

## **GRADUATE COUNCIL BY-LAWS (March 2, 2015)**

### **ARTICLE I – VISION**

The vision of graduate studies at Georgia College & State University (herein referred to as Georgia College) is to be at the forefront of best practices in graduate education, develop and sustain innovative programs, and provide exemplary learning environments to meet the needs of students and communities.

### **ARTICLE II – MISSION**

The mission of graduate studies at Georgia College is to provide acclaimed and distinctive programs to meet the academic, professional and workforce needs of the students and communities we serve.

### **ARTICLE III-CHARGE**

Graduate Studies at Georgia College provides a framework of excellence in graduate education through student engagement, faculty mentorship, collaborative initiatives, and research to support the mission of Georgia College and the Board of Regents of the University System of Georgia.

The Graduate Council provides a central body and voice to support communication between existing graduate programs, to review all proposals related to graduate programs for content and consistency, and maintain high standards by graduate faculty and graduate students.

These by-laws shall govern the internal operation and procedures of the Graduate Council at Georgia College.

The council will:

- i. act on behalf of the Graduate Faculty,
- ii. develop, review and maintain all policies, procedures and practices affecting graduate studies,
- iii. review graduate course proposals submitted by college deans before forwarding to the Office of Academic Affairs,
- iv. evaluate and approve graduate program proposals submitted by college deans before forwarding to the Curriculum and Assessment Policy Committee,
- v. support the accreditation of graduate programs by regional and national accreditation commissions.

### **ARTICLE IV-VOTING MEMBERSHIP, QUORUM**

- A. The membership of the Graduate Council shall consist of:
  - a. Director of Graduate Studies,
  - b. one dean or designee from each college,
  - c. at least one and no more than two graduate coordinators or graduate faculty

- selected from each college,
- d. one graduate student selected by the SGA,
- e. one staff member from Graduate Admissions,
- f. Director of the Macon Graduate Center
- B. The Director of Graduate Studies will appoint a staff member from Graduate Admissions.
- C. The term of service for SGA representative shall be one year.
- D. The term of service for graduate coordinators or graduate faculty shall be two years (except that at the first year one member shall be selected for a one-year term and the other a two-year term) with the selection process being determined at the college level.
- E. Each committee member's term of service shall be effective in the fall semester.
- F. A member who will be absent for an extended period of time and who is unable to serve (e.g., professional leave, sick leave, etc.) shall be replaced by an appropriate alternate for that period. If no alternate has been designated and a replacement is needed, it is the responsibility of the Graduate Council to provide one.
- G. A quorum shall consist of 50%, plus one of the graduate council membership.
- H. A majority is 50%, plus one of attending Council members.

#### ARTICLE V-OFFICERS

- A. A presiding officer elected by members of the Council shall preside at all meetings of the Graduate Council. The presiding officer will hold graduate faculty status.
- B. The Director of Graduate Studies shall assist the presiding officer of the Graduate Council in the function and operation of the Council.
- C. The administrative assistant for the Director of Graduate Studies shall serve as secretary for the Graduate Council and shall be responsible for recording the minutes of all meetings and adding to the online database. Minutes of special meetings shall be distributed at the direction of the Director of Graduate Studies.

#### ARTICLE VI-MEETINGS

- A. The Council shall hold meetings at the discretion of the presiding officer or by agreement by five (5) or more members of the Council. Notice of meetings shall be provided five (5) days prior to meetings. A minimum of three (3) meetings per semester shall be held. The Council may conduct any meeting virtually, and may cast any votes by electronic means.

#### ARTICLE VII-PARLIAMENTARY PROCEDURE

- A. The presiding officer of the Graduate Council and Director of Graduate Studies shall prepare the agenda for each meeting and distribute it prior to each meeting to all Council members, department chairs, graduate coordinators, deans and the Provost. Any member of the Council is eligible to propose items to include on an agenda.
- B. Proposals for new graduate programs will be proposed at one Council meeting and will be included for action in the agenda for the next Council meeting.

- C. The order of business at each Council meeting shall be as follows:
  - a. Call to order by the presiding officer
  - b. Disposition of minutes of previous meeting
  - c. Disposition of pending business as listed on the agenda for that meeting
  - d. Presentation of new items for agenda of future meetings
  - e. Announcements or communications to Council
  - f. Miscellaneous new business
  - g. Adjournment
- D. Program and curriculum proposals considered by the Graduate Council must meet the following criteria: 1) Proposal should be specific; if additions and/or deletions of programs or courses are involved, detailed supporting information should be provided, including financials if new program is being proposed, 2) Proposal should be accompanied by data that justifies the need for the proposal, 3) Proposal should contain appropriate information that demonstrates the academic validity of the proposal, and 4) Any material that illustrates the improvements that would result in the adoption of the proposal should be included. The presiding officer of the Graduate Council and Director of Graduate Studies may refuse to consider any program/curriculum proposal that is not supported by sufficient information.
- E. All proposals must meet the guidelines outlined by the University System of Georgia and available from the Office of Academic Affairs.

#### ARTICLE VIII-COPIES OF BY-LAWS

Each member of the Graduate Council and all Georgia College Graduate Faculty and Graduate Coordinators shall be provided a copy of these by-laws. All amendments shall be distributed in the same manner.

#### ARTICLE IX- REVIEW OF BY-LAWS

The Graduate Council will review the by-laws during the first week of May each year to determine if any changes need to be made. A two-thirds vote of those present when at least a quorum is present must vote for the continuation and/or changes to the by-laws.

**Glossary of graduate links available in the Policy Procedure Practice Manual:**

Graduate Faculty Criteria: <http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Faculty-Appointments-Qualifications-for/Graduate-Faculty-Criteria-for>

New Program Proposals: <http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/Academic-Policies-Procedures-and-Resources/New-Program-and-Course-Proposal-Procedures/New-Program-Proposals>

New Course Proposals: <http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/Academic-Policies-Procedures-and-Resources/New-Program-and-Course-Proposal-Procedures/New-Course-Proposals>

College of Arts & Sciences, Curriculum & Instruction Committee: <http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/Governance/By-Laws/By-Laws-College-of-Arts-and-Sciences/ARTICLE-II-College-of-Arts-and-Sciences-By-Laws-Standing-Committees>

College of Business, Graduate Admissions, Curriculum, & Standards Committee: <http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/Governance/By-Laws/By-Laws-College-of-Business/ARTICLE-IV-J-Whitney-Bunting-College-of-Business-ByLaws-Standing-Committees>

College of Education, Graduate Committee: <http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/Governance/By-Laws/By-Laws-College-of-Education/ARTICLE-IV-College-of-Education-By-Laws-Committees>

College of Health Sciences, Curriculum Committee: <http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/Governance/By-Laws/By-Laws-College-of-Health-Sciences/ARTICLE-IV-College-of-Health-Sciences-By-Laws-Standing-Committees>