

**BYLAWS OF THE GRADUATE COUNCIL
OF GLENVILLE STATE UNIVERSITY
September 18, 2026**

Article I. Name

The name of this committee is Glenville State University Graduate Council.

Article II. Membership

Section A. List of Members

- i. Graduate Program Coordinators
 - a. One Coordinator per Graduate program (current and actively planning)
- ii. Administrative Representative of the Academic Divisions with or actively planning Graduate Programs
 - a. The Chair or Dean of each academic division with or actively planning graduate degree programs will serve continuously as voting members of the Graduate Council.
 - b. For the Clinical Psychology Masters, the Director of Clinical Training will serve continuously as a voting member of the Graduate Council.
- iii. Graduate Student Representative
 - a. The Graduate Council will accept nominations for graduate student representation from the Graduate Council members (voting and non-voting members).
 - b. One graduate student will be elected by the Graduate Council and will serve as a voting member, representing the interests of all graduate programs.
- iv. Ex-officio members
 - a. Provost
 - b. Deans of academic divisions offering graduate programs (if not serving as the Administrative Representative)
 - c. Associate Registrar
 - d. Senior Administrative Assistant for Graduate Programs
 - e. Director of Graduate Admissions
 - f. Director of International Student Services

Section B. Terms of Membership

- i. Graduate Coordinators serve two-year terms and may succeed themselves. Departments with active or planning graduate programs will use their own processes to select their Graduate Coordinators.
- ii. Administrative Representatives are standing members of the Council, and their appointments are co-terminus with their administrative appointment.
- iii. The graduate student representative will serve a one-year term. The graduate student may be re-elected.

Section C. Stipulations for Service

Ex officio members have no voting privileges.

Section D. Vacancy

Should a member of the Council be unable or unwilling to finish his or her term on the Council, a replacement member shall be identified in the same manner as the resigning, graduating, or otherwise departing member was selected for service on the Council.

Article III. Liaisons

None

Article IV. Duties of the Council

The Glenville State University Graduate Council derives its authority from the President and reports to the Provost. The Graduate Council has the responsibility for University-level oversight and administration of all graduate programs, policies, procedures, and regulations concerning graduate studies. The Council further provides strategic direction, planning and guidance to assure the integrity of graduate studies and its alignment with the University strategic plan. The Graduate Council is a standing committee within the College of Graduate Studies.

The Graduate Council represents each specific graduate program, faculty, and students by virtue of the following responsibilities. The Graduate Council reviews, coordinates, and serves as an advocate for graduate education at Glenville State University. The Graduate Council initiates and reviews proposals for new graduate programs and policies, evaluates graduate curricula, coordinates periodic program reviews, and considers such other matters affecting graduate education as are brought to the Council by Graduate Program Coordinators, faculty members, graduate students, or relevant staff persons.

Within the scope of the Graduate Council are the following:

- i. Policy governing new programs at the graduate level, and recommending the institution of specific programs subject to requisite administrative approval;
- ii. Graduate curricula; including communicating curricula changes to the Glenville State University Curriculum Committee.
- iii. Policy for student entrance into graduate degree programs and for retention in such programs;
- iv. Policy related to graduate academic standards;
- v. Policy on matters within the graduate school jurisdiction regarding graduate assistantships and other forms of financial support;
- vi. Recommendations to the appropriate administrative officers concerning faculty workloads vis-à-vis graduate instruction and mentoring;
- vii. Regular program review of all graduate programs;
- viii. Interpreting other matters affecting graduate education as are brought to the Council by Graduate Program Coordinators, the Provost, faculty members, or graduate students.
- ix. Revision of the Glenville State University Graduate Catalog.

Review of Graduate Programs - At the direction of the Provost and the university Director of Assessment, the Graduate Council will conduct 5-year reviews of all graduate programs and suggest measures to maintain or enhance academic quality. The Graduate Council will provide recommendations to the Provost, who will in turn, present the entire review and its recommendations to the Academic Affairs Committee of the Board of Governors. The Board of Governors will then determine the appropriate action as part of the review process, which will normally be one of the following:

- i. Continuation of the program with or without a request for follow-up information;
- ii. Continuation of the program along with requested corrective actions;
- iii. Program suspension;
- iv. Program termination.

