

## **Graduate Advisory Committee**

(Reviewed COB Grad. Adv. Committee, October 14, 2005 & COB Ad. Council, November 11, 2006)

(Revision Approved by COB Faculty May 8, 2007)

The Graduate Advisory Committee is a recommending body reporting to the Dean of the College. Members are elected by the faculty. Faculty eligible to serve on the committee regularly teach graduate classes. Each department elects two representatives and they'll serve a 2-year term; one faculty member will be elected every year. Elections will be held at the beginning of each Fall term. The Director of Master's Programs is an adhoc member and presently serves as Chair. The Chair may be elected by the Committee.

Open meetings are held periodically when the need arises. All faculty may attend; however, only Committee members vote on recommendations. Faculty members who wish to address the Committee must be placed on the agenda in advance by the Chair. Committee members are expected to attend all meetings. Meeting notices will be sent to the faculty a week in advance, unless an immediate matter needs to be addressed. Minutes of the meetings will be distributed to all faculty on a timely basis.

All nonroutine matters pertaining to graduate students and programs may be considered by the Committee including, but not limited to the following:

- Curriculum (changes, deletions, additions)
- Admission standards
- Admission exceptions (case by case basis)
- Advising (transfer policies, course equivalents)
- Student requests and appeals
- Review of graduate faculty status

Curriculum proposals pertaining to a specific department will be submitted to the Department Chair and will normally be approved by the Department before they are presented to the Committee.

Other matters may be presented to the Chair in writing as the need arises. The Chair will call meetings when appropriate.

All recommendations made by the Committee will be presented to the Dean of the College for approval.

All matters to be voted upon require more than fifty percent of voting members.

The Committee is charged with monitoring and reviewing all programs, courses, and course syllabi on an annual basis. Consultants may be hired, with approval of the Dean, to help evaluate programs.