

Governance and Advisory Boards

Graduate Council

The Graduate Council is the policy and governance body dealing with all graduate education issues according to the duties outlined in the Graduate Council Charter. As the representative governance unit of the Graduate faculty at Minot State University, the Graduate Council considers policy recommendations that govern graduate programs. It supports programs developed in accordance with the vision statement for Graduate Education.

Composition of the Graduate Council

The Graduate Council consists of the Assistant Dean of the Graduate School, one elected graduate faculty member from each graduate program (not including separate tracks within programs), two graduate faculty members appointed by the Assistant Dean of the Graduate School, and three graduate students who are enrolled and in good standing. Faculty are elected by the graduate faculty from their own programs, and both they and faculty appointed by the Assistant Dean of the Graduate School serve for three-year terms. Student members are nominated by the program directors, selected by the Assistant Dean of the Graduate School, and serve one-year terms.

Graduate Student Rights Committee

The Graduate Student Rights Committee examines issues of academic honesty, grade appeals, and other student rights matters as deemed appropriate. The Graduate Student Rights Committee members include the Vice President for Academic Affairs as chairperson (a non-voting member of the committee), the three student members of the Graduate Council, three Graduate Council members elected by the Council, and the Assistant Dean of the Graduate School. A member of the Registrars Office is a non-voting, ex-officio member of the committee.

Student Senate Members

The Minot State University Student Senate contains representatives from the primary campus constituents, including the Graduate School. The Student Senate deals with issues of student governance on the university campus. Graduate students who are interested in serving on the Student Senate should contact the Graduate School and the Student Association offices for further information.

Charter of the Graduate Council of Minot State University

Preamble

The Graduate Faculty and the Graduate Council of Minot State University, in an effort to promote high quality student learning at the graduate level and to provide an opportunity whereby graduate faculty and students shall participate in determining the direction of graduate education in the University, hereby adopts this Charter.

Article I

Authority

Section 1. The official name of the policy and governance body for graduate education is the Minot State University Graduate Council.

Section 2. This Charter becomes effective upon written authorization of the MiSU President, and endorsement by the North Dakota State Board of Higher Education. It replaces all previous references to the Graduate Council established prior to August 20, 1999 in any MiSU documents.

Section 3. The Graduate Council is advisory to the President and reports directly to the Vice President for Academic Affairs.

Article II

Composition

Section 1. The Graduate Council consists of the Assistant Dean of the Graduate School, one elected graduate faculty member from each graduate program (not including separate tracks within programs), two graduate faculty members appointed by the Assistant Dean of the Graduate School, and three graduate students who are enrolled and in good standing. Faculty are elected by the graduate faculty from their own programs, and both they and faculty appointed by the Assistant Graduate Dean, serve for three-year terms. Student members are nominated by the program directors, selected by the Assistant Dean of the Graduate School, and serve one-year terms. The Vice-President for Academic Affairs is an ex-officio non-voting member.

Section 2. To be eligible to serve on the Graduate Council or vote on graduate issues faculty must hold the status of Graduate Faculty. Graduate Faculty members are elected to serve staggered, 3-year terms with one-third (1/3) of the members elected each year.

Article III

Function

Section 1. Acting within the policies of the Graduate Council Charter, Minot State University, and the State Board of Higher Education, the Graduate Council is the policy and governance body dealing with matters that affect graduate students and graduate programs for Minot State University.

Section 2. The Graduate Council cooperates with the Faculty Senate in all matters that lie within the province of both bodies. All graduate curricular issues are approved by the Graduate Council and proceed to the Curriculum Committee and then to the Faculty Senate for final approval.

Article IV

Chair and Secretary

Section 1. The Assistant Dean of the Graduate School chairs the Graduate Council. The chair convenes and presides over all Graduate Council meetings and performs those duties and responsibilities normally associated with the position. As the Chair, the Assistant Dean votes only in the case of a tie. In the absence of the Assistant Dean, the Vice President for Academic Affairs presides over the meeting. (The Vice President does not vote on Graduate Council matters)

Section 2. The Assistant Dean of the Graduate School appoints a staff person to serve as a Secretary of the Graduate Council.

Article V

Meetings and Procedures

Section 1. Meetings of the Graduate Council are open to any person.

Section 2. The Graduate Council follows Robert's Rules of Order in the conduct of meetings.

Section 3. The Graduate Council holds meetings monthly during the academic year. Additional meetings may be called if needed, including during the summer. Meetings of the Graduate Council are called by the chair of the Graduate Council. The chair of the Graduate Council shall call a meeting if he/she receives a petition requesting a meeting. The petition must bear the signatures of a least one-fifth (1/5) of the Full Graduate Faculty members.

Section 4. Voting on Graduate Council business is done by the Graduate Council members. Members may vote by proxy or in absentia.

Article VI

Program Authority

Section 1. The university departments formulate requirements for graduate degrees within the framework of the Graduate Council, Minot State University policy, and policies of the State Board of Higher Education. These include admittance, retention, and degree completion requirements.

Section 2. Each department is responsible for continual evaluation, adjustment, and improvement of existing graduate programs and the development of new graduate programs. Program Directors, representing their respective programs may bring forward to the Graduate Council proposals for new curricula and programs. These proposals are considered by the Graduate Council. If approved by the Council, the proposals will proceed through the MiSU curriculum approval process.

Article VII

Committees

Section 1. The Graduate Student Rights Committee is formed each year no later than October 1. Members include the three (3) student representatives on the Graduate Council, three (3) Graduate Council members elected by the Council, and the Assistant Dean of the Graduate School. The Vice President for Academic Affairs is the chairperson and non-voting member of the Committee. A representative of the Registrars Office is a non-voting, ex-officio member of the committee.

Section 2. The Graduate Council will establish other standing or ad hoc committees as needed.

Article VIII

Amendments

Section 1. Proposed amendments may be initiated by a two-thirds (2/3) vote of the Graduate Council or by petition of one-third (1/3) of the current Graduate Faculty holding the status of Graduate Faculty.

Section 2. Proposed amendments are distributed by the Secretary of the Graduate Council to the Graduate Faculty at least seven (7) days prior to a meeting of the Graduate Faculty. An amendment is approved by a two-thirds (2/3) vote of approval of those Graduate Faculty members voting. The amendment takes effect when it is approved by the President of the University.

Article IX

Bylaws

Section 1. By-laws to this charter become effective when they are approved by two-thirds (2/3) of the Graduate Faculty members and by the President of the University. Graduate Faculty status at Minot State University is based on academic qualifications and/or professional expertise. Three categories of graduate faculty status are available. Graduate Faculty status at Minot State University is based on academic qualifications and/or professional expertise.