



## KETTERING COLLEGE COMMITTEE CHARTER

### Graduate Council Committee

<b>Purpose:</b>	The Graduate Council is the primary policymaking body for graduate programs at Kettering College. The Council also functions as a communication hub for graduate programs and other college entities, especially related to the implementation of graduate program policies.	
<b>Status:</b>	Permanent College Governance Committee	
<b>Membership:</b>	The chair/program director of each active graduate program or designee, one additional faculty member from each active graduate program, the appointed chair/program director of any developing graduate program, one faculty member from the division of arts and sciences, the dean of the graduate division, the college registrar (nonvoting), and a student financial services (SFS) representative (nonvoting).	
<b>Appointment:</b>	Administrators <i>ex officio</i> , SFS representative by the SFS director, others nominated by their departments and approved by the Graduate Council.	
<b>Term:</b>	Administrators coterminous with appointment. Faculty for three years, may be renewed once for a total of six years of continuous service before rotating off the Council for at least one year. Terms begin at the start of the fall semester and finish at the end of the summer semester.	
<b>Chair and Chair-Elect:</b>	<p>Elected to a three-year term by the Council. The first year of the term is served as chair-elect with the previously elected chair. The second year is served as chair without a chair-elect. During the spring of the second year of service a new chair-elect is elected by the Council. The third year is served as chair with the newly-elected chair-elect.</p> <p>The chair-elect is a member of the Council who assists the chair.</p>	
<b>Meeting Frequency:</b>	Approximately monthly or at the call of the chair.	
<b>Minutes:</b>	Distributed by the chair to the membership and to the chair of the College Council.	
<b>Input From:</b>	All administrative and academic departments, committees, and College governance entities that enroll or serve graduate students.	
<b>Reports To:</b>	The Kettering College Board of Directors, through the President of the College.	
<b>Committee Objectives:</b>	<p><b>To Act:</b></p> <ol style="list-style-type: none"> <li>1. Provide oversight for academic policies pertaining to KC graduate programs, including             <ol style="list-style-type: none"> <li>a. Program Review</li> <li>b. Course and curricular approval</li> <li>c. Graduate program policies and procedures</li> <li>d. Graduate division policies and procedures</li> </ol> </li> <li>2. Maintain the membership roster of the graduate faculty at Kettering College.</li> <li>3. Facilitate interprofessional practice and education among the various graduate and, where appropriate, undergraduate disciplines.</li> </ol>	<p><b>Report to:</b></p> <p>Dean of the Graduate Division</p>

	<b>To Recommend:</b> 1. New graduate departments, programs, degrees, majors and tracks	<b>Recommend to:</b> Kettering College Board through the President of the College
<b>Committee Procedures:</b>	1. Meetings may take place via teleconference or other electronic means. Communicate all new proposals to College Council. 2. Other procedural aspects will conform to the <i>Robert's Rules of Order, Newly Revised</i> .	
<b>Date of Origin:</b>	<b>October 2008</b>	
<b>Last Reviewed:</b>	<b>1/27/2021</b>	
<b>Last Revised:</b>	<b>1/27/2021</b>	
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<b>Approved By:</b>	<b>Graduate Council on 1/27/21; College Council on 2/17/2021</b>	
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