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## Proposal to the Senate Educational Policy Committee

**PROPOSAL TITLE:** Transfer of the Ph.D. in Neuroscience from the School of Molecular and Cellular Biology to the Neuroscience Program

**SPONSORS:** Susan Schantz, Professor and Program Director, [schantz@illinois.edu](mailto:schantz@illinois.edu), and Samuel N. Beshers, Neuroscience Program Coordinator, [beshers@life.illinois.edu](mailto:beshers@life.illinois.edu), 333-4971.

**COLLEGE CONTACT:** Karen Carney, Associate Dean, College of Liberal Arts and Sciences, [kmcarney@illinois.edu](mailto:kmcarney@illinois.edu), 333-1350.

**BRIEF DESCRIPTION:** The Neuroscience Program (NSP) is an interdisciplinary program that currently has over 85 affiliated faculty members from more than 20 departments, and 70 students, studying the brain from a broad range of perspectives. The Ph.D. in Neuroscience was established in 1990, when NSP was a subunit of the School of Life Sciences. When the School of Life Sciences was split into the Schools of Integrative Biology and of Molecular and Cellular Biology, the Ph.D. in Neuroscience was moved to the School of Molecular and Cellular Biology. Over the years, the Neuroscience Program has become more interdisciplinary and now operates as an independent program: it controls its own budget, makes its own admissions decisions, and the Director of NSP reports directly to the Dean of the College of LAS. We therefore wish to have the Ph.D. degree in Neuroscience map to the Neuroscience Program, rather than to the School of Molecular and Cellular Biology, as it does now.

**JUSTIFICATION:** While Neuroscience continues to have strong linkages to the School of Molecular and Cellular Biology, it is no longer a subunit of the School. Similarly, the Ph.D. in Neuroscience is no longer under the School's jurisdiction, so should no longer be mapped to the School.

### BUDGETARY AND STAFF IMPLICATIONS:

- a. Additional staff and dollars needed: No additional funds will be required to effect this change.
- b. Internal reallocations (e.g., change in class size, teaching loads, student-faculty ratio, etc.): No internal reallocations will be required. We anticipate that Neuroscience faculty will continue to teach the same numbers of students and courses they do now.
- c. Effect on course enrollment in other units and explanations of discussions with representatives of those departments: We anticipate no changes in enrollment in other units. The School of Molecular and Cellular Biology supports this change.
- d. Impact on the University Library: No impact
- e. Impact on computer use, laboratory use, equipment, etc.: No impact

## **MEMORANDA OF UNDERSTANDING**

The Neuroscience Program is a unit within LAS and we receive our budget from them. Our accounts are actually managed by the Beckman Institute business office, with approval and consultation from LAS. The Beckman also provides office space and access to their facilities. The MCB Core Curriculum office, headed by Melissa Michael, administers our courses just as they did when we were a unit within MCB. These arrangements were all agreed upon in meetings held prior to our move from MCB to Beckman; as far as we know there are no formal memos.

## **PHYSICAL HOME**

The Neuroscience Program is currently housed in the Beckman Institute, where the Director, Coordinator and Administrative Assistant have their offices. The Program has no exclusive space but makes extensive use of the Beckman facilities.

## **ORGANIZATIONAL CHART**

Please see attached page.

## **MANAGEMENT OF ACADEMIC FUNCTIONS**

Admission to the Neuroscience Ph.D. Program is managed by an Admissions Committee, appointed each year by the Director. This committee typically has 5-6 members, all affiliated faculty. Each student is advised by one or more affiliated faculty members, in conjunction with a series of committees corresponding to stages in the student's progress, and having initially 3 members (Diagnostic Committee) and then 4 members (Qualifying Exam, Preliminary Exam, and Final Defense committees). A committee may have a member who is not a Neuroscience affiliate or who is from another university. Students may also seek guidance from the Director and Coordinator. The Executive Committee performs an Annual Review of all students, in accord with Graduate College policy.

## **INTERDISCIPLINARY COUNCILS OR COMMITTEES**

We have none; this is not currently applicable to our program.

