

Graduate and Professional Council (GPC) Standard Operating Procedures (SOP)

Purpose: The Graduate and Professional Council shall review all curricular requests pertaining to graduate and professional academic programs, shall be responsible for the quality and development of graduate instruction and programs, and shall advise the Associate Provost and Dean of the Graduate and Professional School on all graduate and professional program matters.

The Council shall communicate in writing, through its Administrative Assistant, its recommendations to the Faculty Senate, by way of the Executive Committee.

Meetings: The Council will meet on the first Thursday of each month.

1. Membership shall consist of the following individuals:

- One (1) representative from each college and off-campus academic unit who shall be selected by the Faculty Senate Executive Committee after consultation with the college deans and caucuses (chairs of the college committees for graduate instruction shall be considered for appointment)
- Two (2) representatives of the Graduate Faculty who shall be selected by the Faculty Senate Executive Committee
- Two (2) graduate students who shall be selected by the Graduate and Professional Student Government
- Associate Provost and Dean of the Graduate and Professional School (Ex-Officio)

All faculty members serving on the Council shall be members of the Graduate Faculty.

All of the above members except the Associate Provost and Dean of the Graduate and Professional School shall be voting members. In the absence of the appointed member, a substitute may vote on behalf of that unit.

A representative from the Graduate and Professional School and one representative of the University Library Council shall serve as non-voting members. In addition, a representative from Curricular Services shall serve and provide advice as a non-voting member.

The two representatives of the Graduate Faculty shall serve three-year terms. Those serving on a committee as a result of their Texas A&M University position shall continue to serve as long as they are in that position. Student members shall serve one-year terms.

A representative from the Graduate and Professional School shall serve as the Administrative Assistant but not have voting privileges.

To ensure continuity, the Associate Provost and Dean of the Graduate and Professional School shall serve as the Chair of the Council.

2. The Council shall have the authority to create standing and ad hoc committees as necessary to carry out its duties and responsibilities. Standing committees will include a master's and doctorate curricular review committee, a first professional doctorate curricular review committee, and a graduate policies and standards committee. Ad hoc committees will be created as needed. The election of these committee chairs and committee members should take place during the September meeting for an effective date of September 15. Chairs of the committees will serve a three-year term with no limit on the number of consecutive terms. Members of the committees will serve a two-year term with no limit on the number of consecutive terms. In the event of a vacancy of a committee chair or a committee member during the academic year, the Council shall nominate and ratify a replacement to fill the unexpired term. Standing committee guidelines are outlined in items A through C below.

- A. Master's and Doctorate Curricular Review Committee
 - 1. Composed 6-8 members who are members of the Council.
 - 2. Performs review of course and program proposals and changes for master's, doctorate, and graduate certificate curricula and provides input to the full Council.
 - 3. The committee chair in consultation with the Council Chair will determine division of duties and review metrics.
 - 4. The committee chair may request assistance of ad hoc members as needed.

- B. First Professional Doctorate Curricular Review Committee
 - 1. Composed of 5 members, one representative from each first professional doctorate program (DDS, DVM, JD, MD, PharmD).
 - 2. The GOC Dean of the college administering each first professional doctorate program will name a faculty member or administrator to represent their program on the committee.
 - 3. Performs review of course and program proposals and changes for all first professional doctorate curricula and provides input to the full Council.
 - 4. The committee chair in consultation with Council Chair determines division of duties and review metrics.

- C. Graduate and Professional Policies and Standards Committee
 - 1. Composed of 3-5 members who are members of the Council.
 - 2. Addresses issues of policy and standards and suggestions from graduate directors, faculty, and the Graduate School related to university admissions, English language proficiency, rules, degree program requirements, student welfare and support, as well as other relevant graduate and professional education concerns.
 - 3. Brings items for discussion with recommendations (where applicable) to the Council for further discussion and actions.
 - 4. Coordinates with the Graduate Operations Committee (GOC) as needed.
 - 5. As necessary, assists master's and doctorate curricular review committee with program reviews.
 - 6. The committee chair in consultation with the Council Chair determines frequency of meetings of committee, as needed.

