



TEXAS TECH UNIVERSITY

College of Media & Communication

Graduate Studies Operating Policy & Procedure

OP 01.03: College Graduate Council

DATE: Nov. 21, 2016

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to describe the responsibilities of the college's Graduate Council as well as the process through which faculty members are appointed to the college Graduate Council.

REVIEW: This OP will be reviewed in October of every third year, or as needed, by the CoMC Graduate Faculty. This OP will be reviewed again in October 2019.

POLICY/PROCEDURE

1. Purpose

The purpose of the College of Media & Communication Graduate Council is to:

- represent the interests of the graduate faculty at large,
- debate and vet policy options,
- present policy options to college graduate faculty for consideration,
- bring issues to attention of college graduate program administration.

2. Scope

- a. The scope of the Graduate Council includes all matters pertaining to the college's graduate faculty, graduate students, and graduate programs.
- b. In regards to graduate programs, the Graduate Council will focus on college-level graduate programs (i.e., the doctoral program) and those departmental graduate program matters that have the potential to affect the college at large.
- c. In cases of departmental graduate program matters that do not affect the college, only Graduate Council members who are voting faculty for those programs may propose, amend, or vote on policies and procedures related to those issues. Voting faculty is determined per CoMC Graduate Program OP 01.01.

3. Responsibilities

The specific responsibilities of the Graduate Council include:

- a. *Graduate Curriculum.*
 - i. The Graduate Council shall initiate and/or review proposed revisions to the graduate curriculum and other degree requirements (e.g., capstone projects).
 - ii. The Graduate Council shall review and approve new proposals for graduate level (5000- and 6000-level) courses before these proposals are forwarded to the College Academic Programs Committee.
 - iii. The Graduate Council does not need to review specific courses taught under existing departmental graduate special topics courses (e.g., ADV 6315, etc.). The rotating topics for these courses should be determined by department chairs in consultation with the Associate Dean for Graduate Studies.

- b. *OP Review & Revision.* The Graduate Council shall initiate and/or review proposed operating policy revisions following the process outlined below:
 - i. Once a policy issue arrives at the Graduate Council (either forwarded by Associate Dean of Graduate Studies or initiated by the council itself), the Graduate Council will deliberate and then create an initial draft of the policy.
 - ii. The chair of the Graduate Council will send a draft of the policy to the graduate faculty.
 - iii. Graduate faculty will be encouraged to submit comments to and ask questions of their departmental graduate council representatives. In lieu of the departmental representatives, graduate faculty members may submit comments to or ask questions of the at-large graduate council representatives and the chair of the Graduate Council.
 - iv. The Graduate Council representatives will collect comments from graduate faculty and then present these comments at the next Graduate Council meeting.
 - v. The Graduate Council will engage in further deliberation with consideration given to the concerns expressed by the graduate faculty.
 - vi. The Graduate Council will draft a revised policy and then forward to the graduate faculty for a vote as outlined in CoMC Graduate Program OP 01.02.

- c. *Admissions.*
 - i. The Graduate Council shall serve as an admissions committee for the doctoral program. The council will also discuss funding at this time and forward both admissions and funding recommendations to the Associate Dean for Graduate Studies. The council shall follow the guidelines outlined in CoMC Graduate Program OP 04.03. All graduate faculty will be made aware of the start of the admissions process and encouraged to review/comment on applicants. Graduate faculty can submit their comments in writing to the chair of the graduate council or individual council members.
 - ii. Admissions decisions for the Masters of Arts in Mass Communication will be made by the Associate Dean for Graduate Studies; however, at the associate

- dean's request, the Graduate Council will review and make recommendations regarding select applications.
- iii. Admissions decisions for the Masters of Arts in Communication Studies will be made at the departmental level.
 - iv. Admissions decisions for the Masters of Arts in Strategic Communication and Innovation will be made by the program director; however, the director may forward select cases to the Graduate Council for review and recommendations.
- d. *Strategic Planning.* In consultation with the Associate Dean for Graduate Studies, the Graduate Council shall initiate and/or review proposed changes to the graduate program strategic plan.
- e. *Academic Misconduct.* The Graduate Council shall review and render decisions regarding cases of academic misconduct when such cases are referred to the council by the Associate Dean for Graduate Studies as outlined in CoMC Graduate Program OP 3.06.4.
- f. *Additional Responsibilities.* The Graduate Council may be assigned other responsibilities as designated by a majority vote of the college graduate faculty or by revision of this policy.

4. Subcommittees

In addition to the responsibilities outlined above, Graduate Council members should chair the following graduate program subcommittees. Membership of these subcommittees should include graduate faculty members who are not already appointed or elected to the Graduate Council. Subcommittee chairs should make regular reports to the Graduate Council regarding the activities of their subcommittees. In some instances, an issue may be referred from the Graduate Council to a subcommittee (or vice versa) for deliberation, comment, or action.

