

# BUFFALO STATE COLLEGE

## DIRECTORY OF POLICY STATEMENTS

Policy Number: VIII:10:00

Date: May 2008

**Subject: Specific Policies Regarding Graduate Issues**

### Graduate Student Representation on the College Senate

- Whereas the College Senate is “the official agency through which faculty and students engage in governance of the college,” and
- Whereas graduate students represent a significant component of the college’s student body, and
- Whereas graduate students have issues and perspectives that differ from the undergraduate student body, and
- Whereas the current by-laws and policies of the Senate make no formal provision for representation of graduate students on the College Senate,
- Therefore, be it resolved that the College Senate support the principle of graduate student representation on the College Senate.

The Provost is charged with the responsibility of establishing the protocol to ensure representation of graduate students on the College Senate.

### Membership of the Chair of the Graduate Advisory Council on the Senate Agenda Committee

- Whereas the Graduate Advisory Council plays an important role in governance of graduate programs, and
- Whereas the governance and oversight of graduate programs can be improved by more effective interaction between the Graduate Advisory Council and Senate leadership, and
- Whereas the Senate Agenda Committee “advises the chair of the College Senate on the dispatch of Senate business,”
- Therefore be it resolved that the Standing Rules of the College Senate and the College Senate Handbook be amended as follows. The amendments provide for membership of the chair of the Graduate Advisory Council on the Senate Agenda Committee.

#### 1. Amendment to College Senate Standing Rules Section 1.2.

*“Agenda Committee.* The vice chair, an elected student senator, **the chair of the Graduate Advisory Council**, and the senior university senator shall be members of the Agenda Committee. Further details about the Agenda Committee are provided in the *College Senate Handbook*, Section III. The Agenda Committee shall advise the chair of the College Senate on the dispatch of Senate business to ensure that matters submitted for Senate consideration shall be properly included under one or another of the headings in the Order of Business. The Agenda Committee shall make no determination as to the merits of matters received for consideration of the Senate”

#### 2. Amendment to the College Senate Handbook under Standing Committees (p.6).

“The Agenda Committee is chaired by the chair of the Senate and includes the vice chair, an elected student senator, the senior university senator, **the chair of the Graduate Advisory Council**, and at least three other members of the Senate appointed by the

chair. The duties and obligations of the Agenda Committee are addressed in both the Standing Rules and the College Senate by-laws.”

#### Graduate Faculty Representation on Senate Standing Committees

- Whereas the College Senate, as the “principle deliberative and advisory body of the college,” has a role in reviewing issues related to graduate students and the Graduate School, and
- Whereas the governance structure of the College Senate relies on eight standing committees, and
- Whereas issues of importance to graduate students and the Graduate School span the charges of the eight standing committees, and
- Whereas the ability of standing committees to review issues related to graduate students and the Graduate School would be facilitated by representation of graduate faculty on the committees,
- Therefore, be it resolved that the College Senate Handbook be amended as follows. The amendment provides for representation of graduate faculty who participate in graduate programs on all standing committees and for graduate faculty status to be indicated on committee rosters.

Amendment to College Senate Handbook (p.6).

“*Committee Chairs.* Committee chairs have the responsibility of developing a list of members for presentation to the Senate. Committee membership is limited to 15; the Senate has the right to strike, but not add, names that are proposed to it. Chairs are urged to exercise care and common sense in developing committee membership lists. Specifically, chairs are urged to:

- A. Be aware of the size limitation on committees;
- B. Make every effort to see to it that all schools and professional staff are represented in approximately equal proportions (e.g., approximately two professional staff members and two representatives from each of the schools);
- C. Consider librarians as either faculty or staff and, by tradition, include on each committee;
- D. Make every effort to ensure that one or more of the committee members are on the graduate faculty and are in a department with a graduate program.**
- E. Include at least one student representative (a student senator should be considered);
- F. Accepting the appointment of a nonvoting administrative liaison; and
- G. Make sure that at least one other member of the committee is a senator.

Members of standing committees are appointed to serve two-year terms of office. Ideally, terms of committee members are staggered so some continuity can be maintained. When a committee roster is presented to the Senate (by tradition, committee rosters are presented at the first meeting of the Senate, for approval), the following information should be included: name, unit the individual represents, **graduate faculty affiliation**, office address and phone number, e-mail address, specific years of term of service on the committee.”