

Jarvis Christian University Graduate Council

Excerpt from JCU Level Change Application September 1, 2021 submitted to Southern Association of Colleges and Schools Commission and Colleges:

The Graduate Council is chaired by the Dean of the Graduate School and is comprised of appointed, full members of the Graduate Faculty who serve in an advisory and approval capacity. The Council provides leadership and institutional policymaking on matters concerning the mission, strategic direction and curriculum of the Graduate School. The Graduate Council may do the following:

- Conduct strategic planning as it pertains to graduate education, in accordance with the institutional strategic plan.
- Develop or revise the Graduate School's mission.
- Develop or revise bylaws governing the role and scope of the Council.
- Develop, revise or approve academic and student policies pertaining to graduate education such as admissions, research or internship, time-to-degree, residency, ethical conduct policies, etc.
- Revise or approve graduate faculty appointments.
- revise or approve graduate faculty teaching, research, and service commitments; and
- Other activities pertaining to graduate education.

JCU Graduate Council Bylaws

January 9, 2023

Article I. Name

The name of the organization shall be the Jarvis Christian University Graduate Council and shall be referred to in these bylaws as the Council.

Article II. Purpose

The duly appointed members shall be the basic legislative body of the Jarvis Christian University Graduate School, except as to matters reserved to the Dean of Graduate School, to the Provost/Vice President of Academic Affairs, to the President, or to the Board of Trustees.

Article III. Powers and Relationships

Section 1. Members

1. The Graduate Council may do the following.
 - Conduct strategic planning as it pertains to graduate education, in accordance

- with the institutional strategic plan.
- Develop or revise the Graduate School’s mission.
 - Develop or revise bylaws governing the role and scope of the Council.
 - Develop, revise, or approve academic and student policies pertaining to graduate education such as admissions, research or internship, time-to-degree, residency, ethical conduct policies, etc.
 - Revise or approve graduate faculty appointments.
 - revise or approve graduate faculty teaching, research, and service commitments; and
 - Other activities pertaining to graduate education.

2. Action of the Council, a Council committee, or the members of any recognized subdivision of the council properly taken and recorded in accordance with these bylaws shall, unless overruled or amended by the President, be deemed an official action for and on behalf of the Graduate School at Jarvis Christian University when such action is not in conflict with public law of the State of Texas or with University Policy.

Section 2. Dean of Graduate School

It shall be the responsibility of the Dean of Graduate School to inform the Council of all actions of the university President, the Board of Trustees, Texas Higher Education Coordinating Board, or the Texas Legislature affecting the educational policies of the Graduate School in a timely manner.

Article IV. Membership

1. Representation is as follows:

Voting representation of the Graduate Council shall include one faculty member from each academic Division/College, graduate program coordinators representing their respective graduate programs, two graduate students representing each of the graduate programs, and other members of the university community that may be invited to attend Council meetings as needed by the Council but are not voting members. The Dean of the Graduate School Chairs the Graduate Council but he or she is not a voting member, except in those instances when his or her vote is required to break a tie.

1. All voting members of the Graduate Council shall be eligible to vote on any matter brought before the Council.

Article V. Meetings

Section 1. Scheduling

1. Regular meetings shall be once in two months during the academic year.
2. Special meetings may be called by the Chair at his or her discretion or at the request of any member of the Council as many times as needed per month.
3. Meetings shall be scheduled to enable members to participate in-person or remotely via the university’s approved videoconferencing (e.g., MS Teams).

Section 2. Notification

1. The Chair shall give written notice of regular meetings at least one week prior to the meeting.
2. Special meetings shall be convened with less than one week's notice but with at least two days' notice.
3. The written notice of all meetings must include proposed agenda items.
4. Items of business raised for the first time during a Council meeting can be considered for a final vote by membership at that meeting or at the next regular or special meeting.

Section 3. Voting

1. A quorum consisting of the eligible voting members of the Council must be present in-person, or live via videoconferencing, for action to be taken at a meeting.
2. Except for the case of election of Council officers, a voice vote will be called for on all actions of the Council requiring a vote and, if requested by any Council member, a roll call vote will be taken and recorded by the Council secretary, who is not a voting member.
3. Proxy voting is not permitted in any instance.

