

School of Veterinary Medicine Policy Document 10.62: Graduate Programs Committee

GOVERNING TTU OP: Not applicable.

PURPOSE: The purpose of this School of Veterinary Medicine (SVM) policy document is to define the role and membership of the SVM Graduate Programs Committee.

DATE OF POLICY: 14AUG2024

REVIEW: The SVM policy shall be reviewed every third year by the Graduate Programs Committee. Revisions will be forwarded to the Dean's Executive Leadership Council for review and disposition.

POLICY/PROCEDURE BACKGROUND: The Graduate Program will be designed to help the SVM achieve its purpose of serving rural and regional communities. Within this purpose, the design and delivery of graduate program curricular content is the purview of the SVM faculty while being managed centrally based on the mission and resources of the school. Curricular oversight and revision are provided through the Graduate Programs Committee. The Graduate Programs Committee will make recommendations for action to the Associate Dean for Research who will then consult with the Executive Leadership Council for implementation. The Graduate Programs Committee also supports recruitment, admission, retention, and academic progression of the graduate students in the SVM.

ROLE OF THE COMMITTEE: The roles of the TTU SVM Graduate Program Committee are to:

1. Consider matters pertaining to the establishment, review, and refinement of the graduate curricula and course syllabi;
2. Develop academic policies for delivery of graduate curricula;
3. Propose, approve, and maintain application requirements, additional to those stipulated by the Graduate School, to ensure applicant evaluation in alignment with the programmatic needs;
4. Evaluate applicants for suitability of admission and readiness of training;
5. Contribute to recruitment by assessing needs of faculty and available resources to support graduate students;
6. Participate in in-person or online applicant interviews, as needed, including applicant evaluation; and
7. Contribute to student retention.

ACTIVITIES OF THE COMMITTEE: The Committee will perform its work relative to the RaiderVet Core Values, and to the objectives of the TTU SVM:

- Graduate practice-ready, competent, and confident veterinarians and veterinary scientists;
- Provide access to affordable, high-quality veterinary medical education;
- Develop a research-intensive school that enhances and complements the strengths of TTU and the TTUHSC and addresses the needs for research and expertise in veterinary medicine, food- and fiber-animal production, and One Health sciences;
- Provide opportunities for graduate education and research and advanced clinical training in internships and residencies;
- Disseminate research findings; and
- Improve human, animal, and ecosystem health by integrating innovative One Health

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activities into our education, scholarship, and service activities.

REPORTING: The Graduate Program Committee reports to the Associate Dean for Research.

COMMITTEE MEMBERSHIP AND MEETINGS: This committee will be made up of 8 voting members, representing faculty and students. Each Committee member will be appointed in coordination of the Associate deans of Research and Faculty. Membership includes:

- Six SVM faculty members that will include at least one faculty member involved in on- or off-campus clinical instruction;
- Two SVM graduate students (proposed by the Graduate Student Association);
- Associate Dean for Research (*ex officio* non-voting); and
- Graduate Program Director (*ex officio* non-voting).

LEADERSHIP AND TERM LENGTHS: Terms will be two years. Members can be renominated upon completion of their terms. The Committee Chair, elected by the committee, will serve at one year appointment and may be renewed by the Committee. The chair shall coordinate with the Associate Dean for Research and/or Graduate Program Director to develop meeting agenda.

QUORUM: A quorum, which will consist of two-thirds of voting membership, will be required for voting on items for recommendation to the Executive Leadership Council. The Committee Chair will record attendance which will be reported to the Associate Dean for Faculty. Committee members may be removed by the Associate Dean for Faculty for repeated absenteeism. The Chair votes in cases of a tie.

Minutes may be generated using an approved AI software application or manually.

MEETING FREQUENCY AND AGENDA: The Graduate Program Committee will meet at least twice per long semester, and then as needed with the agenda being provided a minimum of 48 hours in advance to all Committee members.

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