**From:**

Dr. Christopher Carnahan, Assistant Professor, Co-Coordinator, Doctorate in Educational Technology Leadership; **Senator, Department of Educational Technology**

Dr. Richard Cosgrove, Assistant Professor and Co-Chair, Department of Civil Security; **Senator, Department of Civil Security**

Dr. Kathleen D. Rennie, Associate Professor, Co-Chair of the Department of Professional Security Studies, Director of the Doctoral Program in Civil Security Leadership, Management & Policy

Dr. Christopher Shamburg, Professor and Co-Coordinator, Doctorate in Educational Technology Leadership

Dr. Laura Zieger, Professor and Chairperson, Educational Technology Department

**To:** University Senate

**Date:** March 29, 2017

**Re**: Joint Statement Regarding the Graduate Council

We would like to congratulate the members of the Educational Leadership Department for the approval of their Doctorate in Community College Leadership.

We know the work you put into developing the program and the work required to grow it. We look forward to partnering with you to advance doctoral studies at New Jersey City University.

We would like to take this opportunity to invite you and the entire NJCU community to improve the capacity for graduate work at NJCU. In 2011-2012 the University Senate and the Board of Trustees approved the *Handbook for Doctoral Programs.*  The Handbook specifically describes a Graduate Council (pp. 19-21).

The Handbook describes the Graduate Council as “a coordinating and advising body for those involved in graduate education to come together to discuss issues of importance to graduate programs” (p. 19). The Graduate Council is also “an advisory body that reviews, develops, and makes recommendations concerning graduate policy” (p. 19). While the Graduate Council has not convened since Spring of 2014, a regularly meeting Graduate Council is essential for our programs and the University. The Graduate Council can best facilitate the development of joint programs, the sharing of best practices for marketing, and the design of collaborative research projects.

The revision of the *Doctoral Handbook*—a topic of informal discussion at the last Senate meeting—should be the task of the Graduate Council. The Graduate Council was created as a dedicated and sustainable network and resource for doctoral and graduate studies.

We would ask the Senate to support the convening of the Graduate Council in the following motion:

Whereas the role and function of the Graduate Council has already been developed and approved by the University Senate;

Whereas the ongoing work of such a Council is a benefit to doctoral, graduate, and the overall educational environment of NJCU;

Be it *Resolved* that the Senate formally supports the re-convening and regular meeting of the Graduate Council beginning in the Spring 2017 semester.

Thank you.

**From the *Handbook for Doctoral Programs* (pp 19-21)**

# Part 5: Doctoral Program Governance

## The Graduate Council

The Graduate Council of NJCU shall seek to enhance graduate education and thereby preserve, generate, transmit, apply knowledge and understanding, and foster and support a vitae spirit of open inquiry and critical thinking.

The Graduate Council is a coordinating and advising body for those involved in graduate education to come together to discuss issues of importance to graduate programs, such as research opportunities, grant initiatives, innovations in technology, assistance in developing new programs, national and local certification issues, enrollment issues, marketing, resources, and other issues of importance to graduate programs.

### Primary Functions

When requested by the Senate, the Graduate Council shall consider and make recommendations on administrative matters as well as matters of general policy.

More specifically, the Graduate Council shall be an advisory body that reviews, develops, and makes recommendations concerning graduate policy. In addition, the Council will serve in an advisory capacity to the Dean of Graduate Studies and Continuing Education.

### The Graduate Council as Distinct from the Graduate Studies Committee

The Graduate Council is distinctly different from the Graduate Studies Committee of the University Senate. The Graduate Studies Committee is charged with establishing and maintaining standards and requirements for the admission and retention of graduate candidates, reviewing grading procedures, and determining requirements for graduation. It also recommends to the Senate guidelines and standards for a graduate program. The Graduate Studies Committee also evaluates and recommends new or revised courses, academic majors, minors, concentrations, interdisciplinary programs, and professional sequences, and establishes or dissolves departments, programs, and majors.

### Membership

The membership of the Graduate Council shall include: one elected representative from each department offering a Master’s/Certificate/NPTNJ program and a second for departments offering a doctoral program, with a maximum of two persons per department; the Dean of Graduate Studies and Continuing Education; one designee of the Vice President for Academic Affairs (ex officio) or one of the other three deans on a rotation basis every two years; a representative from the Grants/IRB office (to serve in an ex officio capacity); a representative from the University Library (to serve in an ex officio capacity); and one graduate candidate (who will be a voting member).

The terms of elected members shall be arranged by the Graduate Council to secure and maintain a pattern of rotating membership with the purpose of electing approximately one-third of the elected members each year. The graduate candidate representative will serve for a term of one year.

Members shall take office at the beginning of the academic year following their election. Should a vacancy occur, the unexpired term shall be filled by an alternate determined by the constituency from which the member was selected.

If a person serves more than one year of a term for which someone else was originally elected, that partial term shall be considered one of the two consecutive terms that a person may serve.

The Chair of the Graduate Council, who is elected by the voting members of the Graduate Council, must be a member of the Graduate Council. He or she shall serve a two-year term and can be reelected to only one consecutive two-year term.

## Meetings of the Graduate Council

The Council shall meet once a month during the regular academic year. In emergencies, however, the Chair of the Graduate Council may call the Council into extraordinary session. Summer work on behalf of the Graduate Council will be on a voluntary basis.

**Parliamentary Authority**

The rules contained in *Robert’s Rules of Order, Newly Revised* (or the latest print edition) shall govern meetings of the Graduate Council and any committees, sub-committees, or task forces working under its direction.

## Duties of the Chair of the Graduate Council

The Chair of the Graduate Council shall preside over the meetings of the Graduate Council, schedule monthly meetings as per the meeting requirements noted above, act as spokesperson for the Graduate Council as necessary, and perform any other duties or functions as assigned by the voting members of the Council.

***Handbook for Doctoral Programs***

Revised and Approved by the Graduate Studies Committee, April 25, 2011;

Approved by University Senate, October 10, 2011;

Revised and Approved by SACC, November 17, 2011;

Approved by NJCU Board of Trustees, February 27, 2012