

## BYLAWS OF THE GRADUATE EDUCATION COMMITTEE

### A. Name

The name of this Faculty Senate Standing Committee is the Graduate Education Committee.

### B. Purposes

The purposes of the committee shall be

1. To review, develop, and recommend policy and standards regarding graduate education to the Faculty Senate.
2. To act on requests regarding the approval of graduate faculty members.
3. To act on requests regarding the approval of new or revised graduate-level courses and graduate degree programs, and have representation on both the Curriculum and Instruction Committee and the Planning and Review Committee.
4. To participate in the assessment and review of graduate education across campus, and have representation on the Planning and Review Committee.
5. To participate in the promotion of graduate education across campus.

### C. Membership

1. The Graduate Education Committee will consist of 13 voting members and 3 non-voting ex-officio members as follows:
  - a. Four Graduate faculty members elected by the Faculty Senate, one each from College of Technology, Engineering, and Management, the College of Human Development, the College of Arts and Sciences, and the School of Education.
  - b. Seven additional graduate faculty members: two from CTEM; two from CHD, two from the School of Education and one from CAS/Other, elected by the graduate faculty members of those colleges. Four alternate Graduate Faculty members, one from each College and one from the School of Education, elected by the graduate faculty of those units.
  - c. One academic staff member and one alternate elected by the Senate of Academic Staff.
  - d. One graduate student member elected by the Stout Student Association.
  - e. One ex-officio Graduate Studies Coordinator
  - f. One ex-officio member from the Library Learning Center
  - g. One ex-officio member from the Provost's Office
2. Each voting member (except for the student member whose term is determined by the SSA) is elected to a three-year term with one-third of the committee being selected each year.

### D. Officers

- a. Each year at its organizational meeting the committee shall elect a chair and a vice chair from the members on the committee.
- b. The terms of office shall be one year in length with the possibility of re-election.
- c. The general duties of the officers are outlined in Robert's Rules of Order.
- d. The chair shall develop a schedule of activities for the year subject to approval by a majority vote of the members present.
- e. The vice chair shall preside in the chair's absence and shall consult with the chair on scheduling activities and other committee issues.

### E. Responsibilities of the Committee

1. Development of Graduate Education standards and policy
  - a. The committee leads the university in developing and maintaining graduate education standards for graduate programs in the university.
  - b. The committee recommends to the Faculty Senate concerning policies for graduate education including, but not limited to, definitions, admissions and graduation requirements.

- c. The committee monitors and responds to UW System-level developments related to graduate education.
2. Approval of Graduate Faculty Members
    - a. The committee shall be responsible for the approval of all graduate faculty members using the criteria set forth in the graduate policies
  3. Approval of Graduate Curriculum
    - a. The committee shall act on requests regarding the approval of new and revised graduate courses and programs. Approved courses will be forwarded to the Curriculum and Instruction Committee.
    - b. The committee shall act on requests regarding the approval of entitlement to plan, new, and revised graduate programs. Approved entitlement to plan and revised graduate programs will be forwarded to the Planning and Review Committee and the Curriculum and Instruction Committee respectively.
    - c. A member of the Graduate Education Committee will be elected to the Curriculum and Instruction Committee to represent the concerns of the Graduate Education Committee.
  4. Assessment & Review of Graduate Education
    - a. The committee annually reviews the condition of graduate education in the university.
    - b. A member of the Graduate Committee will be elected to and serve as a regular member of the Planning and Review Committee.
  5. Committee's Role in Education and Advisement
    - a. The committee advocates for graduate education as a vital component of education provided at UW-Stout.
    - b. The committee promotes campus-wide awareness regarding graduate education issues and requirements.
    - c. The committee works with the Graduate School Office to maintain an official list of graduate faculty and graduate student policies.

F. Meetings

1. Regular meetings of the Graduate Education Committee shall be held monthly during the academic year and as needed during the summer sessions.
2. Special meetings may be called by the chair.
3. The quorum shall consist of a majority of the voting members
4. The meetings shall be open.
5. The Graduate School Office shall provide secretarial support to the committee

2006-2007 GRADUATE EDUCATION COMMITTEE  
Newly Formed, December 2003  
December, 2006

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CTEM: Claire Sand, 2006  
CHD: Michelle Hamilton, 2009 (was Stephen Shumate, but he won the election below)  
CAS: Bea Bigony, 2007 (Goes to Scotland, Spring, 2007)  
SOE: Don Platz, 2007

Seven additional graduate faculty members: two from CTEM; two from CHD, two from the School of Education and one from CAS/Other, elected by the graduate faculty members of those colleges. Four alternate graduate faculty members, one from each college and one from SOE, elected by graduate faculty of those units.

CTEM: Vacant, 2007  
CTEM: John Dzissah, 2008  
CTEM Alt.: Vacant  
CHD: Stephen Shumate, 2009  
CHD: Gary Rockwood, 2008  
CHD Alt.: Vacant  
SOE: Vacant, 2009  
SOE: Denise Zirkle-Brouillard, 2008  
SOE Alt. Brian McAlister, 2009  
CAS/Other: Gene Ruenger, 2008 (Interim Chair)  
CAS/Other Alt.: Vacant

One academic staff member and one alternate elected by the Senate of Academic Staff: - Ilse Hartung, 2007  
Alternate: Yvonne Nelson, 2009  
One graduate student member elected by the Stout Student Association.: Vacant

One ex-officio member from the Provost's Office: Janice Coker

One ex-officio Graduate Studies Coordinator – Claudia Johnston

One ex-officio member from the Library Learning Center: Jana Reeg Steidinger

Secretary: Jeanne Stoeklen

Terms: 3 years