Article VI. Elections/Appointments

Section 1. Terms

1. Each voting Council member's term, other than the student member, shall be four years. The student member's term shall be one year or ten months. Voting members may serve no more than two consecutive terms, except if extended by Council.
2. The appointment of members shall occur in the spring of even-numbered years. Each Division/unit shall appoint their member(s) and names of new members shall be submitted to the Chair.
3. Appointed officers and newly appointed Council members shall assume their duties at the first Council meeting.
4. Standing committee members shall be appointed by the Chair and assume their duties upon appointment.
5. If a member misses three regular meetings in an any academic year, his/her seat may be declared vacant by the Chair subject to approval of the Council. This action may be taken at the third missed meeting, at the discretion of the Chair with the approval of the Council. The Chair will immediately report the vacancy to the appropriate Division/unit. Within two weeks the Division/unit shall appoint another faculty member to fill the vacated seat.
6. If a member of the Council will likely be absent one year or less, for example due to sabbaticals, from a series of Council meetings, interim members will be chosen by the relevant academic unit prior to the next regular Graduate Council meeting. Interim members shall have all the privileges of membership but can serve in their interim capacity for no longer than one academic year, or until the originally appointed member need no longer be absent, whichever is earlier. Alternatively, a unit may appoint a new member to fill the full remaining term of an absent member, in which case the new member will not be considered "interim," but rather a regular member.
7. Any member who will be absent either permanently or for more than one academic year must have his or her seat declared vacant by the Chair. The Chair will immediately report

the vacancy to the appropriate academic unit. Prior to the next regular Graduate Council meeting, the Division/unit, shall appoint a faculty member to fill the vacant seat.

8. Administrators at the level of Dean or higher cannot serve as voting members on the Council.

Section 2. Election of Officers

1. Nominations for Council officers shall be made by Council members from among the membership of the Council at a meeting of each newly constituted Council. So that Council business and leadership transitions can continue smoothly, this meeting would normally be in conjunction with the last Spring Semester Council meeting in an odd-numbered academic year.
2. Every nomination must be made from the floor and seconded.
3. For election of one or more Council officers-Council Vice-Chair, and/or Secretary-voting will take place during a Council meeting by written, secret ballot, and counted and announced by an Ex-Officio non-voting member of the Council at that meeting. Election shall be determined by a majority vote of members present or participating live via videoconferencing and voting for each office.
4. In the event of a tie, lots shall determine election.
5. If one of the Council officers must vacate his or her Council office before the end of his or her term of office has expired, a new election will be held at the soonest possible regular Council meeting; or the election will take place at a special Council meeting if the matter is judged to be sufficiently urgent by the remaining Council officers.

Article VII. Officers of the Council

Section 1. Titles

The Graduate Dean serves as the Chair of the Council.

Section 2. Duties

a. The Chair shall be responsible for the following duties:

1. Schedule meetings.
2. Prepare the agenda for meetings.
3. Preside at all meetings.
4. Appoint ad hoc committees.
5. Appoint members to standing committees.
6. Serve as a representative of the Council.
7. Forward to the President of the University through the Provost/VPAA all motions pertaining to Graduate Faculty membership; curricular changes, additions, or deletions; motions approving new academic unit graduate programs; and any other motions regarding graduate policy and planning. All Council minutes will also be forwarded to the President through the Provost/VPAA.
8. Sign, and forward to the Dean of Graduate School, the college Deans any curricular changes, additions, or deletions.
9. Perform other duties consistent with the efficient management of the Council.
10. In the Chair's absence, the Vice Chair shall act as Chair.
11. The secretary shall be responsible for the following duties.

12. Recording minutes.
13. Distributing minutes to the Chair for preliminary approval, and then to all Council members.
14. Submitting a permanent copy of all minutes and attachments for file in the Graduate School's office.
15. Ensuring that minutes and other pertinent documents are posted on the web page.
16. Performing other duties consistent with the support of Council activities.

