

# UNIVERSITY OF SOUTH FLORIDA- TAMPA

## GRADUATE COUNCIL

### OPERATING PROCEDURES

#### COMMITTEE: GRADUATE COUNCIL

The work of the Graduate Council shall be conducted by the entire membership of the Council. Standing Subcommittees and ad hoc committees will meet as needed and report to the full Council.

#### MEMBERSHIP

##### New Members

Newly appointed members will be encouraged to contact current or past members in their unit to help develop an awareness of the scope, structure, and conduct of Council activities. The Council will provide new members with

1. a copy of the prior year's annual report of activities or minutes,
2. a copy of the operating procedures, and
3. a copy of Robert's Rules procedures used by the Council.
4. In addition, a new member orientation will be held each year.

##### Absences

If a member of the Graduate Council accumulates three unexcused absences per year from regularly scheduled meetings, including standing subcommittee meetings, that person shall automatically cease to be a member of the Council and shall be replaced promptly according to the standard procedures for nomination and appointment. Excused absences may be granted by the Chair or Vice Chair of the Graduate Council and shall not exceed four in number per year. Members who want to be excused must notify the Chair and identify a substitute to attend the Council meeting. Inability to secure a substitute does not automatically constitute an unexcused absence. Absent members may vote by proxy on matters before the Council.

Attendance policies will be reviewed at the beginning of each academic year to ensure that Council members are aware of and understand the policies.

#### STANDING SUBCOMMITTEES

1. Standing committees receive their charge from the Graduate Council.
2. Each standing subcommittee shall be composed of members representing each of the different graduate areas, if possible, and at least one student member, all of whom are members of the Council.
3. A representative of the Graduate School staff will assist each standing subcommittee.

## **AD HOC COMMITTEES**

Ad hoc committees will be established by the Council as needed to investigate or consider issues of importance but outside of the charge and scope of the standing committees. The committee members will be appointed by the Chair with input from the Council.

## **DUTIES OF STANDING COMMITTEES**

1. Curriculum Subcommittee - shall administer the course review and screening process and act on proposals for courses carrying graduate credit, participate in the curriculum review process and recommend actions on graduate degree, concentrations, and certificate programs. The subcommittee considers and acts on all graduate degree proposals (e.g., interdisciplinary degrees).
2. Policy and fellowship Subcommittee – shall evaluate and recommend policies and rules related to graduate education. Shall recommend recipients for existing awards, and recommend the establishment of support that recognizes graduate student or graduate faculty achievement to the Dean of the Graduate School.

NOTE: All subcommittees and ad hoc committees shall report at each meeting of the Graduate Council and make recommendations to the Council. Such recommendations will be voted on by the full membership of the Graduate Council. Routine recommendations may be handled through the use of a consent agenda.

## **CHAIR:**

1. The Council shall elect annually a chair for the following academic year from the continuing faculty members of the Council.
2. The Chair may be re-elected for a second term.
3. The Chair for the subsequent year will be elected annually prior to May 1<sup>st</sup> at a meeting of the full Council.

## **DUTIES OF THE CHAIR:**

The Chair of the Graduate Council shall perform the following activities:

1. Preside at all regular and special meetings of the Council. The Chair is the facilitator of the business of the Council and as such cannot comment on or discuss issues unless s/he officially turns the facilitation of the meeting over to the Vice Chair as per the abbreviated Roberts Rules of Order guidelines adopted by the Graduate Council on October 20, 2003.
2. Prepare the agenda for all meetings in collaboration with the Dean of the Graduate School and chairs of all Council sub-committees, and ensure the timely development and distribution of the Minutes for all Graduate Council meetings.
3. Appoint members to standing subcommittees and ad hoc committees.

4. In consultation with the Dean of the Graduate School appoint a member of the Council to represent the Council in meetings with other university councils or committees when matters relating to the functions of the Council are being considered by said Councils or committees.
5. Represent the Council at various meetings, including the Faculty Senate and Faculty Senate Executive Committee.
6. Prepare in consultation with the Vice Chair, the annual report of the Council.

**VICE CHAIR:**

1. The Council shall elect annually a vice chair from the faculty members of the Council.
2. The Vice-Chair may be elected for a second term.
3. The Vice-Chair will be elected annually at the first fall meeting of the full Council.

**DUTIES OF VICE CHAIR:**

The Vice Chair of the Graduate Council shall perform the following activities:

1. Preside at all Council meetings at which the Chair is not present or in place of the Chair when s/he steps out of the role of meeting facilitator to comment or contribute to discussion of an issue the abbreviated Roberts Rules of Order guidelines adopted by the Graduate Council.
2. Join the chair of the Council in preparing and signing the annual report of the activities of the Council.
3. Represent the Chair at meeting and functions at the Chair's request.

**SECRETARY:**

1. The Council shall elect annually a secretary from the faculty members of the Council.
2. The secretary may be elected for a second term.
3. The secretary will be elected annually at the first fall meeting of the full Council.

**DUTIES OF THE SECRETARY:**

1. Keep a record of the proceedings of all meetings and other official business transactions of the Graduate Council.
2. Assume custody of all records, except those specifically assigned to others. Keep accurate rolls of the Graduate Council membership, standing, and ad hoc committees, and chairpersons.
3. Serve as chair of the elections process and maintain all pertinent records related to elections.
4. Perform other duties as assigned by the Graduate Council Chair.

**MEETINGS:**

1. The Graduate Council will meet at 1:00 P.M. on the third Monday of each month or when called by the Chair, four of the voting members of the Council, or by the Dean of the Graduate School.
2. The agenda and minutes of the previous Council meeting shall be distributed to the members at least three business days prior to the meeting.
3. The adapted Robert's Rules of Order procedures will be used for conducting all of the Council's meetings.
4. Minutes of all regular and special meetings of the Council shall be recorded and filed in the Graduate School office and the University Archives (in the University Library). *Robert's Rules of Order, Newly Revised*, shall designate the format. Minutes shall be distributed, subsequent to approval by the Graduate Council, to the President, Provost, Vice Presidents, Deans, Council members, President of the Faculty Senate, and appropriate USF personnel.
5. Normally, each Graduate Council meeting shall consist of an open session with reports, as necessary, from each of the standing subcommittees, ad hoc committees, Dean of the Graduate School, Chair of the Graduate Council, and any other reports and/or announcements pertinent to graduate education. Meetings, or those portions of meetings, that include discussions and selection of recipients of awards/fellowships/grants, shall be open only to members of the Graduate Council.
6. As necessary, administrators and/or faculty members who are not members of the Graduate Council may be invited to attend specific meetings of the Council.

**QUORUM:**

1. A simple majority of the appointed members will constitute a quorum.
2. A quorum is required to transact the business of the Council. The number of members required for a quorum will be established at the first fall meeting of the Council and after changes have been made in Council membership.
3. Ex-officio members may participate in the discussion of all motions and on any matter brought before the Council.

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