have no precedence. Any of them may be raised in response to any motion or question, with the exception of the **three items in gray** (motion to adjourn, motion to recess, and point of privilege)

# MAIN MOTIONS

## To Introduce New Business

### Obtaining and assigning the floor

- A member raises their hand (or rises, depending on your rules) and waits to be acknowledged
- The chair recognizes the member by name

**Note.** It is never proper to raise your hand or rise to be acknowledged while another is speaking. If your point or motion is one of the kind that can interrupt the speaker, make your point or motion without waiting for recognition.

### How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion or I second it or second.*
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

### Consideration of the Motion

- Members can debate main motions before the question is voted on or otherwise decided.
- Before speaking in debate, members must obtain the floor.
- The maker of the motion has first right to the floor.
- Debate must be confined to the merits of the motion.
- Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

### The chair puts the motion to a vote

- The chair asks: *Are you ready for the question?*
- If no one rises to claim the floor, the chair proceeds to take the vote.
- The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*
- Depending on your rules, some kinds of business may call for a vote by show of hands.

### The chair announces the result of the vote.

- *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
- *The nays have it and the motion fails*

### If the count may be incorrect, a member calls for division

- If any member feels that the tally of voice votes is incorrect, they may call for division.
- Any call for division, unless the result of the previous vote was obvious (e.g. a unanimous or nearly-unanimous vote) must be honored.
- The chair will instruct the body on how to vote (e.g. by show of hands or by standing), and the body will vote accordingly.

### WHEN DEBATING YOUR MOTIONS

- Listen to the other side
- Be polite
- Focus on issues, not personalities
- Avoid questioning motives

# MOTIONS, GENERALLY

## MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that \_\_\_\_\_."

## AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Mister Chairman, I move that the motion be amended by adding the following words \_\_\_\_\_."
- After recognition, "Mister Chairman, I move that the motion be amended by striking out the following words \_\_\_\_\_."
- After recognition, "Mister Chairman, I move that the motion be amended by striking out the following words, \_\_\_\_\_, and adding in their place the following words \_\_\_\_\_."

## REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

## POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Mister Chairman, I move to postpone the question until \_\_\_\_\_."

## PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam Chairman, I move the previous question."

## LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question. After recognition, "Mister President, I move to limit discussion to two minutes per speaker."

## POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Mister Chairman, I move to postpone the question indefinitely."

## RECESS

You want to take a break for a while.

- After recognition, "Mister Chairman, I move to recess for ten minutes."

## ADJOURNMENT

You want the meeting to end.

## **MOTIONS, GENERALLY**

- After recognition, "Madame Chairman, I move to adjourn."

### **PERMISSION TO WITHDRAW A MOTION**

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Mister Chairman, I ask permission to withdraw my motion."

### **CALL FOR ORDERS OF THE DAY**

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

### **SUSPENDING THE RULES**

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

### **POINT OF PERSONAL PRIVILEGE**

The noise outside the meeting has become so great that you are having trouble hearing, or the temperature in the room is uncomfortable, or some other concern.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

### **COMMITTEE OF THE WHOLE**

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Mister Chairman, I move that we go into a committee of the whole."

### **POINT OF ORDER**

It is obvious that the meeting is not following proper rules. E.g. a motion is passed without the right kind of vote, or a member is breaking the rules of debate.

- Without recognition, "I rise to a point of order," or "Point of order."

### **POINT OF INQUIRY**

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "point of inquiry."

### **POINT OF PARLIAMENTARY INQUIRY**

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

## **MOTIONS, GENERALLY**

### **APPEAL FROM THE DECISION OF THE CHAIR**

The Chair has made a decision that you wish the body to vote on.

- Without recognition, "I appeal from the decision of the Chair."

# GRADUATE FACULTY STATUS

## LEVELS & POWERS

## GRADUATE FACULTY STATUS

### Requirements for membership:

#### **Level I:**

- Terminal degree in discipline; and
- One of the following:

2 peer-reviewed journal articles, plus 2 peer-reviewed scholarly works as defined by the college (which may include, but are not limited to, competitive grants, refereed book chapters, refereed conference proceeding papers or presentations, etc.)

