

**CALIFORNIA STATE UNIVERSITY, BAKERSFIELD**  
**Graduate Studies Committee**

**RULES OF GOVERNANCE AND COMMITTEE BY-LAWS**

Current version approved 2/18/2025 by a two-thirds vote of the Graduate Studies Committee.

## TABLE OF CONTENTS

<b>PREAMBLE.....</b>	<b>1</b>
<b>ARTICLE 1: MISSION AND GOALS.....</b>	<b>1</b>
SECTION 1: MISSION .....	1
SECTION 2: GOALS .....	1
<b>ARTICLE 2: GRADUATE STUDIES COMMITTEE OPERATING POLICIES....</b>	<b>3</b>
SECTION 1: MEMBERSHIP .....	3
SECTION 2: MEETINGS .....	3
SECTION 3: VOTING .....	4
SECTION 4: HOW TO AMEND RULES .....	4
<b>ARTICLE 3: SUB-COMMITTEES.....</b>	<b>5</b>
SECTION 1: STANDING SUB-COMMITTEES .....	5
SECTION 2: TERMS FOR STANDING SUB-COMMITTEES MEMBERS.....	5
SECTION 3: AD HOC COMMITTEES .....	5
SECTION 4: MEETINGS OF SUB-COMMITTEES AND AD HOC COMMITTEES .....	5
SECTION 5: SUB-COMMITTEE ACTIONS AND OVERSIGHT.....	5
<b>ARTICLE 4: RECRUITMENT, ADMISSIONS, STANDING, AND GRADUATION SUB-COMMITTEE.....</b>	<b>7</b>
SECTION 1: MEMBERSHIP AND VOTING .....	7
SECTION 2: FUNCTIONS.....	7
<b>ARTICLE 5: GRADUATE POLICIES AND CURRICULUM SUB-COMMITTEE</b>	<b>8</b>
SECTION 1: MEMBERSHIP AND VOTING .....	8
SECTION 2: FUNCTIONS.....	8
<b>ARTICLE 6: GRADUATE STUDENT SUPPORT SERVICES SUB-COMMITTEE .....</b>	<b>9</b>
SECTION 1: MEMBERSHIP AND VOTING .....	9
SECTION 2: FUNCTIONS.....	9
<b>ARTICLE 7: GRADUATE STUDENT HONORS, AWARDS, AND RESEARCH SUB-COMMITTEE.....</b>	<b>10</b>
SECTION 1: MEMBERSHIP AND VOTING .....	10
SECTION 2: FUNCTIONS.....	10

# **CALIFORNIA STATE UNIVERSITY, BAKERSFIELD**

## **Graduate Studies Committee**

### **RULES OF GOVERNANCE**

#### **PREAMBLE**

We, the Faculty of the Graduate Studies Committee at California State University, Bakersfield (CSUB), herein after referred to as the "Committee," adopt the following bylaws in order to provide for the orderly governance of Committee affairs.

#### **ARTICLE 1: MISSION AND GOALS**

##### ***Section 1: Mission***

The mission of the Division of Graduate Programs at CSUB is to prepare students with discipline-specific intellectual skills for employment or continuing education. Through post baccalaureate programs, the graduate division provides all students numerous opportunities to achieve academic excellence; explore diverse ideas; develop a passion for higher learning; and engage with graduate faculty and the community (*approved 10/27/2014*).

Following upon this, the mission of the CSUB Graduate Studies Committee, is to support and advance the mission and activities of the Division of Graduate Programs. According to the *University Handbook* (201.7), the Graduate Studies Committee:

“makes recommendations regarding policies and procedures pertaining to graduate courses and programs, reviews and approves graduate division language in the catalog, and monitors graduate program assessment activities and planning. As an advisory committee to the Graduate Student Center, the Graduate Studies Committee also oversees graduate student awards and support services.” (accessed 12/2/2024)

##### ***Section 2: Goals***

Our goals are to (*approved 10/27/2014*):

1. Provide campus-wide leadership in graduate student affairs and academic policies.
  - a. Serve as a primary resource for faculty, program and department Chairs, and Deans on all policies related to graduate studies
  - b. Provide information to prospective students about available educational opportunities
  - c. Maintain and facilitate accurate data tracking, recording, and data utilization for evidence based decision-making

