



CALIFORNIA STATE UNIVERSITY, STANISLAUS

GRADUATE SCHOOL

BYLAWS OF THE GRADUATE COUNCIL California State University, Stanislaus

Article I. Officers of the Graduate Council

The Graduate Council shall be composed of a chair and chair-elect, and the graduate program coordinator from each department that offers a master's or doctoral degree. Should the sponsoring unit be a college rather than a department (e.g. the College of Business sponsors the MBA), the graduate program coordinator of the college shall serve on the Graduate Council. In departments where the master's degree has multiple specializations and a program coordinator for each specialization (e.g. the Department of Teacher Education), then one of the department's graduate coordinators shall be elected by the department to serve on the Graduate Council for a two-year term. The Interdisciplinary Studies Committee shall elect one of its members to serve a one-year term. All faculty members on the Graduate Council must be tenured or tenure-track. The Associated Students shall appoint a graduate student to serve a one-year term. An executive secretary appointed by the President shall be a voting member of the Council.

Ex officio members without vote shall include: the Provost/Vice President for Academic Affairs, the College Deans, the Dean of Library Services, the Director/Coordinator of the Graduate School, and the chief administrative officer of Research and Sponsored Programs.

The Director/Coordinator of the Graduate School shall serve as recording secretary for the Council.

Article II. Meetings

The Graduate Council shall normally meet at least once a month and shall conduct business with a quorum of members (50% of the membership eligible to vote).

Article III. Duties of the Graduate Council

The duties of the Graduate Council shall be to:

- (a) Promote and support graduate education within the University and community.
- (b) Formulate, review, and recommend to the Academic Senate graduate curricular policy.
- (c) Review and evaluate proposals for graduate and post baccalaureate credential programs, graduate academic certificate programs, and courses of study based on approved criteria and procedures.
- (d) Evaluate seven-year reviews of graduate and post baccalaureate credential programs, graduate academic certificate programs, and recommend continuation without modification, continuation with specified modifications, or discontinuance.

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- (e) Review plans for academic development of new graduate and post baccalaureate credential programs in both on and off campus/distance learning programs.
- (f) Submit an annual report to the general faculty at the Spring General Faculty meeting.
- (g) Maintain close liaison with the University Educational Policies Committee and consult with this body on policy issues of mutual interest, such as scheduling, grading, calendar preparation, registration, and resources.
- (h) Establish criteria, standards, and procedures for all aspects of graduate course offerings.

The Graduate Council will take action only after the approval from the college curriculum committees and college deans. These actions include, but are not limited to, the review of courses, programs, and concentrations; academic program reviews; and documents concerning graduate education.

Article IV. Proxy

If a Graduate Council faculty member is unable to attend a meeting, the member shall appoint a faculty proxy to attend in his/her place.

Article V. Duties of the Chair of the Graduate Council

The term of office of the Chair shall be one year.

The duties of the Chair of the Graduate Council shall be to:

- (a) Chair Graduate Council Meetings
 1. Call each Graduate Council meeting to order and ensure that the agenda items are presented for timely discussion and action.
 2. Approve the agenda. Agenda items are provided by the Vice Provost, the Chair, and the members of Graduate Council. The minutes of Graduate Council meetings are reviewed by the Vice Provost and the Council Chair and approved by the Graduate Council.
- (b) University Representation
 1. Serve as the Graduate Council representative on the Senate Executive Committee, the Academic Senate, and other *ad hoc* committees as requested by the Academic Senate and administration.
 2. Report key issues and actions by the Graduate Council to the Senate Executive Committee and Academic Senate.
 3. Advocate for quality graduate programs and their support.
 4. Work with chairs of other governance committees, especially the University Educational Policies Committee (UEPC), to ensure that needs of graduate students are considered in campus discussions and actions.
 5. Advise the Vice Provost when planning annual goals and budgetary support for graduate education.
- (c) Academic Program Reviews
 1. Write the program review response based on the discussion and action of the Graduate Council and forward it to the Department Chair/Program Administration and College Dean.
- (d) Reports

1. Prepare and present an annual report at the spring General Faculty meeting. This report summarizes the actions taken by the Graduate Council with regard to new degree programs, approved course proposals, program reviews, academic policy, sponsored activities, important accomplishments, and key issues for consideration the subsequent academic year.
2. Work with the Vice Provost in writing CSU system reports on graduate studies (e.g., CSU Accountability Report on Graduate Education).

The Vice Provost serves as a resource for the Chair of the Graduate Council and, when requested, prepares drafts of materials for consideration. Logistical, fiscal, and secretarial support for Graduate Council functions are provided by a designated staff member of the Graduate School.