## **REPORTING PROCESS FOR FACULTY CONTRIBUTIONS**

We will provide faculty with a checklist that they can use to indicate where they have made contributions, and space for details. Right now contributions would mainly include advising students and serving on student committees, serving on program committees (Executive, Admissions), teaching Neuroscience courses (though nearly all of these are owned by departments and cross-listed with Neuroscience), and participating in recruiting, outreach, and writing and/or administering training grants.

## **PHASE-DOWN PLAN**

We first note that the Neuroscience Program is now 25 years old and thriving, and we do not anticipate it being closed down anytime soon.

If and when the program is found to be not worth continuing, then admissions and recruiting will be immediately discontinued. All students will be given the option of transferring, preferably to another program within the university with which their advisor

is affiliated. Students in years 1-3 will be expected to transfer, while those past year 3 will be given up to 3 years to complete their dissertations and will be required to propose a timeline for completion. The seminar program will continue for one additional year. The Coordinator will be retained while there are 25 or more students remaining in the program, after that time the Director and Administrative Assistant will oversee the remaining students. The Executive Committee will meet at least once per year as long as any students remain in the program.

At the start of year 4 after the decision to close, all students must have graduated or transferred, and any remaining funds will revert to LAS.

**STATEMENT FOR PROGRAMS OF STUDY CATALOG:**

No change in the catalog is needed; only the mapping of the degree is changing.

**DESIRED EFFECTIVE DATE:** Spring 2015

**CLEARANCES:** (Clearances should include signatures and dates of approval. These signatures must appear on a separate sheet. If multiple departments or colleges are sponsoring the proposal, please add the appropriate signature lines below.)

Signatures:

Susan Schwartz  
Director, Neuroscience Program:

9-12-14  
Date:

[Signature]  
Director, School of MCB:

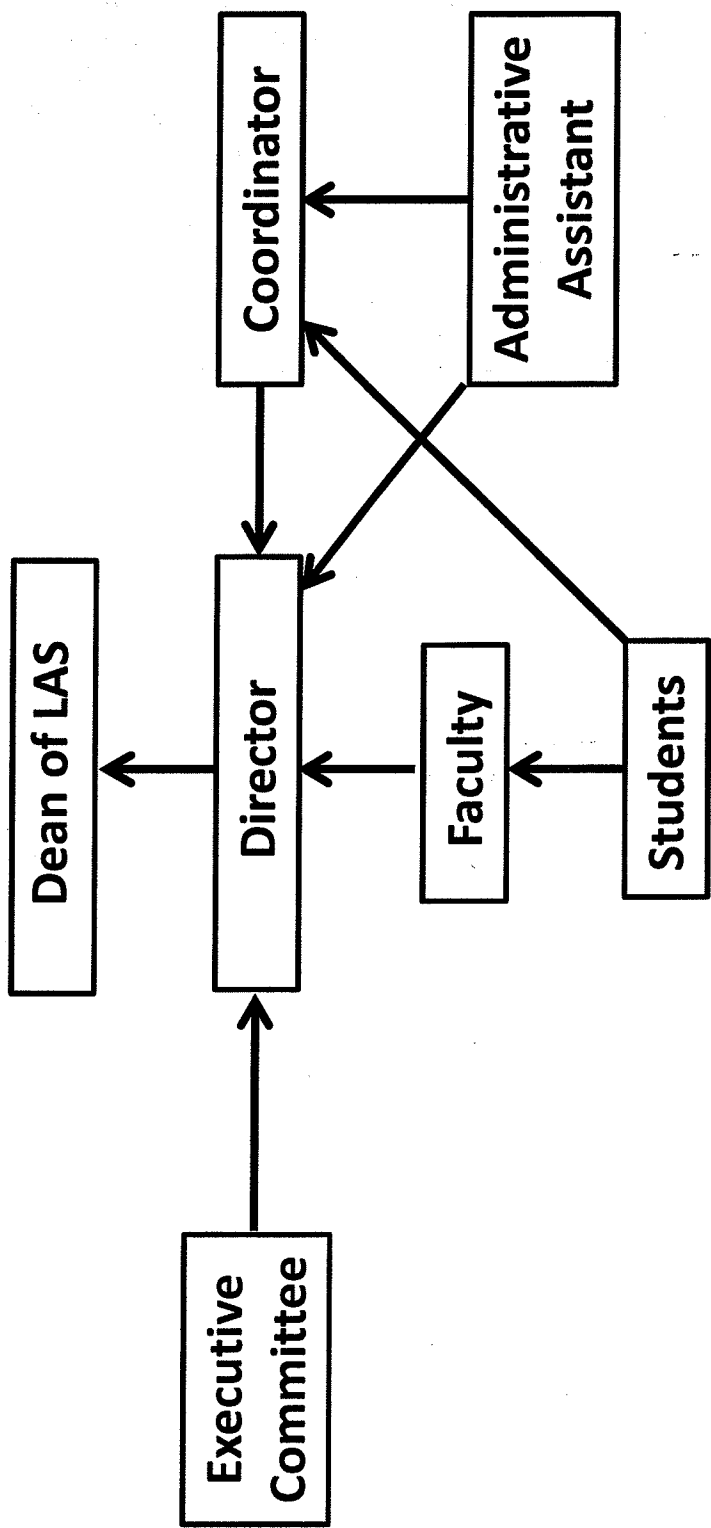
9/13/14  
Date:

