

FACULTY AGENDA ITEM NO 17-3

Date: February 27, 2017

Submitted by: Dr. JuliAnn Mazachek, Interim Vice President for Academic Affairs

SUBJECT: Proposal for Graduate Council Charge and Membership—
Faculty Handbook, Section 3, VII. A: Graduate Council

Rationale:

Undergraduate academic issues come through the Academic Affairs Committee which reports to the Senate. For consistency, it would seem that graduate academic issues should have the same type of path, beginning with Graduate Council and flowing to Faculty Senate.

Additionally, it is advantageous for the programs and for Washburn University for this Graduate Council to also serve as an advisory council on administrative matters touching more than one graduate program.

Therefore, the following language is proposed for consideration and approval by the Faculty Senate.

Current Wording

GRADUATE COUNCIL

*The **Graduate Council** reports to the Faculty Senate and is charged with evaluating and making recommendations to the Faculty Senate regarding (1) all new graduate programs (majors, degrees, certificates and the like) proposed by any major academic unit of the University; (2) major revisions to existing programs (such as a change in major designation or the addition of a major or concentration); and (3) new graduate academic programs or revisions to such programs that originate from units other than major academic units. The primary concern of the Council shall be consistency of the proposed program with applicable University-wide and external accreditation guidelines and regulations including admission criteria and procedures, potential impact of the program on other established graduate programs in the University, and financial implications of such new or revised program. Joint programs including School of Law are subject to this review. All programs exclusively to the School of Law are not.*

The Office of Graduate Programs and Academic Outreach will collaborate with the Office of Institutional Research to provide appropriate data regarding graduate programs, respond to requests for information, and assume other administrative duties deemed appropriate by the Graduate Council, Faculty Senate, and the Vice President for Academic Affairs. The Office of Graduate Programs and Academic Outreach also will collaborate with Enrollment Management on generating information on student recruitment, financial aid, and graduation.

*The **Graduate Council** voting membership will consist of one faculty member from Mabee Library and at least one faculty member from each School and the College (excluding the School of Law) with a maximum of one faculty member from each graduate program. Committee members shall be faculty who regularly teach or support graduate courses in the programs. The major academic units that offer graduate degree programs and Mabee Library will determine their own procedures for electing or*

appointing their representatives to the Graduate Council. Each representative will serve a two-year term. The Graduate Council will elect a Chairperson annually who will also serve as a member of the Faculty Senate. The Dean of the Office of Graduate Programs and Academic Outreach, the Vice President for Academic Affairs, and a representative from the School of Law will serve as non-voting ex-officio members of the Council.

Decisions of the Graduate Council will require the affirmative vote of two-thirds of the voting members; two-thirds of the members shall constitute a quorum to conduct business. Actions taken by the Graduate Council will serve as the first reading of such action for the Faculty Senate and must be submitted to the full Faculty Senate in writing at least one week prior to a second (final) reading by the Senate.

Proposed wording:

GRADUATE COUNCIL

The Graduate Council is charged with evaluating carefully and making recommendations to the Faculty Senate regarding (1) all new graduate programs (majors, degrees, certificates and the like) proposed by any major academic unit of the University; (2) major revisions to existing programs (such as a change in major designation or the addition of a major or concentration); and (3) new graduate academic programs or revisions to such programs that originate from units other than major academic units. In these matters, the primary concern of the Council shall be consistency of the proposed program with applicable University-wide and external accreditation guidelines and regulations including admission criteria and procedures, potential impact of the program on other established graduate programs in the University, and financial implications of such new or revised program. Joint programs including School of Law are subject to this review. All programs exclusive to the School of Law are not.

In addition to the review and decision responsibilities listed above, the Graduate Council shall also serve as an important advisory council for providing input into the decision process on administrative matters and procedures affecting multiple graduate programs across the campus, and as an important collaborative council for seeking opportunities to coordinate and cooperate in ways to best support and strengthen graduate programs at Washburn University.

Decisions of the Graduate Council regarding the matters forwarded to Faculty Senate will require the affirmative vote of a majority of the voting members; a majority of the members shall constitute a quorum to conduct business. In these matters, actions of the Graduate Council will serve as the first reading of such action for the Faculty Senate.

Actions of the Graduate Council regarding administrative matters (matters not forwarded to Faculty Senate) will require the affirmative vote of two-thirds of the voting members; a majority of the members shall constitute a quorum to conduct business. If a member is unable to attend the meeting in person, the member may issue their vote on an administrative action item in advance of the meeting by submitting their vote in writing via email to the Chairperson of the Graduate Council. The email vote will be recorded in the minutes as part of the action.

*The **Graduate Council** voting membership will consist of the director (or a designee) of each graduate program including the School of Law, and one faculty member from Mabee Library designated by the dean of the library. The Graduate Council will elect a Chairperson annually. There must be one faculty senate representative on the Graduate Council, who will serve as a voting member. This representative*

may be an existing member of the council (e.g. a Graduate Program director), in which case, he/she will cast only one vote per issue. The Vice President for Academic Affairs (or their designee) will serve as a non-voting ex-officio member of the Council.

The minutes of the Graduate Council meetings shall be forwarded to Faculty Senate in a timely manner.

Financial Implications:

None

Proposed Effective Date: Fall 2017

Request for Action:

Approved by:

Graduate Council on March 27, 2017

Faculty Senate on March 27, 2017

Gen Fac on date

Attachments: No