**OR**

1 scholarly peer-reviewed book in faculty member's discipline

**OR**

equivalent externally-recognized publication or creative activity appropriate to discipline

#### **Level II:**

- Terminal degree in discipline; and
- One of the following:

1 peer-reviewed journal article, plus 1 peer-reviewed scholarly work as defined by the college (which may include, but is not limited to, competitive grants, refereed book chapters, refereed conference proceeding papers or presentations, etc.)

**OR**

equivalent externally-recognized publication or creative activity appropriate to discipline

#### **Level III:**

- Appropriate graduate degree; and
- 2 years of professional experience

#### **Provisional:**

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Full-time faculty receiving their terminal degree within two (2) years of seeking Graduate Faculty membership, but who do not fulfill the peer approval requirement, may be recommended for an initial three (3) year membership term if they have submitted at least some evidence of their accomplishments or knowledge of their discipline for review and approval under the guidelines. At the termination of this initial membership period, continuation of Graduate Faculty membership will require compliance with the criteria stated herein.



## **GRADUATE FACULTY STATUS LEVELS**

**A graduate faculty member, with the listed Level, may:**

### **Level I:**

- Teach graduate courses at all levels
- Direct doctoral dissertations
- Direct MS/MA theses or projects
- Serve on doctoral dissertation and Master's thesis, project or comprehensive exam committees

### **Level II:**

- Teach graduate courses at all levels
- Direct MS/MA theses or projects
- Serve on doctoral dissertation and Master's thesis, project or comprehensive exam committees

### **Level III:**

- Teach entry level (5XX) graduate courses
- Serve on MS/MA theses or project committees

**Some faculty will not have a Level assigned until their renewal date. Those faculty not yet assigned a level may perform the duties listed for Level 1.**

## **Guidelines for Exemptions to Graduate Faculty Membership Requirement**

Departments are expected to assign graduate level courses and other graduate program related responsibilities to faculty with proper Graduate Faculty status. In rare circumstances, departments may need to use faculty members who do not have the proper Graduate Faculty status as outlined in the CSU Graduate Faculty Bylaws to teach certain graduate courses or to perform certain other responsibilities related to their graduate programs. When such need arises, the departments may apply to the Graduate Council for a short term (usually no more than 1 year) or a long term (5 years) exemption to the requirement of proper Graduate Faculty status. Such requests shall be submitted in writing and will be reviewed by the Graduate Council and Dean of the College of Graduate Studies.

- I. **Request for a short term exemption to the requirement of proper graduate faculty status.** For example, a 600 level graduate course should normally be taught by a Level I or Level II Graduate Faculty. A department may need to use a Level III Graduate Faculty to teach a 600 level graduate course due to an unexpected last minute medical emergency of the assigned instructor. Such requests shall
  - a. Be initiated by the department chair;
  - b. Discuss the department's good faith effort to find a qualified faculty with proper Graduate Faculty status or situations that made such an effort not practical, for example exigencies of scheduling;
  - c. Provide evidence, such as Chair's narrative and faculty member's CV, that the proposed faculty member is competent for the course or responsibilities without the required Graduate Faculty status; and
  - d. Indicate the time period of the requested exemption.
  
- II. **Request for a long term exemption to the requirement of proper Graduate Faculty status.** For example, students in a 600 level practice-oriented course may be better served by an instructor with extensive practice experience than one with publications but not as much practice experience. Such requests shall
  - a. Be initiated by the department chair;
  - b. Be reviewed and supported by the College Dean;
  - c. Be limited to skill-based or practice-oriented courses if the request is for a course exemption. In such cases the request should discuss whether it is appropriate to renumber the course to a lower level so that an exemption will not be necessary;
  - d. Be limited to professional programs if the request is for exemption to proper Graduate Faculty status to perform certain responsibilities other than teaching, such as serving as a Graduate Program Director; and
  - e. Provide evidence, which may include but is not limited to the following list, to justify that the request for exemption is in the best interest of the students in the program:
    - i. Best practice at other similar institutions
    - ii. Requirements or recommendations by accreditation agencies
    - iii. A clear description of competencies essential to the success in teaching the course or performing the specified responsibilities.