Karen M. Carney  
College Representative:

9-9-14  
Date:

[Signature]  
Graduate College Representative:

11/24/14  
Date:



Neuroscience Program Organizational Chart. The Director reports to the Dean of LAS, and is advised and assisted by the Executive Committee and the Coordinator. The Director guides the faculty, who in turn mentor the graduate students. The Coordinator also mentors and advises students.

UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN

Neuroscience Program  
Beckman Institute  
405 North Mathews Avenue  
Urbana, IL 61801



October 21, 2014

John C. Hart, Associate Dean  
Graduate College  
204 Coble Hall, MC-322

Dear Dean Hart:

The enclosed Memorandum of Understanding is intended to address issues raised by the Graduate College Program Subcommittee in relation to our proposal to move the Neuroscience Ph.D. degree from the School of Molecular and Cellular Biology to an independent unit within LAS. We hope the MOU satisfactorily deals with these issues and that our proposal can move forward.

We also wish to provide additional information that does not fit appropriately within the MOU but that should help to clarify these issues.

**Will students continue to be housed in MCB?**

A majority of neuroscience students are not and never were housed in MCB per se. They are working with and mentored by faculty in more than 20 departments across campus, and are housed in faculty labs within those departments. The subset of students housed in MCB would stay there. The Neuroscience Program's identity is closely linked to the Beckman Institute and the weekly seminars, journal clubs and other events have been held in the Beckman Institute since it opened its doors a quarter century ago, and these events will continue to be held at Beckman in the future.

**The proposal does not indicate how faculty were consulted in the decision to move the Ph.D. program to LAS. Please provide more information about the process of faculty consultation and decision-making.**

The move to LAS has been endorsed by the Executive Committee, which represents the larger NSP faculty. Further, as stated in the MOU, the Neuroscience Program (NSP) has been regarded as a free-standing unit for some time, possibly since before the School of MCB was split off from Life Sciences, and the Director has reported to the Dean of LAS. Given the status of NSP, and that the move originated with the business functions of NSP going from MCB to the Beckman Institute, it did not seem necessary or appropriate to consult the entire faculty.

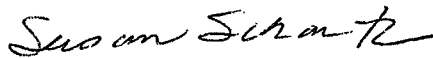
**Which unit will receive the IUs?**

The NSP has never received IUs as part of MCB; all NSP cross-listed courses, other than seminars and research credits (NEUR 590 and 599) are owned by either MCB or PSYC and cross-listed with NEUR; the units that own them receive the IUs. This would continue. Courses that are primary to NEUR (NEUR 500, 520, 590 and 599) would generate IUs and those would be credited to Neuroscience once the NEUR rubric is transferred from MCB to Neuroscience.

**What safeguards exist to ensure the staffing of courses?**

The courses owned by the NSP are our seminar (NEUR 520 section 1), Journal Club (NEUR 500) and Professional Skills and Ethics course (NEUR 520 section 2), which are led or taught by the Director and Coordinator of the Program. That arrangement will continue and is independent of the reporting line for the Program. All of our other courses are cross-listed and therefore under the primary control of units such as MCB and PSYC.

