

# Graduate Program Governance

The South Dakota Board of Regents has authorized Dakota State University to offer graduate degrees at the master's and doctoral levels. DSU graduate programs are part of the University's mission to provide high quality education in programs to advanced students. DSU graduate programs combine both theoretical knowledge and practical applications and are designed to meet the needs of a world being shaped by continuously and rapidly changing information technology. All graduate programs will be governed according to the following structure:

**Graduate Council** - The Graduate Council serves as the body that oversees graduate education, plans for the future of graduate education in the broadest terms and guides the evolution of graduate programs at DSU. The Graduate Council employs a systematic review and approval process of all academic policies related to post baccalaureate study and degree programs.

**Graduate Faculty** - Graduate faculty serve on graduate program committees to ensure program integrity and on Graduate Council to assist with oversight of graduate programs and policy.

**Dean of Graduate Studies and Research** - The Dean is the chief academic and administrative officer of the Graduate Programs. Responsible to the Provost/Vice President for Academic Affairs, the Dean is the primary advocate for graduate education at the university with responsibilities including strategic planning, policy formulation and implementation, and assurance of academic integrity and quality of academic programs. Central to this role is promoting academic research and linking graduate education with the University's sponsored research activities. The Dean of Graduate Studies and Research collaborates with College Deans on new program development; program assessment; program promotion and recruitment; application, admission, assistantship appointments, scheduling and registration.

**Office of Graduate Studies and Research** - The Office of Graduate Studies and Research serves all aspects of graduate education including the development, administration, assessment of graduate programs, admission, guidance of graduate students, the support of graduate research and the implementation of graduate guidelines.

**College Deans** - College Deans work with the Dean of Graduate Studies and Research to ensure the quality and integrity of graduate programs in their respective colleges. They are specifically responsible for course delivery and faculty workload issues.

**Graduate Program Committees** - Each graduate program will have a program committee that is responsible for supervision and oversight of the graduate work in their program and manages day-to-day activities of the graduate program under the

leadership of the graduate program coordinator. The program committee handles the specifics of program curriculum, instruction, advising, and scheduling. The program committee report on their activities on an annual basis to the Dean of Graduate Studies and Research and to the Graduate Council through their graduate program coordinator.

**Graduate Program Coordinators** - Each graduate program will have a program coordinator who shall supervise and coordinate the administration of the program, serve as a point of contact for graduate students enrolled in the program, and provide a linkage between the graduate program committee and the graduate faculty in their respective colleges.

## Graduate Council

The Graduate Council serves as the faculty body that oversees graduate education, plans for the future of graduate education in the broadest terms and guides the evolution of graduate programs at DSU. The Graduate Council is responsible for all academic policies related to post-baccalaureate study and degree programs.

Specific responsibilities include:

- Exercise general oversight relative to the standards and academic integrity of all graduate degree programs;
- Receive and review annual reports on graduate program activities;
- Establish broad policies concerning graduate education;
- Recommend approval of proposed graduate programs and all graduate curriculum changes;
- Review criteria and processes for membership on graduate faculty;
- Consider other matters submitted to them by the Dean for Graduate Studies and Research;

Serve as an advisory board to the Dean for Graduate Studies and Research and the Vice President for Academic Affairs for matters concerning graduate education.

## Membership

The Graduate Council shall consist of the Dean of Graduate Studies and Research, the dean of each college, a graduate faculty representative of each college and the program coordinator from each graduate program committee as voting members. Non-voting members will include the Provost/Vice President for Academic Affairs, the Registrar and the Director of the Library. Graduate faculty representatives will serve three-year terms with one faculty member beginning a new term each year. Graduate faculty representatives are elected by their respective college. The Dean of Graduate Studies and Research will serve as chair.

# Graduate Faculty

Dakota State University has a single university-wide graduate faculty. Graduate faculty help ensure graduate program integrity by serving on program committees and other related duties. Faculty members may be nominated to the graduate faculty by the Dean of Graduate Studies and Research, a graduate program coordinator, the faculty member's dean, or by another graduate faculty member. This body has the following authorities and responsibilities:

- teach courses for graduate credit;
- serve on examination committees (or equivalent) for students in graduate level programs
- serve as thesis/dissertation reviewers for graduate programs in their discipline and as external examiners for students in graduate programs outside their discipline;
- serve as advisors for students pursuing graduate-level degree programs
- actively engage in research/scholarly activity;
- serve on graduate admissions and graduate program committees;
- serve on the Graduate Council.

Faculty members appointed to the following administrative positions are exofficio members of the Graduate Faculty: President, Provost/Vice President for Academic Affairs, Academic deans, and Graduate Program Coordinators.