3. Council Agenda items requiring vote include:

- New degree programs
- New certificate programs
- New courses
- Existing courses to be offered in a nontraditional format (See, TAMU Rule 11.03.99.M1, Definition of a Credit Hour)
- Dual degree
- Joint degree
- Combination programs (within TAMU or with another institution)
- Program closure (degree, minor, or certificate program)
- Degree or certificate name change
- Semester Credit Hour (SCH) change for degree or certificate programs
- Change to degree or certificate program requirements with or without a change in SCH
- Non-Editorial Change to existing courses, such as course description, title, prerequisites, level, SCH, contact hours (lecture/lab/other), course number, and prefix.
- Course deletion/inactivation
- Standardized Test Waiver Requests
- Administrative Changes
- Special Considerations

These items may be approved, not approved, approved with changes (friendly amendments), referred to an electronic vote (e-vote, see item 10) prior to the deadline to submit to Faculty Senate, or postponed to a certain time (tabled, see item 11). Each item must at least half (50 percent) of Council voting members in attendance to be approved.

4. The College representative or designee must be present to answer any questions regarding an agenda item. If a question arises and no representative is present, then the item will not be considered.

5. Letters of support from all academic programs affected by curricular changes shall be provided to the Council by the academic unit (department or college) bringing the item(s) forward.

6. Newly proposed courses in which undergraduate and graduate students meet together at the same time with the same instructor (“stacked courses”) must have an instructor of record that is a member of the Graduate Faculty, the head(s) of the department(s) in which the stacked courses are listed must approve the stacked course offering, and the syllabus must clearly indicate the additional work required for the graduate students.

7. Cross-listed courses require the submission of one course proposal to add the cross-listing. Cross-listed courses should be in compliance with information posted in the resource section of the Curricular Services webpage (<https://registrar.tamu.edu/Our-Services/Curricular-Services/CurricularProcesses/Course-Inventory-Approvals>).

8. Approval of research and problem-based credit hours (685 and 691 courses as well as 791 courses when used similarly to 691 courses) and exploratory new (special topics) courses (689) go through an abbreviated workflow and do not require Council approval.

9. The Council shall operate under these rules:

1. Twelve working days prior to meeting (e.g., Tuesday 2 weeks prior to a Thursday meeting) all agenda items are due to the GC Preparer approval role in CARS.
2. No later than Monday of the week before a meeting the curricula review committees and all voting and non-voting members will receive the agenda as a digital file easily searched and including all materials necessary to complete an informed review. The curricula review committees should enter comments in CARS by the Monday morning of the week of the meeting.
3. A consent agenda can be formed of the course proposals that receive no comments from the curricular review committees or Council members by the Monday of the week of the meeting.
4. Any agenda item may be challenged at the meeting by a motion from a Council Member.

10. The Chair may elect to hold an electronic vote (e-vote) meeting when agenda items are minimal and there are no pending deadlines. A special virtual meeting or an e-vote for a specific agenda item with an extremely tight deadline may also be used as deemed appropriate by the Chair and voted by the Council. E-votes by the Council are sent to the Administrative Assistant for compilation. The Chair is notified and the agenda item either passes or fails based on the e-votes received. Items that would be considered special consideration items may include a special virtual meeting with the e-vote.

11. The Council may vote to postpone voting on an agenda item (table the item) for various reasons (i.e., no representative present, support letters missing, corrections to form/syllabus, etc.). It is the responsibility of the academic unit to resubmit the postponed item for reconsideration with the updates as requested by the Council. Each Council member should liaison with appropriate academic units in their college to coordinate edits and resubmissions.

12. Submissions for consideration by the Council that are not complete or correct by stated Council standard will be returned, through CARS, by the Administrative Assistant, in consultation with the Chair. Proposals that are tabled pending friendly amendment will be rolled back to the academic unit if not resolved by the next Council meeting.

13. New course requests and course changes involving significant content modification or alteration in course credit hours must include syllabi that comply with current University minimum syllabus requirements (<https://faculty senate.tamu.edu/Quick-Links/Minimum-Syllabus-Requirements>).