

## **Bylaws of the Graduate Studies Council**

Approved by the Executive Committee on March 18, 2016.

Approved by the Faculty Senate on April 1, 2016.

### Article I: Name

The name of the Council shall be the Middle Georgia State University Graduate Studies Council.

### Article II: Mission

To provide a forum and a process for developing policies and practices for graduate studies at Middle Georgia State University; to deliberate on all matters of graduate studies, including, but not limited to, admissions, graduate students, graduate curriculum, graduate faculty, and the implementation of a graduate studies culture that is integral to the success and identity of the institution; to make recommendations to the President, the Provost, the Senate, and its standing committees.

### Article III: Membership

Only tenured or tenure-track faculty may serve as voting members of the Council. Most members shall hold a terminal degree, with sixteen (16) voting members appointed in consultation with the Executive Committee, the Senate, and the Provost. Normally, members will serve for at least two years, but the process outlined below should encourage both the stability of experience and the practice of welcoming new members. Ideally, membership shall be composed of faculty with a record of or significant potential for scholarly activity; a record of excellent service to the University; and a record of excellence in teaching.

In the spring of each year, the Faculty Development Committee (FDC) of the Council shall poll current members regarding their wish to serve subsequent terms; shall request nominations for new members from the above-named parties; and shall prepare and submit a complete roster to the Chair of the Council, who will then submit it to the Provost and to the President for approval by the last Friday in August. The Executive Committee and the Senate may follow any process of nomination as their respective groups approve. Best practice suggests that all eligible faculty are notified by the Chair of FDC in spring that they are allowed to self-nominate, and that before the final roster is submitted to the Provost, the Chair of the Council, the Executive Committee, and the Senate consult one final time.

### Article IV: Representation and Terms

Ideally, all Schools shall be represented, and all programs having graduate degrees shall be represented.

a) Members shall serve two years, with no provision for mid-year replacement if a member resigns, is reassigned, or if for some other reason is unable to complete a two-year term.

b) The Faculty Development Committee of the Council shall recommend new members, if needed, to the Chair and the Dean of Graduate Studies at the end of each year and shall consult with the Executive Committee, the Senate, and the Provost as a matter of practice.

c) The Dean of Graduate Studies shall be an ex officio (non-voting) member and shall represent the Office of the Provost.

d) A member of the Office of Enrollment Management shall be an ex officio (non-voting) member and shall advise on policies for admissions and financial aid.

#### Article V: Officers, Duties, and Terms

a) A tenured faculty member shall serve as Chair and shall be elected to serve for a two-year term by the Council. A new chair shall be elected upon the completion of a two-year term or if a chair resigns, is reassigned, or if for some other reason is unable to complete a term. If a new Chair must be elected mid-year or mid-term, an electronic vote is allowed, as is a conference call voice vote. Chairs are eligible to serve a second term or more if duly elected by the voting members. The Chair calls and conducts meetings and sends out an Agenda for each meeting in consultation with the Chair of the Agenda and Bylaws Committee. In the temporary absence of the Chair, any voting member of the Council may preside as Chair as requested by the Dean of Graduate Studies.

b) A member of the Council shall serve as Recorder for a term of one year and is eligible to serve a second term or more if duly elected by the voting members. The Recorder composes Minutes and assists the Chair in posting approved Minutes on the Graduate Studies page and the Shared Governance page of the University.

c) The Chair of the Agenda and Bylaws Committee shall serve as Parliamentarian and shall advise the Chair on matters of process and order during meetings or in preparing the Agenda.

d) Committee Chairs shall serve one year and are eligible to serve a second term or more if duly elected by the voting members. Committee Chairs shall conduct business as assigned and shall report to the Council at-large and make motions to the Council as recommendations.

#### Article VI: Meetings

- a) The Council shall meet at least once a month, in general, with those dates staggered with the meetings of the Academic Affairs Committee and the Senate and as announced no later than the date of Convocation each fall.
- b) Meeting times and locations shall be announced by the Chair at least ten (10) business days in advance, with an Agenda sent out at least five (5) business days in advance.
- c) Meetings are open to guests, who may participate only by questions to the Chair at the end of meetings or if placed on the Agenda previous to the meeting.
- d) Unless otherwise determined, all meetings shall follow Robert's Rules of Order, Abbreviated and Newly Revised.
- e) Electronic meetings, conference call meetings, and various types of electronic votes are allowed, as long as there is a record in the form of minutes.
- f) Meetings of the Council and meetings of its Committees require minutes.
- g) Minutes shall be approved at the next meeting unless by electronic vote for some compelling reason, as in the last meeting of the year for required approval and timely posting. Minutes shall indicate time, location, members present, members absent, and the names of guests, motions and seconds, and carried or not carried. Although minutes shall not represent a transcript of discussion but of actions taken by the Council as organized by the Agenda, summaries of discussion may be included on key points, and full reports from Council committees should be approved as addenda to the official minutes.
- h) Meetings shall follow this format:
  - 1. Call to order
  - 2. Approval of Agenda
  - 3. Approval of Minutes
  - 4. Old business
  - 5. New Business
  - 6. Announcements
  - 7. Questions
  - 8. Adjournment

## VII: Committees

The Council shall have standing committees as listed below and may appoint ad hoc committees as needed. Committee chairs shall be elected either by the Council or by members of the committee itself.

1. Agenda and Bylaws Committee. Reviews, revises, and proposes changes to Bylaws of the Council; works with Chair and Dean of Graduate Studies to set meeting agendas. Members: Chair of Council, Chair of Agenda and Bylaws Committee, who serves as Parliamentarian of the Council; Recorder; Dean of Graduate Studies (ex officio). Four members.

2. Faculty Development Committee. Recommends new members to the Council; develops and maintains policies for faculty credentialing for graduate faculty; advises the Council on standards for scholarship, teaching, and service at the graduate level. Five members.

3. Curriculum and Assessment Committee. Reviews new programs in the graduate curriculum for appropriate and discernable levels of rigor beyond undergraduate outcomes and ascertains that assessment plans are appropriate for post-baccalaureate learning, including but not limited to standards for graduate student scholarship. Three members.

4. Student Resources Committee. Reviews and develops all non-academic policies (except for the terms of graduate assistantships) that pertain to the experience of graduate students with the primary goal of aiding students and creating a graduate school culture. Advises the Council on any student matter sent to the Council for its review or comment and advises any graduate student committees, councils, and boards. Five members.