

## **GRADUATE AND EXTENDED STUDIES COMMITTEE**

<b>Committee reports to:</b>	Faculty
<b>Frequency of reports:</b>	As needed
<b>Make-up of committee:</b>	Size: 11
<b>Members:</b>	
<b>Elected by faculty: 7</b>	Six with at least three faculty members from departments or schools that offer graduate programs. One faculty member at large with fewer than five years of service at PLNU for a one-year term.
<b>Ex-officio:</b>	Provost (or designee) Dean of Extended Learning Dean of Social Sciences and Professional Studies
<b>Appointed:</b>	One graduate student, appointed by the Provost (rotates among programs) annually
<b>Resource personnel:</b>	Vice Provost for Academic Administration

**Length of tenure for elected members:** Three-year staggered terms for all members except that a one-year term shall be served by the at large faculty member with fewer than five years of service.

**Chair:** Provost or designee

**Suggested frequency of meetings:** Biweekly with day and time of meetings established by the committee chair in the fall for the next academic year.

### **Other membership requirements:**

1. No department/school may have more than one elected member.
2. All committee members are expected to adopt a university-wide perspective rather than to represent a particular department/school.
3. Any faculty/administrator may serve as a resource person at the invitation of the chair with all member privileges except voting.

### **Major responsibilities:**

1. Review graduate and extended learning academic policies, programs, and curriculum.
2. Recommend to the faculty changes in graduate and extended learning programs including curriculum, requirements for graduation and certificates, academic standards, and policies regarding admission and retention.
3. Review and assess research policies and practices in graduate studies and extended learning.

### **Policies and procedures:**

Normally proposals for curricular change will be initiated by departments/schools or committees. GESC may also initiate actions of its own or consider proposals from individuals. GESC will conduct a detailed review of all revisions of curriculum, academic policies, and procedures.

1. Items which must be referred to the faculty after being reviewed and approved by the Graduate and Extended Studies Committee (GESC) include the following:
  - a. addition or elimination of any course, concentration, or major

- b. addition or elimination of a credential program
  - c. addition of any certificate program which includes proposed new courses from undergraduate extended learning or proposed new courses from graduate programs but not a mixture of both undergraduate extended learning and graduate courses and does not include any traditional undergraduate courses
  - d. addition or elimination of a degree granted by the University
  - e. any special program for which new courses are needed
  - f. any change in academic regulations and requirements
2. The Graduate and Extended Studies Committee will consider the following routine *Graduate and Professional Studies Catalog*-related items originating with departments/schools without referral to the faculty for further action:
- a. addition or elimination of a certificate program which includes only existing undergraduate extended learning courses or existing graduate courses, but not a mixture of both undergraduate extended learning and graduate courses and does not include any traditional undergraduate courses
  - b. revision of course descriptions including title, number, or prerequisites
  - c. changes in concentration or major requirements if equal to the previously approved list of units (must conform to 1.a. above)
  - d. alternate-year designations in the *Graduate and Professional Studies Catalog*
  - e. cross-listing of courses (under two or more departments/schools)
  - f. restoration of a course to the *Graduate and Professional Studies Catalog* after it has been eliminated due to not having been offered in the course schedule for three years
  - g. use of the Credit/No Credit (CR/NC) grading type for courses
  - h. changes in the name of a major or concentration
  - i. tracking and monitoring changes in course delivery for any existing course to hybrid or online (if program exceeds 49% online, program will be referred to WSCUC (WASC) for approval)