Review of Curricula - The Graduate Council evaluates all proposed new graduate programs. Changes in degree titles and all other substantive alterations in graduate degree curricular requirements are under the purview of the Council.

Changes in the curricula of professionally accredited graduate programs are evaluated by the Graduate Council which recognizes the critical role played by these accrediting agencies. Evaluation of individual new graduate courses, course deletions, prerequisites, and graduate course credit hour determination are under the jurisdiction of the Graduate Council which shall inform the university Curriculum Committee.

Article V. Officers and their duties

Section A. Chair/Vice chair

The Chair and Vice-Chair shall be elected by a majority vote of those voting members present at the last meeting of the Council each spring semester prior to the fall semester when they will be installed.

- i. The Chair of the Council shall ordinarily preside at all meetings. The Chair, in consultation with the Provost, shall prepare the agenda for the meeting and shall assemble the documents necessary for the Council members to use. The Chair shall be responsible for communications from the Council to administrative officers of the University, to the Faculty Senate, to subcommittees of the Council, to other committees, or to other individuals or groups with an interest in the work of the Council.
- ii. The Vice-Chair serves in the Chair's absence. In the absence of both the Vice-Chair and the Chair, the Council shall select a member present to serve as Chair for that meeting.

Section B. Secretary

The Senior Administrative Assistant for Graduate Programs acts as an ex officio member and is responsible for scheduling and preparing minutes of the Graduate Council meetings, as well as administering records and disseminating information to the Council and other relevant parties as needed.

Article VI. Procedures for Meetings

Section A. Quorum

A quorum of the Graduate Council shall consist of a simple majority (51%) of the voting members. A simple majority vote of those members present will constitute a deciding and official vote of the Graduate Council. Tie votes will be regarded as a failure of the motion. Proxy votes are permitted. Electronic voting is permissible.

Meetings may be held if less than a majority of the voting members is present, but no deciding votes may be taken. Business conducted during such a meeting must be approved by a majority of the voting members.

Section B. Calling a Meeting/ Frequency

The Graduate Council shall meet monthly during the academic year. Special meetings may be called by any member of the council. Notice of all meetings shall be given at least 24 hours in advance to all voting and ex-officio members of the Graduate Council.

Section C. Open Meeting

Any member of the University community may attend a Council meeting. Upon recognition from the chair, guests may address the Council.

Section D. Recognition of Participation

The Council shall generally operate by all pertinent rules contained in Robert's Rules of Order.

Section E. Proxy

Department Chairs or Deans. There may be situations (e.g., in small departments) in which the Department Chair or Dean chooses to designate a representative to fill the Administrative Representative's term on the Graduate Council. In this case, the designee will represent the department as a voting member in the Graduate Council meetings for the year.

In case of single meeting absence. If a member of the Graduate Council must be absent from a scheduled meeting, that member is encouraged to delegate their voting power to a proxy in their absence. The proxy is to be selected by the member that will be absent from the meeting and the Council must be notified of the proxy prior to the meeting in which said member will be absent.

Article VII. Lines of Reporting

Section A. Timing

Agendas and minutes of Graduate Council meetings shall be made available to all members of the Graduate Council. For informational purposes, a written summary of all actions taken by the Graduate Council relative to policy and curricular changes will be forwarded to the Faculty Senate for review and comment and to the University Leadership Council for action.

Curricular changes will be forwarded to the Curriculum Committee for comment on an annual basis.

Article VIII. Amendment, Review and Ratification

Section A. Amendment

Suggestions to alter, amend, or repeal these bylaws are usually initiated by the members of the Graduate Council. Such an action may be taken at a regular or special meeting for which written notice of the purpose shall be given.

Section B. Review

These Bylaws shall be reviewed once a year.

Section C. Ratification

These bylaws shall be officially adopted when they have been approved by the Graduate

Council of Glenville State University, the University Leadership Council, and the
President of the University.

Graduate Council Chair: Kaitlin Ensor

Date: 09/21/2026

Provost: MS

Date: 09/26/2026

University President: [Signature]

Date: 10-4-26