## Membership Criteria

The following minimum criteria for graduate faculty status have been established by the Dakota State University Graduate Council:

1. A graduate faculty member must hold the rank of Assistant Professor or higher.
2. A graduate faculty member must hold the terminal degree normally accepted for academic employment in the discipline or its clear equivalent as determined by the graduate program committee of the college in which the individual will be teaching.
3. A graduate faculty member must show evidence of (or potential for) professional achievement in teaching at the graduate level and professional achievement in scholarship/research/creative work.

Other faculty may be admitted to graduate faculty status, as an exception, with approval from the Dean of Graduate Studies and Research and from the Provost/Vice President for Academic Affairs. However, some restrictions may be placed on these faculty relative to graduate teaching responsibilities, assignment to dissertation committees, etc.

## Nomination Process

The Graduate Council will accept nominations at any time. Faculty who are assigned to teach graduate courses must be approved for graduate faculty status in their first semester of teaching graduate courses at DSU. Faculty who have graduate teaching responsibilities must demonstrate evidence of professional achievement in teaching and in scholarship/research/creative activities. Nomination forms are available in the Office of Graduate Studies and Research. The following procedure for reviewing nominations has been established:

- Each completed nomination, including all required documentation, should be submitted to the Office of Graduate Studies and Research.
- The nominations are forwarded to the Graduate Council for review and evaluation
- The Graduate Council may:
  - table the nomination pending additional information or documentation,
  - forward the nomination to the Dean for Graduate Studies and Research with a recommendation to appoint the nominee to graduate faculty membership, or
  - forward the nomination to the Dean for Graduate Studies and Research with a recommendation to deny graduate faculty membership at this time.

## Associate Membership

Candidates may be granted associate membership in DSU's graduate faculty to facilitate their participation in any of the graduate faculty responsibilities. Candidates will need to provide a current curriculum vita/resume to accompany their nomination form. The procedure will follow the procedures outlined for DSU graduate faculty.

## Procedure for Sustaining Membership

To sustain membership, a graduate faculty member, as part of his or her regular duties, must demonstrate professional achievement in scholarly, research and creative activities and must be actively involved in activities normally assigned to graduate faculty.

## Office of Graduate Studies and Research

The Dean of Graduate Studies and Research, in consultation with the dean of the graduate faculty member's college, will verify all graduate faculty member's continued eligibility for graduate faculty status every three years. The Dean of Graduate Studies and Research will forward in writing the recommendation and proposed changes in the membership to the Graduate Council. The Graduate Council has the authority to request documentation for the decision and to undertake further review.

The Graduate Council's recommendation for maintaining graduate faculty membership will be forwarded to the Provost/Vice President for Academic Affairs. The Provost/Vice President for Academic Affairs will officially reappoint the faculty members to graduate faculty membership. Graduate faculty whose membership is suspended may appeal the decision.

The Office of Graduate Studies and Research oversees all aspects of graduate education at Dakota State University including the development, administration, termination, and assessment of graduate programs, the admission and guidance of graduate students, and the implementation of graduate policies.

Specific responsibilities include:

- Assist the Graduate Council in the development of academic policies and procedures related to graduate study and degree programs;
- Provide faculty and graduate students with information, assistance and support services related to curriculum and academic policies;
- Collaborate with graduate programs committees and graduate program coordinators to ensure consistent program development and logical course scheduling;
- Facilitate curriculum change procedures;
- Review and evaluate application packages for completeness and compliance with admission and application requirements; coordinate program committee activities to facilitate application review and admission decisions; and notify students of admission status;
- Manage graduate assistantships;
- Monitor graduate students for satisfactory progression, compliance with graduate degree requirements;
- Certify graduate students' eligibility for candidacy and graduation;
- Serve as an advocate for graduate programs and graduate students; and
- Work with graduate program committees to identify marketing venues and to assist with plans to promote and advertise the individual graduate programs.

## **Graduate Program Coordinators**

Each graduate program will have a program coordinator who shall supervise and coordinate the administration of the program, serve as a point of contact for graduate students enrolled in the program, and provide a linkage between the graduate program committee and the graduate faculty in their respective colleges. They also act as a liaison between the program committee and the Office of Graduate Studies and Research.

The role of the Graduate Program Coordinator is critical to the success of graduate programs. Responsibilities include:

- Serve as the chair of the Graduate Program Committee and serve as the program's representative on the Graduate Council.
- Serve as a liaison between the graduate program committee and the Office of Graduate Studies and Research, informing the committee of Graduate policies, and deadlines, as appropriate, and forwarding recommendations, nominations, and other information from the committee to the Dean of Graduate Studies and Research.
- Serve on Graduate Program Coordinators Committee to share program support ideas and facilitate communication between programs.
- Serve as an advocate for graduate programs and graduate students within their college.
- Orient and counsel graduate students with respect to program and degree requirements until an academic advisor is assigned.
- Assign academic advisors and project supervisors.
- Help students and faculty implement graduate policies and graduate program requirements, and provide periodic reports on the program to the Graduate Council and the Dean of Graduate Studies and Research as requested by the Council or the Dean of Graduate Studies and Research.
- Schedule and conduct program committee meetings and disseminate decisions to appropriate stakeholders.
- Provide faculty and students with information, assistance and support services related to curriculum and academic policies;
- Facilitate curriculum change procedures;
- Coordinate admission of applicants at the program level.
- Disseminate program information to prospective and current students and faculty; and
- Work with graduate program committees and the university relations office to plan, develop and implement recruitment and public relations activities to promote and advertise the individual graduate programs.
- Coordinate exit exam at the program level.
- Provide leadership with their program's Institutional Program Review and/or external program review.
- Assist the College dean as needed in identifying qualified adjunct faculty.
- Work with the College dean in planning course rotation schedule, course and faculty assignments.

## **Qualification and appointment**

The program coordinator must be a tenure-track or tenured graduate faculty. The Graduate Dean nominates the program coordinator after consultation with the graduate faculty and the college dean to the Provost/Vice President of Academic Affairs and the President. The appointment is re-affirmed annually with the recommendation of the Dean of Graduate Studies and Research.

# Graduate Program Committees

Each graduate program will have a program committee that is responsible for supervision and oversight of the graduate work in their program and manages day-to-day activities of the graduate program under the leadership of the graduate program coordinator. The program committee handles the specifics of program curriculum, instruction, advising, and scheduling in conjunction with the college dean. The program committee report on their activities on a regular basis to the Dean of Graduate Studies and Research and to the Graduate Council through their graduate program coordinator.

Specific responsibilities include:

- Monitor and review curriculum and making appropriate modifications and changes to ensure continuous improvement;
- Conduct periodic program evaluation as designated by governing disciplinary affiliation or Regental requirement.
- Identify and select new faculty for teaching, advising and student assessment roles [i.e. portfolio review, dissertation committee] in the program.
- Develop new graduate courses and certificates as needed;
- Establish and monitor application and admission requirements and procedures beyond the minimum admission requirements established by the university;
- Evaluate applications for admission to the graduate program;
- Evaluate 4+1, credit transfer, course waiver, and graduate student assistantship applications;
- Develop and maintain course schedules and rotations;
- Develop and monitoring assessment activities;
- Become actively involved in graduate student recruitment and public relations activities;

## Membership and Appointment

The program committee will consist of all graduate faculty actively teaching in and serving as advisors to students in the program. The graduate program coordinator serves as the chair for the program committee and as a liaison between the program committee and the college dean and as a liaison between the program committee and the Office of Graduate Studies and Research. The college dean will serve as a non-voting member of the program committee and as an advisor on issues related to faculty workload and program delivery. The Dean for Graduate Studies and Research will serve as a non-voting member of the committee and as an advisor on issues concerning graduate policies, procedures and student enrollment. The program committee may establish any subcommittees deemed necessary to address program needs and concerns identified by program committee members. The graduate program coordinator will make subcommittee assignments.

## Meetings and Actions

The graduate program committee is responsible for the general supervision of the graduate work in their program and will work with the Office of Graduate Studies and Research on matters concerning university policies and procedures governing graduate education and on issues/questions concerning graduate enrollment and student services. The program committee will meet regularly throughout the academic year. Minutes will be taken at each meeting and distributed to committee members and to Graduate Council.

## Graduate Curriculum Review and Approval

Curricular actions linked to graduate degree programs are initiated by graduate program committees. The Dean of Graduate Studies and Research and the Graduate Council are responsible for recommending approval of curricular changes. The Provost/Vice President for Academic Affairs is responsible for recommending action to the President and forwarding the requested curricular changes to the Board of Regents.

### Procedures

1. All graduate curricular action relative to graduate degree programs must be reviewed and approved in accordance with the following procedure: Any curricular changes in a graduate degree program must have the endorsement of that graduate program committee and college prior to the change being forwarded to the Dean of Graduate Studies for review by the Graduate Council.
2. The Graduate Council will review the curricular requests and take one of four actions: recommend approval; request clarification; recommend with minor edits or not recommend.
3. The Graduate Council will forward recommended actions to Graduate Faculty via e-mail for review and comment. Curriculum requests that are not recommended or recommended with clarifications are returned to the requesting graduate program committee for modification or other action.
4. The Graduate Faculty will have one week to respond to the curricular items.
5. The Graduate Council will review all comments, concerns, or corrections received from the Graduate Faculty.
6. The Graduate Council will then vote on the curricular request. The committee can again take one of four actions: recommend approval; request clarification; recommend with minor edits or not recommend. Committee action will be by majority vote.
7. Once a curricular action has been approved, the Graduate Council will forward it to the Provost/Vice President for Academic Affairs.
8. The Provost/Vice President for Academic Affairs will recommend appropriate actions to the President and