# GRADUATE FACULTY

## BY-LAWS

**Approved by Graduate Council November 8, 2017**  
**Approved by greater than 2/3 of the graduate faculty voting in Spring 2018**  
**Approved by Faculty Senate October 3, 2018**  
**Approved by the Board of Trustees May 16, 2019**

**3344-14-01 BYLAWS OF THE FACULTY OF THE COLLEGE OF GRADUATE STUDIES**

These Bylaws are applicable within the authorization established by the Bylaws of the Board of Trustees and of the Faculty Organization of Cleveland State University.

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**3344-14-02 Name**

- A) This organization shall be known as the Faculty of the College of Graduate Studies of Cleveland State University.
- B) Graduate Studies shall be defined as those academic and professional curricula which require student achievement above the baccalaureate level in any field leading to a Master's, Specialist's, or Doctoral degree, except for the degrees of J.D. and LL.M. In addition, graduate level certificates, licensure programs or other post baccalaureate programs may apply to the Graduate Council for inclusion.

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**3344-14-03 Membership**

- A) The faculty of the College of Graduate Studies shall be constituted as follows:
  - 1) The President of the University, the Provost and Senior Vice President for Academic Affairs, the Dean, Associate Dean and Assistant Dean(s) of the College of Graduate Studies, and all Deans of Colleges of the University. All these members are *ex officio* and non-voting members unless qualified under paragraph (A)(2) of this rule.
  - 2) All members of the faculty under full-time contract to the university, (except visiting faculty), emeritus faculty, and University administration who meet the eligibility requirements set forth in paragraph (B) of this rule, who so desire, and whose credentials have been evaluated and approved by the Graduate Council. All such members shall be voting members on matters related to graduate program governance and curriculum development and revisions.
  - 3) Adjunct, visiting, and part-time faculty who meet the eligibility requirements set forth in paragraph (B) of this rule may apply for non-voting Graduate

Faculty membership at the appropriate level. The applications are processed through the appropriate department chairperson clarifying the role the faculty member will play, and submitted to the Graduate Council for evaluation and approval. Adjunct, visiting, and part-time faculty are not eligible for membership on the Graduate Council.

- 4) Faculty Emeriti who are members of the Graduate Faculty at the time of retirement shall continue to be voting members of the Graduate Faculty for the remainder of their terms. When their terms expire, Graduate Faculty Emeriti may have their memberships renewed as non-voting members upon request. Faculty Emeriti who qualify under paragraph (A)( 2) of this rule shall be voting members of the Graduate Faculty.
  - 5) In such cases where a faculty member has been judged by the Graduate Council not to fulfill paragraph (B)(1) of this rule, the individual may petition the Graduate Council later for reconsideration if additional documentation becomes available to enhance the faculty's credentials.
  - 6) In such cases where a faculty member does not seek Graduate Faculty membership, but wishes to perform a limited number of the functions of a Graduate Faculty member (3344-14-04 of the Administrative Code), the individual may petition the Graduate Council to perform specific functions for a period not to exceed three (3) years. Such petitions shall be considered when the contribution of the faculty member is vital to the function of the program, or in other extraordinary circumstances.
  - 7) Upon request of a Graduate Faculty member, Graduate Faculty status may be extended for up to one year upon the vote of Graduate Council after the determination of the Graduate Faculty Review Committee that:
    - a) The faculty member requesting the extension was affected by a serious medical condition or an extended absence from work due to a reason allowed under the Family Medical Leave Act, during the period of their most recent Graduate Faculty membership;
    - b) That the illness or leave resulted in the member being unable to maintain the level of scholarly and creative activity necessary for a significant period of time; and
    - c) In the determination of the Committee, the Graduate Faculty member has provided information sufficient to show that the faculty member will probably be able to meet the requirements to have Graduate Faculty status renewed after the extension period.
- B)** All faculty may seek Graduate Faculty membership as a result of their on going

