

**FACULTY AGENDA ITEM NO. 13-09**

Date: March 28, 2013  
Submitted by: Dr. Randy Pembroke, Vice President for Academic Affairs  
SUBJECT: Proposal for Graduate Council

**Part I – Membership and Renaming**

***Current Wording***

The **Graduate Committee** consists of the following members: deans of major academic units with graduate programs, department chairs (where appropriate) of departments with graduate programs, one faculty member (other than the department chair) from each department or major academic unit with a graduate program, elected by the faculty in the department/area, one faculty member from the Master of Liberal Studies Committee, elected by the MLS Committee, three tenured faculty members elected at large as described below, one Mabee Library faculty member elected by the Mabee Library faculty, and the Vice President for Academic Affairs.

At-large members will be elected for two-year terms by the faculty. The College of Arts and Sciences will elect two at-large members from the faculty in departments in the College that do not have graduate programs. The School of Applied Studies will elect one at-large member from faculty in the departments in the School that do not have graduate programs.

***Proposed Wording***

*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.*

## Part II -- Duties and Administration

### **Current Wording**

The **Graduate Committee** reports to the Vice President for Academic Affairs. It is responsible to periodically review admission criteria and procedures for graduate programs (excluding law) to assure consistency across programs and with external accreditation guidelines, review existing graduate programs as part of the program review process, review all proposals for new graduate programs, and to recommend policy regarding graduate programs. Law School programs are not part of this Committee's responsibility, nor is the Law School represented on the Committee.

The Office of Graduate Programs, an administrative unit housed within the Academic Affairs Office, works with the Office of Institutional Research to provide appropriate data regarding graduate programs, responds to requests for information, and assumes those administrative duties deemed appropriate by the departments/areas with graduate programs and by the Graduate Committee.

### **Proposed Wording**

*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.*

### Rationale:

The wording in the Faculty Handbook needs to be updated and clarified to meet the current needs of the university graduate programs. If the policy of membership continues as currently stated, the size of this committee would be unwieldy. A change as proposed would reduce the size of the committee by nearly half from its current membership of 22 thus making it easier to schedule meetings and do business.

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 Senate. Therefore, Graduate Council ultimately should report to Faculty Senate rather than the VPAA in the same manner as Academic Affairs. The proposed wording clarifies that the Office of Graduate Programs is a part of the current Academic Outreach Office and re-names that area to clarify this.

Financial Implications:

None

Proposed Effective Date: Fall 2013 pending approval of Constitutional changes.

Request for Action:

Approved by:

*AAC on date:*

*Faculty Senate on date:*

Attachments: No