

Graduate Curriculum Committee

Mission

The mission of the Graduate College Committee is to oversee the academic aspects of graduate degree programs offered by the college. To this end, it will consider and approve all newly proposed courses and programs; approve proposed changes to existing programs; vote upon course/program proposals submitted for review; report its recommendations to the Faculty Senate; examine proposals concerning the academic aspects of graduate programs; consider recommendations on policy, and commission studies and reports advocating for the graduate college, graduate students, and those areas supporting the graduate programs (e.g., Daniel Library).

Charter

I. Membership

A. Representation:

1. Each department that has a graduate degree program or course(s) taught in the graduate school (including certificates) is entitled to have a voting representative on the committee. Each school that does not have individual departments (i.e. Business and Education) will have two representatives. Daniel Library will have one voting representative. Ex-officio members include the Registrar and the Dean of Enrollment Management.
2. Schools may nominate changes to their representation when new programs are approved or their course offerings evolve, provided they stay within their membership limit. Membership on the committee requires an active program.
3. Ex-officio members can be added upon recommendation to the committee chairperson and a majority vote of committee members.
4. Representatives may bring a subject matter expert to a meeting when necessary to explain/discuss specific issues or proposals before the committee.

B. Tenure

Academic faculty members apart from the committee chair will serve three year rotating terms, staggered so that at all times up to two-thirds of the committee have a collective memory of past decisions. An academic faculty member may request a second consecutive three-year term; no faculty member may serve on the committee for more than six years consecutively. If a faculty member cannot complete a term, the Executive Council will select another member to fill the un-expired term. Time spent filling the term of another faculty member will not count toward the "six-year rule" outlined above.

II. Structure

A. Chairperson

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The committee shall vote to elect a chair of the Committee at its first meeting of each calendar year. The term of the chair lasts until the next election. A member may not serve as committee chair for more than three years consecutively. The chair is responsible for scheduling and presiding over committee meetings, representing the committee before outside bodies, and producing an annual report of committee activities to be delivered to the Faculty Senate by the Senate Liaison.

B. Secretary

The committee shall vote to elect a secretary of the Committee at its first meeting of each calendar year. The term of the secretary lasts until the next election. A member may not serve as committee secretary for more than three years consecutively. The secretary is responsible for recording the minutes of each meeting and delivering those minutes to the committee chair. The secretary will administer meetings in the absence of the chair and prepare an Annual Report (see below) that summarizes the committee's activities during the academic year.

B. Senate Liaison

The committee shall have at least one member who is a sitting senator on the Faculty Senate. This person will coordinate pertinent information to and from the Faculty Senate. He or she may bring the committee reports and actions to the Senate, or bring another voting member of the committee to do so.

C. Subcommittees

The committee may form subcommittees to perform specific tasks. Subcommittee members do not need to be members of the standing committee. Subcommittees report their actions to the Committee. The Senate Executive Committee may be asked to help to staff subcommittees.

D. Meetings.

1. The committee meets on one Tuesday every month during the fall and spring semesters unless cancelled or re-scheduled by the committee chair. Meeting dates will be published at the beginning of the academic year. The chair must hold a meeting if requested in writing by at least one-third of the voting members. A quorum consists of 50% of voting members plus one to include a representative from each school.
2. Meetings and business can be conducted electronically.

III. Activities

A. Information

- 1) The committee reviews and approves all newly proposed programs and courses, requests for changes and modifications to existing programs and certificates, as well as recommendations on policy. Upon determination that sufficient information is provided

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to make a decision, the committee votes on proposed programs, changes, and recommendations.

- 2) The committee serves as an advocate for the graduate college, graduate programs, and graduate students and will commission studies, surveys, and reports pursuant to these activities.
- 3) The committee advocates for appropriate resources to sufficiently meet the needs of graduate students (e.g., library, laboratory).
- 4) The committee publishes minutes consisting of subjects discussed, decisions made, and any matters to be considered in subsequent meetings. The minutes serve as a report to appropriate authorities that matters have been discussed, approved, or are subject to continuing consideration. The minutes will be created and distributed by a committee secretary and will be maintained by chair of the committee.

B. Annual report

The Graduate College Committee will prepare an annual report consisting of a consolidated list of subjects discussed (to include supporting documents), decisions made, and any matters not completed in the previous calendar year. Copies of this report will be made accessible to all Citadel faculty, staff and students by being posted to the Faculty Senate website. The report will be posted within 30 days of the conclusion of the academic year, and The Citadel community will be immediately notified that the report is available for review. An electronic copy of the report will be delivered to The Citadel Archives.

C. Other reports

Committee reports, other than the annual report shall be made available on the Faculty Senate website within 3 business days of approval by the committee. Reports may contain recommendations or proposals. For the purposes of gathering information (see above), all reports are to be considered published information.

IV. Autonomy

To ensure the efficiency and quality of committee work, the committee is granted a degree of autonomy over its own operations. Upon receiving a request from another college body, the committee will vote to accept or reject the request. A request for information can be rejected for the following reasons:

- 1) The request is unclear; the committee chair will ask the requesting body to clarify any ambiguities and resubmit the request.
- 2) The committee's workload is currently too great to perform the task in the requested time frame; the chair will return the request and suggest a date for re-submittal.
- 3) The task falls outside the scope, sphere of interest, or general purview of the committee; the chair will ask the requesting body to either submit the request to another committee or (if the task falls within the scope of more than one committee) divide the task between the committees.
- 4) The committee does not have the resources or the authority to complete the task; the chair will explain which parts of the task cannot be completed, and the requesting body may resubmit a modified request.

V. Amending the Charter

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The Graduate College Committee may modify its charter in consultation with the Executive Committee. Proposals for changes in the committee charter come to the Executive Committee, which negotiates the changes with the standing committee and with any affected administrative departments. Consensus requests are forwarded to the Faculty Senate for approval. In case of a lack of consensus, competing proposals may be sent to the Senate for consideration.