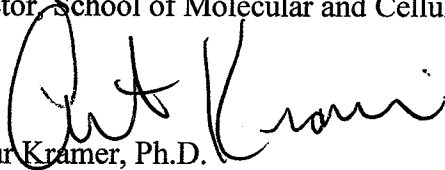
Sincerely yours,



Susan Schantz, Ph.D.  
Director, Neuroscience Program



Stephen Sligar, Ph.D.  
Director, School of Molecular and Cellular Biology



Arthur Kramer, Ph.D.  
Director, Beckman Institute



Karen Carney, Ph.D.  
Associate Dean, College of Liberal Arts and Sciences

**MEMORANDUM OF UNDERSTANDING  
BETWEEN COLLEGE OF LIBERAL ARTS & SCIENCES, SCHOOL OF MOLECULAR AND CELLULAR BIOLOGY,  
NEUROSCIENCE PROGRAM AND BECKMAN INSTITUTE  
REGARDING ADMINISTRATION OF THE NEUROSCIENCE PROGRAM**

The purpose of this MOU is to outline the expectations and responsibilities of these four units (LAS, MCB, Neuroscience Program and Beckman Institute) for the administration and management of the Neuroscience Program, including its students, staff, office space and funds.

**HISTORY**

The Neuroscience Program (NSP) is an interdisciplinary program that leads to a doctoral degree. The NSP currently has over 85 affiliated faculty from more than 20 departments and has approximately 70 students in the program. The NSP has a Director (currently Susan Schantz, Interim) and a Program Coordinator (currently Samuel Beshers). Historically the financial and human resource functions were coordinated and administered by the School of Molecular & Cellular Biology (MCB). When Prof Neal Cohen became the Director of NSP effective 8/16/12, the reporting structure of the NSP became more formalized and it was determined that the NSP Director would report directly to the Dean of the College of Liberal Arts & Sciences (LAS). With Prof Cohen as Director, the administration and oversight of the financial and human resource functions were moved to the Beckman Institute since that is the primary location of Prof Cohen's research. A new Banner org code, 968, was established for the NSP.

In the process of developing a new graduate concentration in Neuroengineering, it was discovered that the Neuroscience Ph.D. degree was still formally in MCB, and moving the degree out of MCB and into LAS was a separate step requiring Senate approval. This move makes sense because MCB and LAS had already agreed some years before that Neuroscience would be treated as a free-standing unit; it had a separate budget line and the director reported to the dean rather than to the school director. The NSP and LAS have together developed a proposal for the degree transfer and submitted it to the Graduate College.

This MOU is meant to clarify the expectations of the Beckman Institute in administering and overseeing the NSP funds, and to address additional concerns raised by the Graduate College Program Subcommittee (Associate Dean John C. Hart, Chair).

**STUDENTS**

The NSP Director, Coordinator and administrative staff will administer all academic aspects of the NSP, including student progress and records, as is already the case.



## **EXPECTATIONS OF MCB -- COURSES**

### **COURSES**

The NEUR rubric, currently housed in MCB, will move to the independent Neuroscience Program under LAS, along with the Neuroscience degree. For this to happen, one or more NSP staff will need to be trained in the appropriate Banner etc. utilities. NSP will begin this process, and MCB will continue to support the rubric in the meantime. It is expected that the transition will be completed during the spring of 2015.

All NEUR courses other than NEUR 500, 520, 590 and 599 have a primary listing in either MCB or PSYC and are cross-listed under the NEUR rubric. This will continue and IUs will be distributed in accordance with campus policies. Courses that are primary to NEUR (NEUR 500, 520, 590 and 599) will be controlled by Neuroscience and any IUs generated by those courses would flow to Neuroscience.

## **EXPECTATIONS OF BECKMAN INSTITUTE – FINANCIAL, HUMAN RESOURCES and OFFICE SPACE**

The arrangements between the NSP and the Beckman Institute have been based on the NSP Director being a full-time member of the Beckman. The Beckman commitments, as set forth below, are contingent on both whether the NSP Director is a full-time member of the Beckman Institute and whether space and resources for financial management are available for Beckman to commit to the NSP program. This commitment will be reviewed on an annual basis by the director of the Beckman Institute.