accomplishments and demonstrated knowledge in their field. The College of Graduate Studies sets the levels of different graduate faculty membership and minimum requirements for each level. Academic Colleges and free-standing Schools may set additional requirements and define terms specific to their colleges or schools. For faculty seeking reappointment to the graduate faculty, membership criteria must be met within the preceding five years prior to the start of a new membership term. Graduate faculty at Level II or Level III may apply for membership at a higher level at any time once appropriate criteria are met. Graduate faculty membership applications shall be reviewed based on a faculty member's accomplishments, not on the level of degrees offered by the faculty member's department. Graduate faculty membership criteria and guidelines should be reviewed by the Graduate Council every five years. Requests for exceptions to these guidelines for special situations, which may include, for example, exempting a specific faculty member from certain membership requirement(s) or a course from requiring a Level I or Level II faculty to teach it, should be submitted in writing and shall be reviewed by the Graduate Council and/or Dean of the College of Graduate Studies.

**C) Requirements for membership:**

**1) Level I:**

- a) Terminal degree in discipline; and
- b) One of the following:
  - i. Two peer-reviewed journal articles, plus two peer-reviewed scholarly works as defined by the college (which may include, but are not limited to, competitive grants, refereed book chapters, refereed conference proceeding papers or presentations, etc.); **OR**
  - ii. One scholarly peer-reviewed book in faculty member's discipline; **OR**
  - iii. Equivalent externally-recognized publication or creative activity appropriate to discipline. This is only for disciplines in which peer-reviewed journal articles and peer-reviewed books are not a widely accepted form of scholarship.

**2) Level II:**

- a) Terminal degree in discipline; and
- b) One of the following:
  - i. One peer-reviewed journal article, plus one peer-reviewed scholarly work as defined by the college (which may include, but is not limited to, competitive grants, refereed book chapters, refereed conference proceeding papers or presentations, etc.); **OR**
  - ii. Equivalent externally-recognized publication or creative

activity appropriate to discipline. This is only for disciplines in which peer-reviewed journal articles and peer-reviewed books are not a widely accepted form of scholarship.

**3) Level III:**

- a) Appropriate graduate degree; and
- b) 2 years of professional experience

**4) Provisional membership:** Full-time faculty receiving their terminal degree within two (2) years of seeking Graduate Faculty membership, but who do not fulfill the peer approval requirement, may be recommended for an initial three (3) year membership term if they have submitted at least some evidence of their accomplishments or knowledge of their discipline for review and approval under the guidelines. At the termination of this initial membership period, continuation of Graduate Faculty membership will require compliance with the criteria stated, herein.

**D)** Graduate Faculty members are appointed for a five (5) year term, except for the Provisional membership which is valid for a three (3) year term, with the year of appointment serving as the first year of the term. The Dean of the College of Graduate Studies shall maintain a current list of members of the Faculty of the College of Graduate Studies. This list shall be distributed to the faculty annually.

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**3344-14-04 Powers**

**A)** The Graduate Faculty shall determine educational objectives for the College of Graduate Studies, establish proper standards directed toward efficient achievement of those objectives, coordinate the educational policies of the College of Graduate Studies with those of the other Colleges of the University, and foster graduate education and scholarly research. Only members of the Graduate Faculty may perform the following duties:

**1) Level I:**

- a) Teach graduate courses at all levels
- b) Direct doctoral dissertations
- c) Direct MS/MA theses or projects
- d) Serve on doctoral dissertation and Master's thesis, project or comprehensive exam committees