Article VI. The Role of the Chair-Elect

Elections for the Chair-Elect of the Graduate Council will be conducted by the Committee on Committees, in accordance with the Constitution of the General Faculty, Article VI, Section 3.2.

The Chair-Elect shall be a tenured member of the faculty, preferably from a discipline offering a graduate program. The Chair-Elect duties shall be to:

- (a) Serve one year as a member of the Graduate Council and the following year as Chair and serve as a voting member of the Council.
- (b) Serve in the absence of the Chair and call the Graduate Council meeting to order and ensure that the agenda items are presented for timely discussion and action.
- (c) Serve as an *ex officio* voting member of the Faculty Budget Advisory Committee (FBAC) and report to Graduate Council FBAC items that affect graduate education. Similarly, the Chair-Elect shall serve as an advocate for graduate students in FBAC discussions regarding budgetary matters and represent the views of Graduate Council.

Article VII. Subcommittees

The Graduate Council shall, in consultation with the Committee on Committees, establish and terminate *ad hoc* subcommittees it deems appropriate and necessary. There is one standing subcommittee of the Graduate Council: Interdisciplinary Studies. The name, function, and membership of the standing subcommittees shall be published to the faculty. The Committee on Committees shall appoint standing subcommittee members in consultation with the Graduate Council. The standing subcommittees shall be made up of five members, normally with no more than one from any program. Terms of the standing subcommittee members shall be three years, terms to be staggered at the onset by lot. Standing subcommittee membership may include non-members as well as members of the Graduate Council. Each standing subcommittee elects its own chair each year. The charge of the standing subcommittee shall be to formulate, review, and recommend to the Graduate Council any policy issue within its purview. *Ad hoc* subcommittees may be composed of more or less than five members and the length of service may vary as needed.

Article VIII. The MA/MS Interdisciplinary Studies Committee

The powers and functions of the MA/MS Interdisciplinary Studies Committee shall be to:

- (a) Serve as an admissions committee for applications to the MA/MS Interdisciplinary Studies Program.
- (b) Review and recommend the approval or disapproval of students' MA/MS Interdisciplinary Studies Program proposals.
- (c) Review and recommend MA/MS Interdisciplinary Studies Program admission, program design, and procedural and policy modifications to the Graduate Council.
- (d) Report annually to the faculty and administration on the quality, program size, and nature of the MA/MS Interdisciplinary Studies programs.

The Director of the MA/MS Interdisciplinary Studies Program duties shall be to:

- (a) Advise students and mentor students in proposal development elements.
- (b) Work with enrollment management staff to recruit students and market the program.
- (c) Provide leadership in working with faculty and college deans for program development – e.g., concentrations, curricular templates, and other structures to support interdisciplinary studies.
- (d) Implement academic policies and procedures of the Graduate Council and IS Committee.
- (e) Develop annual goals and work plan for advancing the academic quality and operation of the program.

Article IX. By-Laws/Operating Procedures for Graduate Curricular Approval Processes

Master's Programs – Graduate Council Review

The Graduate Council retains its responsibility for the following curricular reviews, to be accompanied simultaneously by new and revised course proposals for master's programs. The Graduate Council reviews curriculum after approval by the designated department and college committees, program coordinator/director, department chair, and the college dean.

- (a) new master's degree and credential programs
- (b) new master's concentrations, emphases, and options
- (c) new graduate credit-bearing academic certificate programs
- (d) new graduate interdisciplinary studies program concentrations
- (e) master's academic program reviews

Doctoral Programs – Graduate Council Review

The Graduate Council retains its responsibility for the following curricular reviews, to be accompanied simultaneously by new and revised course proposals for doctoral programs. The Graduate Council reviews curriculum after approval by the designated department and college committees, program coordinator/director, department chair, and the college dean.

- (a) new doctoral courses
- (b) new doctoral degree and credential programs
- (c) new doctoral concentrations, emphases, and options
- (d) new doctoral credit-bearing certificate programs
- (e) doctoral academic program reviews

College Review Delegation

The Graduate Council delegates its curricular responsibility to each college's internal governance processes and dean for the following master's and post-baccalaureate credential curricular reviews:

- (a) new courses
- (b) modifications of course titles, descriptions, unit values, prefixes, cross/dual listings
- (c) deleted, deactivated, and reactivated courses
- (d) program modifications that are minor and do not affect offerings in other colleges

Reserved Rights – Graduate Council

The Graduate Council reserves the right to review curricular matters delegated to the college committees. This review may occur at the request of the Graduate Council or if an objection cannot be resolved by the department or college committees, deans, or the vice provost.

Article IX. Amendment of Bylaws

These bylaws may be amended by a two-thirds vote of the Graduate Council membership, provided that the amendment has been submitted in writing at the previous regular meeting.