### **FINANCIAL**

Accounts:

- The NSP has four state CFOPs – one (program code 968001) is to cover the Director's administrative stipend, the Program Coordinator's salary, normal operating expenses, and some fellowships, one (program code 968004) is for outreach activities, one (program code 968005) is for student conference expenses, and one (program code 968006) is for open house expenses.
- The NSP also has four ICR CFOPs – one (program code 968001) is to cover normal operating expenses, one (program code 968003) is for seminar expenses, one (program code 968004) is for outreach activities, and one (program code 968006) is for open house expenses.
- The NSP has three gift funds – one (621123) is unrestricted, one (631079) is for money from ACES to fund fellowships, and one (627090) is for the Prosser Award which is an award given annually to a Neuroscience student.

Program Coordinator and/or NSP support staff responsibilities:

- Prepare reimbursements using the TEM system.
- Make purchases using P-card, T-Card and iBuy.
- Prepare content of grant proposals. Work with Beckman Institute Business Office staff to develop grant budgets as necessary.

Beckman Institute Business Office responsibilities:

- Review and approve TEM transactions, reviewing for allowability per OBFS policies.

- Reconcile and approve P-card, reviewing for allowability per OBFS policies.
- Review and approve iBuy orders, reviewing for allowability per OBFS policies.
- Enter and approve Banner requisitions, reviewing for allowability per OBFS policies.
- Prepare and distribute account statements to the NSP Director on a regular basis.
- Provide assistance in submitting grant proposals on behalf of the NSP. This includes serving as a liaison to OSPRA and navigating the electronic systems used to submit proposals.

## HUMAN RESOURCES

Some NSP graduate students are appointed as fellows. Others are employed as Graduate Research Assistants in various units across campus.

Program Coordinator and/or NSP support staff responsibilities:

- Prepare fellowship ratings forms and submit to the Graduate College. The Graduate College will then prepare the fellowship appointments in the HRFE. Communicate with the Beckman Business Office regarding fellowships that will be on Beckman funds.
- Communicate with campus units that are employing NSP students as Graduate Research Assistants to ensure that HR staff in those units are aware the student will be in their unit. This is important so that the necessary paperwork, primarily the I-9, is done in a timely manner.
- Review and annually adjust Graduate Research Assistant rates prior to the fall semester. Respond to inquiries for rate approvals based upon the students' educational level in the program.

Beckman Institute Business Office responsibilities:

- Report vacation / sick leave usage for academic employees employed by the NSP. Currently the only academic employee of NSP is the Program Coordinator (Samuel Beshers).

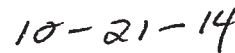
## OFFICE SPACE

The Beckman Institute will work with the Director of NSP to find space for the Program Coordinator. If the NSP grows in the future and more space is needed, the Beckman Institute and the Director of NSP should consult with the College of LAS to map out a space plan.

Signatures:



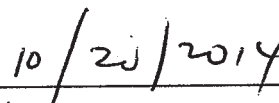
Director, Neuroscience Program: Susan Schantz



Date:



Director, School of MCB: Stephen Sligar



Date:

Arthur Kramer

Director, Beckman Institute: Arthur Kramer

10-21-2014

Date:

Karen Carney

College Representative: Karen Carney

10-21-14

Date:

**Senate Educational Policy Committee  
Proposal Check Sheet**

**PROPOSAL TITLE** (Same as on proposal): Transfer of the PhD in Neuroscience from the School of Molecular and Cellular Biology to the Neuroscience Program

**PROPOSAL TYPE** (select all that apply below):

A.  Proposal for a **NEW** or **REVISED** degree program. Please consult the Programs of Study Catalog for official titles of existing degree programs.

1. Degree program level:

Graduate                       Professional                       Undergraduate

2.  Proposal for a new **degree** (e.g. B.S., M.A. or Ph.D.):

Degree name, "e.g., *Bachelor of Arts or Master of Science*": \_\_\_\_\_

3.  Proposal for a new or revised **major, concentration, or minor**:

New or  Revised **Major** in (name of existing or proposed major): \_\_\_\_\_

New or  Revised **Concentration** in (name of existing or proposed concentration): \_\_\_\_\_

New or  Revised **Minor** in (name of existing or proposed minor): \_\_\_\_\_

4.  Proposal to rename an existing major, concentration, or minor:

Major                       Concentration                       Minor

Current name: \_\_\_\_\_

Proposed new name: \_\_\_\_\_

5.  Proposal to terminate an existing degree, major, concentration, or minor:

Degree                       Major                       Concentration                       Minor