Article VIII. Standing Committees

Section 1. Role of Standing Committees

The primary purpose of standing committees shall be to consider and recommend actions and propose policies in functional areas under their jurisdiction, subject to final approval by the Council.

Section 2. Membership of Standing Committees

1. After consultation with the involved individuals, the Graduate Council Chair shall appoint members to serve one or two academic years, as the Chair judges needful to maintain continuity and stability within standing committees. One of the goals of this appointment to one or two years is to help provide for a term-balancing of standing committee membership with terms arranged to expire in different years.
2. The Chair of the Graduate Council / Dean of the Graduate School shall be an ex officio and non-voting member of each standing committee.
3. Each standing committee shall elect its own chair annually.

Section 3. Duties of Standing Committee Chairs

The duties of the chair shall include:

1. Scheduling meetings
2. Preparing agendas
3. Presiding over meetings
4. Preparing an annual report
5. Performing other duties as consistent with the efficient management of the committee.

Section 4. Vacancies on Standing Committees

The Council Chair shall appoint members to vacancies on standing committees for the remainder of the academic year.

Section 5. Standing Committees Titles and Responsibilities

Standing Graduate Committees

1. Credentialing
2. Curriculum
3. Academic Planning, and Policies
4. Program Review and Assessment

5. Executive Committee

Section 6. Functions and Membership

1. Credentialing Committee

1) Functions

- i. Recommends criteria for graduate faculty membership to the Graduate Council
- ii. Reviews graduate faculty membership applications for recommendation to the Graduate Council.

2) Membership: At least three Council members.

2. Curriculum Committee

1) Functions:

- i. Recommends course changes, additions, and deletions.
- ii. Reviews and makes recommendations regarding additions and or deletion of degree programs, areas of emphasis, and certification programs.
- iii. Evaluates existing courses.

2) Membership: At least two council members.

3. Academic Planning, Standards, and or Policies Committee

1) Functions:

- i. Recommends general policies for admission, progression, and graduation of students.
- ii. Recommends general academic policies.
- iii. Recommends other policies related to academic area.
- iv. Engages in long-range planning and recommends program development.

2) Membership: At least three council members.

4. Program Review and Assessment Committee

1) Function

- i. Reviews annual Assessment Reports submitted by each graduate program.
- ii. Reports its evaluation to the Council for recommendation and actions, after which the Council Chair may report Council recommendations to the University Director of Assessment
- iii. Engages in long-range planning and recommendations in the area of program review and assessment.

2) Membership: At least three council members.

5. Executive Committee

1) Function:

- i. Monitors and reviews university publications that pertain to graduate education, including but not limited to Graduate Council website and Graduate Catalog.
- ii. Assures that the Graduate Council website and Graduate Catalog are kept up to date.
- iii. Reports to the Graduate Council in a matter consistent with other standing committees in the Bylaws.
- iv. Considers and recommends actions and proposes policies consistent with the operation of other standing committees.

2) Membership: Graduate Council Chair, Vice Chair, and Secretary, with the Graduate Council Chair serving as the Chair of the Executive Committee.

Article IX. Ad Hoc Committees

The Council Chair shall form ad hoc committees for special tasks as necessary through appointment of members.

Article X. Robert's Rules

The Council shall be governed by the rules contained in Robert's Rules of Order (latest edition) unless otherwise set forth in these bylaws.

Article XI. Amending Bylaws

1. These bylaws may be amended by a two-thirds (2/3) vote of all voting members of the Council.
2. Notice of any proposed amendment must be given to all members of the Council at least one week prior to the meeting at which it is to be considered.

Graduate Council Standing Committees

1. Credentialing Committee

a. Functions:

- i. Recommends criteria for graduate faculty membership to the Graduate Council
- ii. Reviews graduate faculty membership applications for recommendation to the Graduate Council.

b. Membership: At least three Council members

- i. Members: Dr. Kerich (chair), Dr. Liu & Dr. Lee (Dr. Mukoro – Ex. Office non-voting member)

2. Curriculum Committee

a. Functions:

- i. Recommends course changes, additions, and deletions.
- ii. Reviews and makes recommendations regarding additions and or deletion of degree programs, areas of emphasis, and certification programs.
- iii. Evaluate existing courses.

b. Membership: At least two council members.

