Graduate Council Committee Bylaws

Approved by Faculty Senate, April 28, 2016 (29-0-0)

Bylaws which apply to all 4 committees:

1. Subcommittee membership is appointed by the Graduate Council. Regular faculty may submit their names to volunteer for subcommittees during the annual Faculty Senate Elections. The goal will be to have 5 members per subcommittee with membership coming from different Colleges of the University.
2. Graduate students are invited to serve as non-voting members on Graduate Council and its subcommittees.
3. Membership is on a 2-year period, with one member of Graduate Council serving as an ex-officio liaison, reporting committee activity back to graduate council to supplement subcommittee minutes. Only regular faculty with graduate faculty status are eligible to serve on Graduate Council subcommittees.
4. Graduate Council will appoint a convener from among those serving a 2-year appointment to convene an initial meeting in the fall semester.
   1. The first meeting in the fall semester should be scheduled no later than the end of the 2nd week of classes
   2. During the initial meeting, committee members should elect a chairperson and a secretary to take minutes and communicate information to Grad Council Executive Committee.
   3. Subcommittees do not meet over the summer.
5. Committee chairpersons (or other officer if chair is not available) are expected to meet periodically with Graduate Council to provide updates on the committee’s activities.
   1. Chairpersons will provide a brief written summary of committee activities at the end of each semester that includes committee member attendance.
6. Committees are expected to meet at least twice a month and more frequently (e.g., weekly) if needed to fulfill responsibilities.
7. Graduate Dean, or representative, will serve as an ex-officio without vote for Graduate Council Subcommittees, and should be included in correspondence regarding meetings. Graduate Dean (or representative) may present motions and participate in discussion.
8. Graduate Council has the authority to establish and terminate its own committees and subcommittees, both standing and ad-hoc.
9. Graduate Council subcommittees may include members and non-members of Graduate Council.
10. Graduate Council subcommittee meetings are open meetings.
11. Graduate Council subcommittee meetings typically will be held in the CGPS conference room.
12. The Committee Secretary will provide complete minutes documenting discussion, motions, seconds, and votes to graduate council once they are approved and ensure they are posted on Blackboard site.

Graduate Council Subcommittee Bylaws

**Graduate Student Affairs**

Function: Committee advises graduate council and the CGPS Dean on Graduate assistantship matters, will recommend the selection of nominees/candidate for scholarships and awards, and consult on graduate student appeals as needed. This committee will review all graduate students nominated for recognition awards and scholarships designated through the College of Graduate and Professional Studies (CGPS), graduate school and graduate council. Eligible students are selected on a number of criteria including academic record, service, etc. Criteria is award/ scholarship specific.

1. Provide advice regarding graduate assistantship matters.
2. Identify standing awards
3. Publicize eligible awards to graduate school faculty and students
4. Identify qualified student recipients/ applicants
5. Notify awardee in a timely manner of selection
6. Work with Graduate Council to see that monetary rewards are distributed and received.
7. Review of applicants and selection of award winners for CGPS awards (Ethos, Community based Research and Problem Solving, Research and Creativity)
   1. Nominations by the 3rd Monday in February
   2. List of recipients forwarded to CGPS by end of February
   3. Recipients notified no later than Friday prior to Spring Break
8. In consultation with CGPS and Graduate Council, Graduate Student Affairs subcommittee will facilitate initial meeting and election of officers for Graduate Student Association (GSA)

**Curricular Affairs for Courses**.  This committee is responsible for the timely review and approval of graduate courses proposals, including proposals for new and revised courses.

Function: Committee review of proposals should include consideration of the following: Does the proposal present a rationale for the change to/creation of the course, for 400/500-level courses is there an indication of the difference between the graduate and undergraduate sections of the course (e.g., difference in expectations), completeness of proposal (e.g., all forms and consultations complete), and consider the resources needed (if relevant).

1. Review of course proposals should occur within 15 business days (within academic year) of receiving the proposal via the curricular process.
2. Committee will invite a representative from the program submitting the proposal to attend the meeting.
3. Committee chair will be responsible for posting comments regarding proposals in Curriculog, including committee vote on the proposal.
4. A member of Graduate Council serving as ex-officio will report a summary of subcommittee activities and discussions to Graduate Council.

**Curricular Affairs for Programs**.  This committee is responsible for the timely review and approval of graduate curricula proposals at the program level, including new and revised programs.

Function: Committee review of proposals should include consideration of the following: Does the proposal include all the necessary documents (e.g., F1, F2, library form, etc.), rigor expected of a graduate program, sufficient resources (if relevant), and completion of ICHE application (for new programs),

1. Review of proposals should occur within 15 business days (within academic year) of receiving the proposal via the curricular process.
2. Committee will invite a representative from the program submitting the proposal to attend the meeting.
3. Committee chair will be responsible for posting comments regarding proposals in Curriculog, including committee vote on the proposal.
4. A member of Graduate Council serving as ex-officio will report a summary OF subcommittee activities and discussions to Graduate Council.

**Program Review**. This committee is responsible for reviewing graduate program review materials. For more information on the program review policy: <http://www.indstate.edu/graduate/forms/review.pdf>

1. Program materials are generally submitted for review in November, thus subcommittee review of Program Review self-studies will take place at the very beginning of spring semester. Subcommittee responsibilities during the fall semester include initial organizational meeting (i.e., to elect officers), discussion of review criteria, development of a timeline for review in spring semester, and where applicable appraisal of previous review outcomes (e.g., from past review).
2. Concerns regarding incomplete program review materials should be communicated to Graduate Council exec immediately.
3. All reviews should be completed one week prior to Spring Break.
4. A Program review subcommittee member will attend a minimum of two Graduate Council meetings in late March to provide a summary of the reviews. *At least one member of Program Review will also be a member of Graduate Council, serving to coordinate communication between the Council and subcommittee.*
5. Feedback to individual programs regarding the review decision will be communicated by Graduate Council Exec using information provided by the Program Review Committee.