Name of existing degree, major, or concentration: \_\_\_\_\_

6.  Proposal involving a multi-institutional degree:

New                       Revision                       Termination

Name of existing Illinois (UIUC) degree: \_\_\_\_\_

Name of non-Illinois partnering institution: \_\_\_\_\_

Location of non-Illinois partnering institution:

State of Illinois     US State: \_\_\_\_\_     Foreign country: \_\_\_\_\_

- B.  Proposal to create a new academic unit (college, school, department, program or other academic unit):

Name of proposed new unit: \_\_\_\_\_

- C.  Proposal to rename an existing academic unit (college, school, department, or other academic unit):

Current name of unit: \_\_\_\_\_

Proposed new name of unit: \_\_\_\_\_

- D.  Proposal to reorganize existing units (colleges, schools, departments, or program):

1.  Proposal to change the status of an existing and approved unit (e.g. change from a program to department)

Name of current unit including status: \_\_\_\_\_

2.  Proposal to transfer an existing unit:

Current unit's name and home: Neuroscience Program: School of Molecular and Cellular Biology

Proposed new home for the unit: Neuroscience Program

3.  Proposal to merge two or more existing units (e.g., merge department A with department B):

Name and college of unit one to be merged: \_\_\_\_\_

Name and college of unit two to be merged: \_\_\_\_\_

Proposed name and college of new (merged) unit: \_\_\_\_\_

4.  Proposal to terminate an existing unit:

Current unit's name and status: \_\_\_\_\_

- E.  Other educational policy proposals (e.g., academic calendar, grading policies, etc.)

Nature of the proposal: \_\_\_\_\_

Revised 10/2012

UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN



**Graduate College**

204 Coble Hall  
801 South Wright Street  
Champaign, IL 61820-6210

**Executive Committee**

**2014-2015 Members**

Sarah Lubienski, Interim  
Dean & Chair  
Graduate College

**Members**

Abbas Aminmansour  
Architecture

Dilip Chhajed  
Business Administration

Wojciech Chodzko-Zajko  
Kinesiology & Community  
Health

Susan Cole  
Social Work

John D'Angelo  
Mathematics

Nicki Engeseth  
Food Science & Human  
Nutrition

Susan Fowler  
Special Education

Marie Heffernan  
Psychology

Paul Hergenrother  
Chemistry

Jack Juvik  
Crop Sciences

Samantha Knoll  
Mechanical Science &  
Engineering

John Lambros  
Aerospace Engineering

Glaucio Paulino  
Civil & Environmental  
Engineering

Dana Rabin  
History

Carla Santos  
Recreation, Sport and  
Tourism

Renée Trilling  
English

November 24, 2014

Kristi Kuntz  
Office of the Provost  
207 Swanlund MC-304

Dear Kristi,

Enclosed please find the proposal to transfer the Ph.D. in Neuroscience from the School of Molecular and Cellular Biology to the Neuroscience Program. The Graduate College Executive Committee has approved this proposal.

The proposal was first received at the Graduate College on July 17, 2013. It was reviewed by the Program Subcommittee on September 3, 2013. As an outcome of discussions at that meeting regarding the housing of programs outside of the traditional department structure, the proposal was returned to the sponsors for revision and clarification. The Graduate College appreciates the care and time the sponsors took to address those issues. The revised proposal was received at the Graduate College on September 17, 2014. It was reviewed by the Program Subcommittee on September 30, 2014. As an outcome of that meeting, an MOU was requested from the proposal sponsors. The Program Subcommittee felt that an MOU is needed in order to provide details on how the Neuroscience Program will be administered under the new structure. The requested MOU was received and the proposal was reviewed at the October 28, 2014 meeting of the Program Subcommittee. At that meeting, it was approved to move onward to the Executive Committee.

The proposal was unanimously approved by the Graduate College Executive Committee at the November 14, 2014 meeting. I send this proposal to you now for further review.

Sincerely,

A handwritten signature in black ink, appearing to read 'John C. Hart'.

John C. Hart  
Associate Dean, Graduate College

c: S. Beshers  
K. Carney  
A. Edwards  
A. McKinney  
S. Schantz  
S. Sligar