DRAFT OUTLINE

GRADUATE COUNCIL MANUAL

TASKS

I. PROGRAM REVIEWS
   a. All graduate programs are reviewed every 10 years (or more frequently if there is evidence of problems which need to be monitored).
   b. Reviews are organized by Graduate School who identifies a lead external reviewer (after consultation with department/program chair); Assoc. Dean from Graduate School participates; Grad Council provides in-house reviewer; community reviewers sometimes included. Writing responsibility is distributed across the reviewers, but external reviewer has overall responsibility.
   c. Review is presented to Grad Council; then department/program chair and dean is invited in. Review is revised per Grad Council and department/program chair input and then voted on by Grad Council and sent to Dean of Graduate School as well as program/department chair and Dean of College.
   d. Academic Plan is then prepared by department/program chair with input from faculty and Dean of College and submitted to Graduate School and Graduate Council. Presentation to Provost (or designee) with attendance at meeting by Graduate School Dean (or designee), Grad Council representative and Chair.
   e. Three year follow-up is written by original graduate representative from current Grad Council which gathers information from department/program chair and Dean of College (or designee) on progress on Academic Plan. This report is presented to Grad Council by original representative and voted on. Attendance by department/program chair is not required unless Grad Council representative identifies significant problems. Report sent to Graduate School. In the case of significant problems, additional follow-up reviews and/or an accelerated review timeline may be required.

II. CATEGORY I REVIEWS

There are two types of reviews, Full CAT I and Abbreviated CAT I. Full CAT I is to create new degree program or certificate, administrative unit, or deliver existing program at new location, and requires OUS approval. Abbreviated CAT I is for renaming existing units, merging, splitting, or relocating units. CAT I’s are submitted through Curricular Planning System (CPS) to Grad Council Chairs.

See [http://oregonstate.edu/ap/curriculum/cati.html](http://oregonstate.edu/ap/curriculum/cati.html).

a. Primary reviewer (often from college) and secondary reviewer are assigned by Grad Council chair.
b. Review draft and attend Academic Planning Committee (APC) meeting; inform Grad Council re potential problems, if any. Focus should be on:
   a. whether there are sufficient graduate faculty to support program;
   b. whether Graduate School requirements are being met (e.g., 50% stand along graduate classes or credit requirements);
   c. If assessment plans are in place;
   d. If appropriate liaisons have been conducted.
c. Review submission (can use attached template) and present to Graduate Council
d. Graduate Council votes and submits to Graduate School. NOTE: can put on hold if serious problem identified or can approve provisionally pending additional information.

III. CATEGORY II REVIEWS

CAT II reviews are to create new classes or modify existing ones. CAT II’s are also submitted through CPS but to reviewers identified by Graduate Council.

a. College representative takes primary responsibility; secondary reviewer is for consultation. Problems can be presented to whole Graduate Council.
b. Reviews should focus on:
   i. Whether OSU syllabus requirements are being met (see [http://oregonstate.edu/ap/curriculum/policies/S_syllabus.html](http://oregonstate.edu/ap/curriculum/policies/S_syllabus.html));
   ii. If appropriate liaisons have been included to prevent duplication across departments.
   iii. For slash classes, if appropriate additional graduate level work is required.
IV. POLICY

The Graduate Council oversees policies, procedures, and requirements of graduate education, in consultation with Graduate School. Issues may be presented to the Graduate Council from faculty, GC representatives, or the Graduate School.

V. AWARDS

Graduate Council representatives work in conjunction with the Graduate School in reviewing applications for awards. These include:

- Laurels Block Graduate Program (2 GC + 3 outside members)
- Oregon Lottery Scholarship (3 members)
- Bayley/Yerex Fellowships (3 members)
- Frolander Outstanding GTA Award (2 members)
- CGS/UMI Dissertation and WAGS/UMI Thesis Awards (2 members)
- Excellence in Graduate Mentoring Award (2 members)

VI. AD HOC COMMITTEES

a. Grievance Committee (2 GC + 1 student members)
b. Distance Education Liaison
c. Others, such as IGERT reviews

GRADUATE COUNCIL CHAIR TASKS

I. Make certain that colleges have representatives (in consultation with Faculty Senate President)

II. Assign representatives to committees and review panels, as appropriate, in consultation with Graduate School

III. Schedule and conduct meetings

IV. Arrange agenda to facilitate timely review processes

V. Edit and distribute minutes

VI. Maintain close liaison with Graduate School concerning program reviews, policy, procedures, and new initiatives.

VII. Maintain liaison with other Faculty Senate committees, as appropriate

VIII. Prepare annual report