**2) Level II:**

- a) Teach graduate courses at all levels
  - b) Direct MS/MA theses or projects
  - c) Serve on doctoral dissertation and Master's thesis, project or comprehensive exam committees
- 3) **Level III:**
- a) Teach entry level (5XX) graduate courses
  - b) Serve on MS/MA theses or project committees
- 4) **Provisional:** Same as Level I
- 5) Under normal circumstances, only Level I or Level II graduate faculty may serve as a Graduate Program Director.
- B) The Graduate Faculty shall be responsible for the granting of all graduate degrees awarded by the College of Graduate Studies.
- C) The Graduate Faculty can recall, nullify, or modify any action of the Graduate Council by a two-thirds vote of those voting. Such action shall require a formally approved motion presented at a meeting of the Graduate Faculty and voting shall follow by paper or electronic ballot under the auspices of the Dean of Graduate Studies.
- D) During the Spring term, the Graduate Faculty shall elect one of its members to the Faculty Senate. The Dean of the College of Graduate Studies shall ascertain which members of the Graduate Faculty are willing to serve in this capacity. This process shall take place at least two weeks prior to a paper or electronic balloting through which the two (2) candidates with the highest number of votes shall be declared the designated candidates in the ensuing election.
- E) Should the number of graduate faculty representatives to the Faculty Senate be changed by the provisions of the University Faculty Bylaws, the procedures of this Article shall apply except that the number of nominees in the election may change. However, the number will always be in a ratio of two (2) to one (1), relative to the number of representatives to the Faculty Senate to be chosen at the election.
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**3344-14-05 Officers**

- A) The Dean of the College of Graduate Studies shall be the chief executive officer of



the College of Graduate Studies and shall be the chairperson of the Graduate Faculty.

- B)** The Dean or the Dean's designated representative shall preside at Graduate College Faculty meetings.
  - C)** A secretary shall be appointed by the Dean of the College of Graduate Studies.
    - 1) The Secretary shall keep records of the meetings of the Graduate Faculty. These records will be made public in whole or in part to the Graduate Faculty.
    - 2) The Secretary shall notify each member of the Graduate Faculty of the time, place, and agenda of each meeting at least seven (7) days in advance of the meeting. The Secretary shall make available to members of the Graduate Faculty a copy of the complete minutes of each meeting.
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#### **3344-14-06 Meetings**

- A)** The faculty of the College of Graduate Studies shall meet at least once each academic year, at a date and time to be set by the Graduate Dean and the Graduate Council, and upon at least seven (7) days advance notice, with a published agenda which shall permit the introduction of business from the floor. Faculty meetings may be requested by petition of at least five (5) per cent of the voting members of the Faculty of the College of Graduate Studies, as presented in writing to the Dean of the College.
  - B)** Twenty-five (25) percent of the total membership of the Faculty of the College of Graduate Studies shall constitute a quorum for the purpose of transacting official business.
  - C)** All meetings shall be conducted according to *Robert's Rules of Order*.
  - D)** Items may be placed on the published agenda of Graduate Faculty meetings by the Graduate Dean, the Graduate Council, or the request of at least five (5) per cent of the voting members of the Faculty of the College of Graduate Studies.
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#### **3344-14-07 Graduate Council**

- A)** The Graduate Council shall consist of:

- 1) The Dean of the College of Graduate Studies (voting), any Associate and Assistant Deans of the College of Graduate Studies (*ex officio* and non-voting, unless qualified to vote under paragraph (C)(4) of this rule, a graduate student representative (voting), a University Research Council representative (voting), the University Library Director (*ex officio*, non-voting), and a Registrar's Office representative (*ex officio*, non-voting).
- 2) Faculty members will be elected as representatives of the Graduate Faculty as follows:
  - a) One each from every College or stand-alone School, elected by the Graduate Faculty within that College or stand-alone School.
  - b) The remaining number of representatives shall be elected based on the number of Graduate Faculty within each and every College or stand-alone School, elected by the Graduate Faculty within that College or stand-alone School. After a minimum of 40 graduate faculty there will be one elected faculty for every additional 40 graduate faculty. No two Council members may be from the same department, institute, or division unless the College or stand-alone unit has only one department.