- i. Members: Dr. Kerich, Dr. Liu (chair), (Dr. Mukoro – Ex. Office non-voting member)

3. Academic Planning, Standards, and or Policies Committee

a. Functions:

- i. Recommends general policies for students' admission, progression, and graduation.

- ii. Recommends general academic policies.
 - iii. Recommends other policies related to academic areas.
 - iv. Engages in long-range planning and recommends program development.
- b. Membership: At least three council members.
 - i. Members: Dr. Adeeko, Dr. Kerich, Dr. Liu (chair), and Dr. Lee (Dr. Mukoro- Ex. Office non-voting member)

4. Program Review and Assessment Committee

- a. Functions:
 - i. Reviews annual Assessment Reports submitted by each graduate program.
 - ii. Reports its evaluation to the Council for recommendation and actions, after which the Council Chair may report Council recommendations to the University Director of Assessment
 - iii. Engages in long-range planning and recommendations in program review and assessment.
- b. Membership: At least three council members.
 - i. Members: Dr. Kerich (chair), Dr. Liu, Ms. Dixon, and Ms. Morgan (Dr. Mukoro Ex. Office non-voting member)

5. Executive Committee

- a. Functions:
 - i. Monitors and reviews university publications that pertain to graduate education, including but not limited to the Graduate Council website and Graduate Catalog.

- ii. Assures that the Graduate Council website and Graduate Catalog are updated.
 - iii. Reports to the Graduate Council consistent with other standing committees in the Bylaws.
 - iv. Considers and recommends actions and proposes policies consistent with the operation of other standing committees.
- b. Membership: Graduate Council Chair – Dr. Mukoro, Vice Chair – Dr. Liu, and Secretary – Ms. Caillier

Jarvis Christian University

Graduate Council Members

Dr. Saliba Mukoro
Dean of Graduate School

Graduate
Council Chair

Dr. Henry Kerich
Representing Business Administration Graduate
Program (Coordinator)

Member

Term 1 of 4 years
Begins: February 12, 2024
Ends: February 12, 2028

Dr. Jiabo Liu
Representing Criminal Justice Graduate Program
(Coordinator)

Member

Term 1 of 4 years
Begins: February 12, 2024
Ends: February 12, 2028

Dr. Isaac Adeeko
Representing Division of Professional Studies

Member

Term 1 of 4 years
Begins: February 12, 2024
Ends: February 12, 2028

Dr. Paul Lee
Representing Division of Arts & Sciences, Humanities

Member

Term 1 of 4 years
Begins: February 12, 2024
Ends: February 12, 2028

Ms. Ashton Dixon
Representing MBA Students

Member

Term 1 of 1 year
Begins: February 12, 2024
Ends: February 12, 2025

Ms. Nashabra Morgan
Representing MSCJ Students

Member

Term 1 of 1 year
Begins: February 12, 2024
Ends: February 12, 2025

Ms. Dominique Caillier
Office Manager Graduate School

Secretary to the
Council

Graduate Council Regular Meeting Schedule

1.	March 25, 2024	4:00 PM
2.	June 24, 2024	4:00 PM
3.	September 23, 2024	4:00 PM
4.	January 27, 2025	4:00 PM
5.	April 28, 2025	4:00 PM
6.	July 28, 2025	4:00 PM
7.	October, 27, 2025	4:00 PM
8.	January 26, 2026	4:00 PM
9.	April 27, 2026	4:00 PM
10.	July 27, 2026	4:00 PM
11.	October 26, 2026	4:00 PM
12.	January 25, 2027	4:00 PM
13.	April 26, 2027	4:00 PM
14.	July 26, 2027	4:00 PM
15.	October 25, 2027	4:00 PM
16.	January 24, 2028	4:00 PM
17.	April 24, 2028	4:00 PM
18.	July 24, 2028	4:00 PM
19.	October 23, 2028	4:00 PM

*Special meetings can be called at anytime at the request of the Council Chair or Council Members