- a. *Graduate Student Recruitment & Retention Subcommittee.* This subcommittee shall advise graduate program administration regarding graduate student recruiting strategy, address retention issues, and conduct annual reviews of the doctoral students per CoMC Graduate Program OP 04.04.
- b. *Ph.D. Career Development Subcommittee.* This subcommittee shall implement programs to train doctoral students regarding career development issues such as how to effectively search for their first job, professional networking, preparation of application materials, preparing research job talks, etc.
- c. *Graduate Scholarship Subcommittee.* This subcommittee shall meet annually to review graduate student applications for scholarships

5. Membership

- a. All members of the Graduate Council must be members of the college's graduate faculty.

- b. The Assistant Dean for Graduate Studies is an ex-officio member of the council and retains the right to vote. The Associate Dean for Graduate Studies is a non-voting, ex-officio member of the council.
- c. Each department in the college may appoint one representative to the council using whichever method the department chair—in consultation with departmental faculty—deems appropriate for their unit.
- d. Four additional at-large representatives are elected from among the college graduate faculty. Nominations to fill empty at-large positions should be solicited early in the fall semester, followed by a vote of eligible graduate faculty that should take place no later than the end of the second week of the fall semester. The Assistant or Associate Deans for Graduate Studies will be charged with organizing these procedures.
- e. Graduate faculty who hold administrative appointments in the college or university graduate program may not serve as departmental representatives. Department chairs cannot be appointed by themselves as departmental representatives, but chairs and other administrative positions may be elected to at-large positions.
- f. The college's graduate students will appoint one doctoral student to serve as a liaison to the Graduate Council. This student liaison is non-voting and will be invited to attend council meetings as determined by the chair of the council.
- g. The council chair is determined by vote of the council membership at the start of each fall semester and the term of agreed upon service as chair lasts for the period of one academic year. Only voting members of the council—departmental representatives, at-large representatives, or the Assistant Dean of Graduate Studies—can serve as chair.

6. Length of Appointments:

- a. Appointments for departmental and at-large council representatives are for two-year terms.
- b. Terms follow the academic calendar, beginning Sept. 1 of year 1 and ending Aug. 30 of year 2.
- c. Every year, two of the at-large representatives and two of the departmental representatives rotate off the council and are replaced as described in section 5 above. The following schedule should be observed:

<i>Year</i>	<i>End Terms/New Appointments</i>
Odd Numbered Years	<ul style="list-style-type: none"> • Advertising • Communication Studies • At-Large Representative #1 • At-Large Representative #2
Even Numbered Years	<ul style="list-style-type: none"> • Journalism & Electronic Media • Public Relations • At-Large Representative #3 • At-Large Representative #4

- d. There are no limits related to faculty service on the graduate council for departmental or at-large representatives. Department chairs have the freedom to appoint the same person

to multiple consecutive terms. At-large representatives can serve for consecutive terms if nominated and elected by the graduate faculty.

- e. Should a member resign their seat on the council or separate from the College of Media & Communication, a new member should be immediately appointed (in the case of departmental representatives) or elected (for at-large representatives), using the procedures outlined in section 5 above.
- f. If the chair of the council resigns or steps down during the course of the academic year, the council will nominate and elect a new chair that serves a term only to the end of the academic year in which the previous chair resigned.

7. Meetings

- a. The Graduate Council should meet monthly during the fall and spring semesters while classes are in session.
- b. The council chair may request that members of the graduate faculty attend council meetings when their participation would provide insight regarding specific issues under consideration by the council.
- c. The chair should schedule meetings at a time and location on campus that is convenient for all council representatives and should provide representatives with adequate notification (at least two weeks) of upcoming meetings.
- d. Meetings can be convened if a quorum of 6 members (including voting ex-officio members) are present. The minutes will reflect which representatives were present and which were absent. Representatives who are excessively absent should consider resigning their appointment to the Graduate Council.
- e. Departmental representatives—in consultation with their department chair—may designate another graduate faculty member from their department to serve as their proxy if they are unable to attend a meeting.
 - i. The departmental representative should notify the chair of the Graduate Council in writing regarding the appointment of a proxy prior to a council meeting.
 - ii. The department chair may not serve as a proxy.
 - iii. In matters where a vote is required, the missing departmental representative may elect to (a) abstain from the vote, or (b) provide a proxy vote to be delivered to the chair of the Graduate Council.
 - iv. The proxy representative has the responsibility of reporting the outcomes of any council discussion back to the departmental representative.
 - v. Departmental representatives who overuse proxies should consider resigning from the Graduate Council and allowing their department to appoint another representative.
- f. At-large representatives may not send a proxy representative, but they may submit a proxy vote as outlined above for departmental representatives.
- g. At least one week prior to any meeting of the council, the chair will distribute a draft agenda to the graduate faculty.
- h. At least one week following any meeting of the council, the chair will distribute minutes of the meeting to the graduate faculty.
- i. Any graduate faculty member may request to address the committee to discuss an issue of concern, submit a proposal, etc. Requests should be sent to the chair in writing at least

one week prior to a council meeting. Requests can also be sent to departmental or at-large representatives, but should be forwarded to the Graduate Council chair in writing at least one week prior to a council meeting.