**B) Election Provisions:**

- 1) *Membership.* Faculty members of the Graduate Council shall be voting members of the Graduate Faculty who hold no administrative appointment other than that of chairperson or director.
- 2) *Terms of Office.* Terms of office shall be two (2) years. Terms shall begin on August 15 following the regular election.
- 3) *Dates of Nomination Process and Elections.* Elections shall be held during the spring term of each academic year, following the nomination process. The Graduate Council shall set the date for the nomination process and election early during the spring term of each academic year.
- 4) *Paper or Electronic Ballots.* All nominations and elections shall be by paper or electronic ballot.
- 5) *Tie Votes.* All tie votes shall be resolved by drawing lots. The Graduate Dean shall do so in the presence of the Graduate Council.
- 6) *Nomination Process.* Nominations for the Graduate Council shall be by paper or electronic ballot as follows. The Graduate Dean shall determine which eligible members of the Graduate Faculty are willing to serve. This process shall take place at least two weeks prior to the nomination ballot. All eligible members of the Graduate Faculty who have indicated in writing a

willingness to serve shall be listed on a nomination ballot appropriate to their academic areas as defined in paragraph (A)(2) of this rule. Each voting Graduate Faculty member from the academic area concerned shall have one vote. The two members receiving the highest number of votes shall be the candidates in the ensuing election.

- 7) *Election.* Each voting Graduate Faculty member shall have one (1) vote for each representative from his/her College or stand-alone School.
- 8) *Vacancies.* In the event that a vacancy occurs in the Graduate Council, the Collegial Dean in the academic area in which the vacancy occurs shall submit to the Council the names of no more than three (3) voting members of the Graduate Faculty who have indicated their willingness to serve on the Council. From these nominations, the Council will select the person to fill the unexpired term. Any person filling an unexpired term remains fully eligible for election to Graduate Council, and the unexpired term is not subject to the limitation described in paragraph (B)(9) of this rule.
- 9) *Limitations on Terms of Office.* Members of the Graduate Council shall be limited to serving two consecutive two (2) year terms. After the completion of a second, consecutive, two (2) year term, the faculty member shall not be eligible for re-election to the council until two years elapse from the conclusion of the second consecutive term of office.

C) Meetings and Quorum:

- 1) Regular meetings shall be held at least monthly during the academic year, or upon call of the Dean of Graduate Studies or five (5) voting members of the Council.
- 2) A majority of the voting members of the Graduate Council shall constitute a quorum at any meeting.
- 3) All meetings shall be conducted according to *Robert's Rules of Order*.
- 4) The Dean of the College of Graduate Studies shall act as chairperson of the Graduate Council. The Dean may designate a member of the Graduate Council as chairperson in his/her absence. The chairperson-designate serves as a voting member of the Council.
- 5) Any Graduate Council member may request that any item be placed on the Graduate Council agenda.
- 6) Written Minutes of the meetings shall be taken and filed with the Secretary of the Faculty Senate. Such minutes should indicate all actions taken. Copies of minutes shall be made available to all members of the faculty.

- D)** The Graduate Council shall be charged with the following responsibilities:
- 1) *Graduate Programs.* Review and approval of all proposals for new courses or curricula awarding graduate credit, all new programs of graduate study, and all proposals for altering or abolishing existing programs; program review and evaluation of existing programs.
  - 2) *Student Affairs.* Regulation of student admission, standards of achievement and requirements for students enrolled in graduate programs, other specific procedures regarding graduate work, and completion of graduate degree programs.
  - 3) *Faculty Membership.* Establishing procedures for admission, continuance, resignation and/or removal of members of the Faculty of the College of Graduate Studies and approval of Faculty membership.
  - 4) *Standing Committees.* Appointment and discharge of such committees as deemed appropriate. These committees may include student members as appropriate. Standing committees of the College include Petitions, Graduate Faculty Review and Grade Dispute.
- E)** The Dean of the College of Graduate Studies and the Graduate Council shall have the power to appoint and to discharge committees as they and/or the Graduate Faculty deem appropriate.

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**3344-14-08 Administrative Responsibilities**

- A)** Each department or other unit authorized to offer programs leading to a graduate degree shall:
- 1) Establish, within the framework of the policies of the College of Graduate Studies, regulations governing the administration of existing graduate degree programs;
  - 2) Formulate procedures for the evaluation of the graduate degree program of each candidate and certify to the Dean of the College of Graduate Studies those students who are advanced to candidacy for graduation, upon completion of all requirements for a graduate degree;
  - 3) Have the opportunity to review for admission to a graduate degree program all students who apply.
  - 4) Establish minimum standards for admission into their programs, so long as

they meet or exceed the minimum standards of the Graduate College. Where departments desire to admit students who do not meet such requirements, disposition of the case shall be made with the approval of the Graduate Dean.

