

MEMORANDUM

Christopher J. Mitchell, Ph.D.
Interim Associate Dean

Phone: 217.581.2922
Fax: 217.581.7085
Email: cjmitchell@eiu.edu

Date: April 15, 2019

To: Dr. Melissa Jones, Chair, Council on Graduate Studies

Re: Request for Executive Action from the Department of English

Action Requested:

Requiring MA students to complete a professional portfolio prior to issuance of the Certificate of Comprehensive Knowledge (CCK) to the Graduate School. This executive action addresses the specific point of requiring a completed portfolio before issuing the CCK, not the contents of the portfolio or number of documents in the portfolio.

Rationale:

This adjustment adds no new curriculum requirements for students. Students will be informed about the assessment portfolio from their entry into the program, and will begin the portfolio when they take English 5000 (a required course for all MA students).

Catalog Language Changes:

Added, as appropriate, to the “Degree Requirements” section of the graduate catalog.

Effective Year/Term:

Fall 2019.