



Academic Senate • 1000 E. Victoria • Carson, CA 90747 • WH-A420 • (310) 243-3312

Academic Senate Resolution

FPC 19-16

November 20, 2019

**Resolution Calling for the Graduate Council to Become
a Standing Committee of the Academic Senate**

Second Reading

Resolution Passes by a vote of 44 in favor/1 opposed/1 abstention

RESOLVED: that to improve communication between graduate programs and campus community--policy [AA 2006-21](#): Graduate Council, be rescinded and

RESOLVED: that attached policy & procedures be adopted.

RESOLVED: That the ASCSUDH distribute this resolution to:

President of CSUDH

Provost

Deans

Faculty, Staff, and Associated Students Inc.

RATIONALE: In addition to providing a network within the campus community for faculty and administrators with responsibility for graduate programs, the Council will play an advocacy role for CSU Dominguez Hills graduate program both on and off campus. Having the Graduate Council serve as a standing committee of the Academic Senate ensures the presence of graduate studies expertise that can provide consultation surrounding issues that relate to graduate students or graduate programs to divisions across the campus. Further, the inclusion of the Graduate Council as a standing committee of the academic senate supports our continued efforts to create a learning environment that supports student success for undergraduate and graduate students and shared governance and open communication at all levels of the institution.

Graduate Council Charge

A. Functions & Responsibilities

The Graduate Council of CSU Dominguez Hills serves as a standing committee to the Academic Senate and in an advisory capacity to the Dean of Graduate Studies and Research. Policy considerations and recommendations will be forwarded to both. Graduate student success relies on consultation, inclusion, and the integration of graduate programs into the larger campus. Ensuring graduate student success includes bringing together the faculty, staff, students, and administration involved in the consultative process that encompasses graduate programs which include graduate program design, modification, assessment and evaluation.

In addition to providing a network within the campus community for faculty, staff, students and administrators with responsibility for graduate programs, the Council will play an advocacy role for CSU Dominguez Hills graduate programs both on and off campus. The graduate programs at CSUDH play a vital role in supporting the university's mission to enhance and develop academic graduate programs that culminate in globally relevant degrees that are responsive to student interest and regional workforce trends and needs.

To meet these important goals:

1. The Council considers and makes recommendations regarding

- a. University-wide policies regarding requirements and standards for graduate curricula and degrees.
- b. University-wide policies for the admission, retention, and graduation of graduate students.
- c. University-wide academic policies and standards for graduate assistantships, scholarships and fellowships.
- d. Policies and procedures for theses, projects, and comprehensive examinations.
- e. Graduate academic program review.
- f. Graduate Institutional Learning Outcomes (ILO).

2. Additionally, the Council will

- a. Identify areas regarding graduate programs that need study (e.g., enrollment trends, admission criteria, assessment studies, regional workforce trends and needs), and request that these studies be initiated.
- b. Offer guidance to units in the process of starting new graduate programs.
- c. Offer guidance and assistance to meet outside accreditation (e.g. impact statements, general support for connecting to appropriate support offices for data).
- d. Consider and act upon all other matters that are relevant to graduate studies standards (e.g. pre-admissions, enrollment, retention, and graduation).
- e. Formulate, review and recommend policies and criteria regarding graduate courses.

- f. Formulate, review and recommend policies and criteria regarding post baccalaureate certificate programs and post baccalaureate credential programs.
- g. Provide an impact statement for new program proposals and program modifications, including discontinuance, to describe the impact, if any, on existing graduate programs as specified by the most current University Curriculum process.
- h. Review and evaluate all graduate course proposals based on criteria and procedures as specified by the most current University Curriculum process.
- i. Provide advice and support regarding graduate education on campus to the Dean of Graduate Studies & Research.

B. Membership

The membership of the Graduate Council Committee consists of the following voting and non-voting members:

1. The voting members of the Graduate Council shall include the following:
 - a. The graduate coordinator, chairperson, or their designee for each approved graduate degree published in the campus Academic Plan. Graduate programs may send additional non-voting representatives.
 - b. One graduate student selected by the Associated Students Inc.
2. Ex-officio (non-voting) members include:
 - i. Dean of Graduate Studies and Research
 - ii. Coordinator of Graduate Studies
 - iii. Dean of the University Library or designee
 - iv. Chair of the Educational Policy Committee
 - v. Director of Admissions and Records or designee
 - vi. Chair of the University Writing Committee
 - vii. College Deans or their designee
3. An executive Graduate Council committee will be formed at the beginning of each academic year which consists of one faculty representative from each college or constituency.
4. Additional duties of the Graduate Council Chair or their designee, include memberships as a voting member on the following committees:
 - a) the University Curriculum Committee,
 - b) Program Review Committee, and
 - c) University Writing Committee.

C. Elections & Meetings

1. The Graduate Council elects its Chair and Vice Chair (every two years) from the current faculty members on the Graduate Council at the last meeting of the academic year. The term of office for the Chair and Vice Chair shall be two years.

The Chair and Vice Chair shall serve concurrent terms. Election shall be by a simple majority vote of the members of the Council. The Vice Chair serves in the Chair's absence. The Graduate Council Executive Committee shall be elected by simple majority vote of the members of the Council.

2. The Graduate Council shall meet at least five times each academic year. Meeting times are the third Monday of the Month from 11:30am-1pm. Additional meetings may be called at the request of the Chair, Executive Committee or a majority of voting members who petition the Chair.
3. The Graduate Chair and Council Executive Committee shall meet one week prior to regularly scheduled Graduate Council meetings.

Approved by the Academic Senate on: November 20, 2019

Sent to the Provost's Office for approval on: [Click or tap to enter a date.](#)

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