2. Develop and sustain a graduate culture with a sense of purpose, direction, and cohesiveness.
  - a. Maintain a graduate level identity that is evident in the University catalog and website; and department publications
  - b. Organize student events that emphasize the unique and distinct nature of graduate studies compared to undergraduate studies
  - c. Provide a 'one-stop shop' to support graduate students with admission, development, retention, and graduation needs
  - d. Create a dedicated space for graduate students to gather and work on group activities
3. Ensure that all graduate programs are current and meet high quality standards and demonstrate student learning.
  - a. Respond to regional, state, and national needs by developing new post baccalaureate certificates and degree programs
  - b. Develop University-wide learning outcomes for all graduate programs
  - c. Review completed theses, comprehensive examinations, and special projects to insure that all culminating experiences across programs demonstrate high academic standards
  - d. Conduct periodic program reviews incorporating feedback from external reviewers to improve program quality
4. Build an inclusive community of scholars dedicated to the quest for new knowledge and higher learning both within and outside the classroom.
  - a. Utilize course and program assessment results to improve student learning
  - b. Promote scholarship that is mutually beneficial to the university and community
  - c. Provide increased opportunity for joint faculty – student research and other projects
  - d. Enhance graduate level internship and leadership opportunities

## ARTICLE 2: GRADUATE STUDIES COMMITTEE OPERATING POLICIES

### ***Section 1: Membership***

Membership on this Committee shall include the following, with voting members of the Committee as designated:

1. One Graduate Faculty member representing each graduate program, usually the graduate program director and/or faculty coordinator (voting);
2. AD-GUS, *ex officio* (voting) and serves as Chair of the Graduate Studies Committee;
3. ASC for AD-GUS office, *ex officio* (non-voting);
4. One program staff selected by the Graduate Faculty of each graduate program from among their ASC, graduate advisors, admissions coordinators, or graduate program coordinators (terminology differs across programs) for graduate programs (non-voting);
5. One representative from Financial Aid, *ex officio* (non-voting);
6. One to three representatives from Special Program admissions, *ex officio* (non-voting);
7. One representative from the Registrar's office related to graduate student graduation evaluations and graduation application processing, *ex officio* (non-voting);
8. One to three representatives from International Students and Programs, *ex officio* (non-voting);
9. The ASI Graduate Studies Director (voting);
10. Up to five additional members selected by the AD-GUS representing active graduate grants, programs, and/or outreach (voting).

### ***Section 2: Meetings***

1. Meetings of the Committee shall be held at least twice each semester in both the Fall and Spring semesters during the academic year, and more frequently as necessary and/or as determined by the Chair.
2. Meetings of the four sub-committees shall be held at least twice each semester during the academic year, and more frequently as necessary and/or as determined by the sub-committee Chair. The initial meeting each semester shall occur within the first three weeks of each semester.
3. Special meetings of the Committee and four sub-committees may be called at any time by the Chair of the Committee or by the Chairs of the four sub-committees.
4. The Chair or designee shall preside over all meetings of the Committee.

5. The Chairs of the four sub-committees or designee shall preside over all meetings of the four sub-committees. The Committee Chair shall preside over meetings of the sub-committees at which the sub-committee chair is not present or has not yet been elected.
6. A quorum for the conduct of business at any Committee or sub-committee meeting shall consist of one-half of the Committee or sub-committee membership.
7. The Graduate Student Center ASC shall provide administrative support (scheduling, meeting minutes, etc.) for meetings of the Committee and sub-committees.
8. Attendance by members is expected at Committee and sub-committee meetings. If attendance is not possible, members are expected to find a suitable, qualified alternate.

### ***Section 3: Voting***

Voting on all motions made and seconded shall be by open ballot unless a majority of voting members present at the meeting requests a secret ballot or an emailed ballot. Motions will pass with a majority vote.

### ***Section 4: How to Amend Rules***

The rules of governance of the Graduate Studies Committee at CSUB may be amended by a vote of two-thirds of the Committee members present and eligible to vote at any meeting of the Committee provided written notice of such proposed action is sent to Committee members at least one week prior to the meeting.

## ARTICLE 3: SUB-COMMITTEES

### ***Section 1: Standing Sub-Committees***

The standing sub-committees of the Committee include the following:

1. Recruitment, Admissions, Standing, and Graduation
2. Graduate Policies and Curriculum
3. Graduate Student Support Services
4. Graduate Student Honors, Awards, and Research

### ***Section 2: Terms for Standing Sub-Committees Members***

During the first meeting of the Fall Semester, members of the Graduate Studies Committee will be assigned to a sub-committee based on sub-committee needs and member interest. These assignments will be completed by the AD-GUS. From among the assigned members, a sub-committee Chair shall be elected by the members of the sub-committee. The term for serving on each sub-committee and for serving as Chair of a sub-committee shall be for one year. There are no limits to the number of terms serving on a sub-committee.

### ***Section 3: Ad hoc Committees***

The Chair may create *ad hoc* committees or task forces to handle matters on a temporary basis. *Ad hoc* committee assignments shall expire with the tenure or discretion of the Chair or at the completion of its charge.

