



University Academic Senate
Executive Committee of the Senate
Kristine Mullendore, Chair 2009-10
Lawrence Burns, Vice Chair 200-109

Memorandum

TO: Mark Luttenton, Chair, Graduate Council

FROM: Kristine Mullendore, Chair, ECS/UAS 

SUBJECT: Agenda for 2009-10

DATE: August 28, 2009

CC: Gayle R. Davis, Provost
ECS Committee Members
Graduate Council Members

At its retreat in May the Executive Committee of UAS agreed that we should continue to offer some guidance to the standing committees as they embark upon another academic year. This assistance is intended to support the ongoing work of the members of each committee as they identify and prioritize agenda items for the upcoming academic year.

Attached for your reference is the section from the Faculty Handbook which outlines the regular responsibilities of your standing committee. In attending to these regular duties, ECS would like you, as time permits, to address the following matters in no particular order:

1. Propose policy and procedural revisions to the language in the Faculty Handbook to promote uniformity and consistency among graduate programs throughout the university.
2. Continue working with the UCC for consideration of the formation and introduction of a graduate level university curriculum committee.
3. After completing the development of policies regarding qualification standards for faculty who teach graduate courses, including both training and records of scholarly or creative activity and submit these policies to the Faculty Personnel Policy Committee and support their work in proposing any necessary revision to the Faculty Handbook's personnel policies regarding faculty review for renewal, tenure and promotion that would be necessitated by these proposed graduate faculty policy revisions.

Thanks for all the work you do on this important committee.

f. Graduate Council (GC)

- i. Faculty Membership: The Graduate Council is composed of no more than thirteen faculty members elected by the faculty: base membership includes one representative from each college (Business, Community and Public Services, Education, Liberal Arts and Sciences, Engineering and Computing, Health Professions, Nursing, Interdisciplinary Studies), plus one from the University Libraries. Colleges will have an additional faculty representative when the number of regular faculty teaching graduate courses exceeds 25 (this number is subject to change, if numbers exceed the 13 person limit). Additional representation will be based on an AY review completed in Winter Semester each year of the number of eligible faculty by program. Faculty will serve for staggered three-year terms. It is desired, that, to the extent feasible, representatives on the Graduate Council be faculty who teach courses at the graduate level. At least one member of the Graduate Council shall serve as a representative to the UCC.
- ii. Student Membership: Two graduate student representatives from different graduate programs, selected by the Student Senate.
- iii. Administration Membership: The Graduate Dean serves as an ex-officio member, as a representative of the Provost. Other ex-officio members include administrative staff that have a central role in graduate education, to include Registrar, Admissions, and Continuing Education designees.
- iv. Responsibilities: The Graduate Council is responsible for matters related to graduate education at GVSU, to include (but not limited to):
 - a) To review and recommend actions upon new courses proposed for graduate programs and/or revisions to current graduate courses or programs.
 - b) To review and recommend actions upon and, as needed, initiate policies and standards related to graduate education that ensure consistency, equity, and fairness, while not impinging upon the disciplinary expertise and responsibility of the program faculty. This shall include matters related to admission, program progress, and completion for post-baccalaureate students in non-degree, certificate, and degree program statuses.
 - c) To review and recommend actions upon requests for exceptions to university minimum standards or policies.
 - d) To review and recommend actions related to new graduate degree and certificate programs and to review and recommend actions related to existing graduate programs at the time of assessment and/or program review and/or accreditation.
 - e) To consider and recommend graduate financial aid policies and options and advise on allocation of university financial support for graduate students.
 - f) To call meetings of all faculty to discuss emerging issues in and strategic planning for graduate education at GVSU.
 - g) To identify and monitor quality indicators of graduate education.