

**Proposed Charter as Amended
Graduate Council
University of the District of Columbia**

The Graduate Council is a standing committee of the Faculty Senate.

Purpose:

The primary functions of the Graduate Council are to recommend University-wide academic policies and standards for graduate programs, to review and recommend all graduate curricular and program changes, including new graduate programs, to the Faculty Senate, and to provide advice to the Dean of Graduate Studies.

Membership:

The membership of the Graduate Council is responsible for representing the interests of graduate education as a whole, not of specific departments or programs. To ensure the full breadth of perspectives, the voting membership consists of:

- One Representative from each academic department that offers one or more graduate programs. The Representative shall be actively engaged in graduate-level programs or instruction. For meetings when the member is unavailable the member shall designate a representative. Departments determine the method of selection of their representative, but are responsible for notifying the Graduate Council in writing of the method utilized.
- The President of the Graduate Student Government, or their designee.

To ensure the full breadth of information to the Graduate Council, the following shall serve as non-voting representatives to the Graduate Council

- Chairperson or representative of the ASPPC
- The Registrar or their designee. The Associate Vice President for Enrollment Management/Admissions, and the Dean of Graduate Studies.,
- Any Department developing its first graduate program may have one Representative, designated as an Interim Member, within two academic semesters prior to the expected date of Board approval. Interim Members are excluded from voting on approval of their proposed program.
- For a department in the process of developing its first graduate program, the faculty member leading this effort will be the representative.

Length of Members' Term:

Terms will be for two years. For the first Graduate Council, terms will be staggered at one and two years, such that no more than one-half of member terms will be concluding in any given year.

Officers:

Officers will consist of the Chairperson, Vice-Chairperson, and the Secretary.

- The first year, the Chairperson, Vice-Chairperson, and Secretary will be elected at the May meeting for the upcoming academic year from the faculty representatives by majority vote of the membership present and voting, excluding abstentions. The term of office runs from August 16th to August 15th of the following year. The following year, the Vice-Chairperson will move up to assume the position of Chairperson. After the initial meeting election, the Vice-Chairperson and the Secretary will be elected annually at the May meeting. In the event of a vacancy in the position of Chairperson, the Vice-Chairperson will assume the remainder of their term. In the event of a vacancy in any other office, a replacement will be elected to fill the remainder of the unexpired term.
- The Chairperson of the Graduate Council shall also serve as the Graduate Council's liaison to the Faculty Senate Executive Committee.

Administrative Support:

Administrative support for the Graduate Council will be provided by the office of the graduate dean. Minutes shall be taken of all meetings and posted on the Graduate Council web site.

Standing and *ad hoc* subcommittees:

The Graduate Council will accomplish its work through standing subcommittees and *ad hoc* subcommittees. The chairperson and at least one other member of any subcommittee will be members of the Graduate Council. Subcommittees are expected to have at least three members and not more than nine. A majority of members must be faculty members.

Quorum:

A quorum for the interim Graduate Council is one more than half of the voting members. The conduct of meetings shall be governed by *Robert's Rules of Order,, Newly Revised*.

Charter Amendments:

Charter amendments must be approved by at least two-thirds of those present and eligible to vote. An amendment must be proposed in writing at one Graduate Council meeting. Voting on the disposition of the amendment cannot occur before the subsequent Graduate Council meeting. At least two weeks must elapse between the proposal and the vote. Amendments take effect upon approval, or on a later date specified in the motion proposing the amendment.