- 5) Within the framework of the policies of the College of Graduate Studies, review and approve applications for graduate assistantships.
- 6) Review the Graduate degree program(s) offered in the department.

**B)** The office of the Dean of the College of Graduate Studies shall:

- 1) Forward appropriate items to the Graduate Council and to the Faculty Senate.
- 2) In consultation with the President and the Provost and Senior Vice President for Academic Affairs of the University, determine items to be brought before the Board of Trustees, and the Ohio Board of Regents.
- 3) Administer a centralized records center, and have the responsibility to coordinate all academic warnings, probations, and dismissals pertaining to graduate students.
- 4) Maintain a secretary for the Graduate Council and seek to facilitate effective communication between the administration and all University units having graduate programs.
- 5) Coordinate certain formal publications, including the Graduate issue of the *Cleveland State University Catalog*.
- 6) Be responsible for disseminating information on fellowships and grants and encouraging scholarly research.

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**3344-14-09 Amendments**

Amendments to these Bylaws may be proposed by the Graduate Council or by petition of at least five (5) percent of the members of the Faculty of the College of Graduate Studies. Members of the Faculty of the College of Graduate Studies shall vote by paper or electronic ballot on such proposed amendments, and a two-thirds vote of those voting is required to adopt a proposed amendment.

**CROSS-LISTED**

**COURSES**



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## College of Graduate Studies

**TO:** Deans, Associate Deans

**FROM:** Jianping Zhu, Ph.D., Dean  
College of Graduate Studies

**DATE:** January 17, 2013

It has been brought to the Graduate Council's attention that some CSU graduate programs offer or plan to offer graduate courses that are cross listed with undergraduate courses across more than one level. Graduate Council members strongly feel that the listing of courses across more than one level, for example, 300/500 or 400/600, does not reflect positively on the quality of our graduate courses. As such, the Graduate Council or the College of Graduate Studies will not approve such cross listing in the future unless there is a compelling justification.

College of Graduate Studies  
Cleveland State University  
4xx/5xx Cross-listed courses

The College of Graduate Studies and Graduate Council are concerned that the integrity of graduate level courses in vertically cross-listed courses is compromised when the distinctions between the undergraduate and graduate sections are not clearly defined. The College is concerned that the work that the graduate student is expected to do in a cross-listed course is not quantitatively and qualitatively demarcated from the undergraduate student's work expectation.

Syllabi that have passed through Department Curriculum Committees, Chairs of Departments, College Curriculum Committees, and Deans of the respective Colleges arrive in the College of Graduate Studies often with the same grading scale for undergraduate and graduate students (which is incongruent with the University grading policy), and have exactly the same assignments for undergraduate and graduate students. Minor distinctions are sometimes noted: frequently syllabi state that the graduate students will have a paper due at the end of the semester for an extra 10% of the grade; or questions that graduate students will have on their examinations will be more difficult; or graduates are required to turn in extra pages of the same assignment given to undergraduates.

Both undergraduate and graduate students are not served well by the lack of distinction between undergraduate and graduate sections. For example, does an undergraduate student who is required to do the same or virtually the same work as the graduate student have the right to request graduate credit? Likewise, should the graduate student pay graduate tuition if s/he does the same work as the undergraduate?

Only the instructor, the expert in the respective field of study, can properly define the differences between undergraduate and graduate student expectations and requirements. However, the College of Graduate Studies and Graduate Council would like to propose guidelines for syllabi that have undergraduate and graduate sections. We recommend that the graduate syllabus must contain wording that indicates that the graduate student will not only quantitatively be expected to do more work but also be held to a higher qualitative standard—more in line with the professional standards of the given field. While course content will vary greatly by discipline, we would like to suggest the following two guidelines:

**First, Graduate syllabi should apply the [graduate grading scale](#), along with an articulation of higher expectations and standards for grading assignments.**

**Second, Graduate students are expected to demonstrate a more sophisticated understanding of the material than undergraduate students.** (Graduate Council, 2014).