### ***Section 4: Meetings of Sub-Committees and Ad hoc Committees***

The sub-committees shall follow the provisions described in Article 2. Special meetings may be called to discuss and act on issues that are particularly pressing, timely, or related to *ad hoc* committee activities.

### ***Section 5: Sub-Committee Actions and Oversight***

*Sub-committees* shall make recommendations to the Graduate Studies Committee regarding the matters that fall within the assignments of each sub-committee. All sub-committees shall report regularly to the Graduate Studies Committee concerning committee activities.

Sub-committee recommendations shall be distributed to the Graduate Studies Committee a minimum of four calendar weeks prior to the next Graduate Studies Committee meeting. This is to ensure that there is time for questions, edits, and conferring within individual programs prior to review and approval by the Graduate Studies Committee. Feedback on recommendations should be sent to the Subcommittee and Graduate Studies Committee chairs prior to the aforementioned Graduate Studies Committee meeting.

Approved recommendations will be forwarded to the appropriate entities by the Graduate Studies Committee. (*approved 2/18/2025*)



## ARTICLE 4: RECRUITMENT, ADMISSIONS, STANDING, AND GRADUATION SUB-COMMITTEE

### ***Section 1: Membership and Voting***

Membership shall follow the policies outlined within Article 3 Section 2. Within the sub-committee, all members shall be voting members.

### ***Section 2: Functions***

The Recruitment, Admissions, Standing, and Graduation Sub-Committee shall have responsibilities overseeing the following topics, areas, and tasks:

1. Continually review, modify, and develop new strategies for increased graduate program recruitment, including increasing enrollment in existing programs as well as the promotion of new programs.
2. Participate in campus outreach activities in order to promote the image of CSUB and graduate and professional programs.
3. Continually review, modify, and develop guidelines for admission criteria, processes, and procedures in consultation with relevant campus offices.
4. Consult with relevant campus entities in the planning and promotion of graduate hooding ceremonies.

## ARTICLE 5: GRADUATE POLICIES AND CURRICULUM SUB-COMMITTEE

### ***Section 1: Membership and Voting***

Membership shall follow the policies outlined within Article 3 Section 2. Within the sub-committee, all members shall be voting members.

### ***Section 2: Functions***

The Graduate Policies and Curriculum Sub-Committee shall have responsibilities overseeing the following topics, areas, and tasks:

1. Maintain a process for the systematic development, evaluation, and modification of graduate curricula based on the accepted mission, goals, and policies of the Graduate Studies Committee.
2. Foster and support accreditation standards across the curriculum.
3. Develop and modify curricular policies that govern graduate programs.
4. Review the Graduate Division catalog copy annually.
5. Develop and review all university policies related to graduate education annually.
6. Review Graduate Program Directors' orientation materials and handbook annually.
7. Support the Chair in the planning of the annual New and Existing Graduate Program Director Orientation.
8. Review the Rules of Governance and Bylaws annually.

## ARTICLE 6: GRADUATE STUDENT SUPPORT SERVICES SUB-COMMITTEE

### ***Section 1: Membership and Voting***

Membership shall follow the policies outlined within Article 3 Section 2. Within the sub-committee, all members shall be voting members.

### ***Section 2: Functions***

The Graduate Student Support Services Sub-Committee shall have responsibilities overseeing the following topics, areas, and tasks:

1. Assess graduate student satisfaction (via surveys or the like) for all graduate studies events and activities.
2. Identify strategies to continually foster a graduate culture.
3. Continually review and determine how to implement supports for graduate students as it applies to Thesis and Dissertation Writing/Formatting/Editing services.
4. Develop and suggest new pathways for graduate student support and stipends.
5. Through a continuous growth mindset, identify new supports to be offered to our graduate students in addition to improving existing supports for our graduate students.

## ARTICLE 7: GRADUATE STUDENT HONORS, AWARDS, AND RESEARCH SUB-COMMITTEE

### ***Section 1: Membership and Voting***

Membership shall follow the policies outlined within Article 3 Section 2. Within the sub-committee, all members shall be voting members.

### ***Section 2: Functions***

The Graduate Student Honors, Awards, and Research Sub-Committee shall have responsibilities overseeing the following topics, areas, and tasks:

1. Promote and encourage applications for the Graduate Equity Fellowships
2. Provide support for the annual Grad Slam and attend and participate in the annual Grad Slam rehearsals (providing feedback) and attend the annual Grad Slam event.
3. Promote and encourage applications for the Chancellor's Doctoral Incentive Program (CDIP).
4. Promote and encourage applications for the Sally Casanova Scholars Program.
5. Promote and encourage applications for the Faculty Diversification Fellowship Program.
6. Continuously promote scholarly and creative activities both internally and externally for graduate students.
7. Identify new and improve existing opportunities to promote and celebrate graduate student achievements.