GRADUATE STUDIES COMMITTEE

Mandate
The basic goal of the GSC is to foster an institutional culture at Calvin that will help graduate programs to flourish and that makes effective use of the college’s human and financial resources. The GSC will do so by developing policies, processes, and expertise across the college in working with graduate programs. The GSC will not replicate the work of existing committees; rather, it will coordinate with other committees and with offices, departments, and faculty/staff across the various college divisions. This work will require developing and committing financial and human resources (e.g., personnel whose job description will now include or focus on graduate programs).

- Work with administrators across the college to
  1. prioritize graduate-program proposals,
  2. assess current practices, and
  3. develop policies, processes, and expertise to support graduate programs.¹

- Collaborate with other committees in developing policies, processes, and expertise in creating, maintaining, assessing, and supporting graduate programs.

- Promote new graduate programs, strategically identifying potential programs and encouraging faculty, administrators, and staff to develop them.
  - Serve as a resource for departments or interdisciplinary groups proposing a new program.
  - Serve as an “innovation committee” more generally, when the college is considering non-traditional kinds of programs.
    - e.g., related to online/blended learning, satellite campuses, and partnerships with other institutions (such as Calvin Theological Seminary).
    - e.g., related to centers and institutes.

- Advise the Provost Office on general college policies, projects, and resource allocations that affect graduate programs.

- Write an annual report on graduate programs at the college for the Provost Office.
  - This work should be based on regularly collected data that allow comparisons across programs and inform members of the faculty about the competitive situations of Calvin programs, and about the issues raised by faculty and support for new intellectual initiatives.

- Serve as an advisory committee to administrators responsible for academic advising, for administering standards on graduate student admission, retention, probation, and graduation requirements, and handling graduate student appeals in matters concerning admission, retention, academic probation, and general graduation requirements.

Composition
The membership of this committee will be large, as it requires representation from divisions across the college, with the goal of facilitating the creation of graduate programs, fostering all-college support for

¹ “Administrators” means chairs, deans, the provost in the academic division, and their equivalents in other divisions of the college.
graduate programs, and developing expertise and effective policies and processes. Note that no department or program should have more than two members on the committee.

- A program dean (chair).
- Four members of the faculty (one from each division of the college and a representative from the professional programs).
  - Ideally, at least two of the faculty should have taught in a graduate program.
  - Faculty will serve four year terms, in the interest of continuity and cultivating expertise; they may serve longer if interested and at the discretion of the Committee on Governance.
- A staff member from a graduate program.
- The registrar
- Representatives from Financial Services, Academic Services, Enrollment, Communications & Marketing, and Information Technology. Each will be assigned to the committee on an ongoing basis as part of their job description, to provide continuity and develop expertise.²
- The committee is free to engage other faculty, administrative staff or graduate students as non-voting participants on a continuing or periodic basis, as it finds appropriate, to assist with fulfilment of its responsibilities (e.g., from the Hekman Library, Physical Plant, and the Calvin Theological Seminary).

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² The assumption here is that this will involve the Provost and Vice-Presidents from various divisions making decisions about which person(s) on their leadership teams and staff will have working with graduate programs as part of their job description.