All proposed cross-listed course syllabi should clearly convey the above distinctions when submitted for approval.

3/24/14



**CURRICULOG**

**INFORMATION**



## CURRICULUM MANAGEMENT

[User Guides](#)[Training Sessions](#)[Which Form to Use and How to Complete the Form](#)[Submit Committee Updates](#)[Contact Support](#)[FAQs](#)

### Office of the University Registrar Contact

Brittany Richards  
Catalog & Curriculum Coordinator  
Phone: 216-687-3871  
[catalog@csuohio.edu](mailto:catalog@csuohio.edu)

Curriculum Management

# CURRICULUM MANAGEMENT

## Access Curriculog

Go to <http://csuohio.curriculog.com>

## Introduction

Curriculog is Cleveland State University's online curriculum management system that replaced OCAS in May 2016. This self-contained platform allows the curriculum management process to take place entirely online, including communication and decisions. Although the Office of the University Registrar oversees Curriculog, creating curricular proposals and the review of curriculum is a function of faculty and the academic units.

Curriculog is connected directly to the university's online catalog database, Acalog, which pulls course information from our ERP, PeopleSoft. Through this integration, users import courses and programs from next year's draft catalog to create proposals for modification. Users are also able to run an impact report for courses which lists all dependent elements for a particular item.

After the originator approves the proposal, he or she is able to track the proposal through the approval process, and see comments and decisions.

Secure access is tied to your CSU ID and password and submitting decisions in the system takes the place of your signature.

If you have questions about Curriculog, please contact any of the following:

- Brittany Richards, Catalog and Curriculum Coordinator, ext 3871 or [b.m.richards41@csuohio.edu](mailto:b.m.richards41@csuohio.edu)
- Nina Cooke, Associate University Registrar, ext 3752 or [n.c.cooke@csuohio.edu](mailto:n.c.cooke@csuohio.edu)
- Kevin Neal, University Registrar, ext 3608 or [k.c.neal@csuohio.edu](mailto:k.c.neal@csuohio.edu)

## CURRICULUM MANAGEMENT ANNOUNCEMENTS

[University Committee Meeting Dates for 19-20](#)

## CURRICULUM MANAGEMENT QUICK LINKS

[Curriculog Link](#)[Graduate Catalog](#)[Undergraduate Catalog](#)[Curriculum Approvals and Processes](#)

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**HELPFUL  
GRADUATE COLLEGE  
WEB SITES**

## **GRADUATE COLLEGE WEB SITE LINKS**

<http://www.csuohio.edu/graduate-studies/college-graduate-studies>

**Main page**.....College of Graduate Studies

<http://www.csuohio.edu/graduate-studies/graduate-faculty/graduate-council>

**Graduate Council** page.....Lists Council meeting dates, meeting minutes and Graduate Council Actions

<http://www.csuohio.edu/graduate-studies/graduate-faculty/graduate-faculty>

**Graduate Faculty** resource page.....from here you can find the roster of faculty with graduate faculty status, when one's status will expire, the graduate faculty By-Laws, minutes of graduate faculty meetings, and the information to apply or renew one's graduate faculty status

<http://www.csuohio.edu/graduate-studies/graduate-faculty/graduate-faculty-membership>

**Graduate Faculty Membership** resource page.....Guidelines for obtaining or renewing graduate faculty status, along with each individual college/school's guidelines

<http://www.csuohio.edu/graduate-studies/graduate-faculty/graduate-program-director>

**Graduate Program Directors** resource page.....best practices information, OnBase information

**GRADUATE COUNCIL CONTACT FOR ANY QUESTIONS, CONCERNS, COMMENTS:**

Maribeth Kralik, Office Coordinator  
Assistant to the Dean  
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Parker Hannifin Hall, room #227

**THANK YOU!**