



MINNESOTA STATE ACADEMIC AFFAIRS COUNCIL COMMITTEE CHARTER DOCUMENT

Title: Graduate Education Committee

Type: The Graduate Education Committee is a standing committee of the Academic Affairs Council, approved by the Coordinating Commission in January 2013.

Purpose: The Graduate Education Committee will be a group responsible for advising the Academic Affairs Council on issues relative to graduate education initiatives and programs systemwide.

Scope: Graduate teaching and learning, including: instructional development, professional development, accountability framework, career preparation and placement, program alignment and effectiveness, marketing of said initiatives and programs, and inter-campus collaboration.

Primary Responsibilities:

1. Facilitate communication among faculty, administrators, and system office staff.
2. Advise the Academic Affairs Council on systemwide graduate education issues.
3. Make recommendations to the Academic Affairs Council that result from a process of discovery, planning, adoption and analysis.

Operating Guidelines:

1. The Committee has a chair and a chair-elect, each serve a one-year term. The Chairs will be selected from the members of the Council by consensus of the members of the committee. The chair and the Council chair will take the lead in identifying issues to be discussed by the committee, and help develop the full committee agenda.
2. The Committee charter, membership list, meeting schedule, agendas, meeting summaries, and other information will be available and posted to ASA Connect.
3. A liaison from the Committee will attend Council meetings.

Meeting Times and Dates: The Committee's meetings should precede Academic Affairs Council meeting dates so that reports can be distributed to and discussed by the Council. The system office will pay travel expenses for faculty and student members as needed. Institutions are expected to pay expenses for administrators.

Committee Member Expectations: Members are expected to:

1. Attend and participate in meetings as scheduled.
2. Represent the positions of their constituents.
3. Work with all members to build consensus in decisions and recommendations.
4. Respond objectively to committee reports.
5. Provide recommendations to the Academic Affairs Council that meet student, institutional and system needs
6. Communicate discussions and recommendations back to their constituents.

Member Appointments:

The Graduate Education Committee is comprised of members of the Academic Affairs Council and other ad hoc members recruited by the committee chair(s) and approved by the Council membership. Each university shall be represented by at least one member. Membership should include at a minimum:

University Students (MSUSA): one graduate student member

Professional Staff (MAPE): one member

University Faculty (IFO): three graduate faculty from different disciplines, including applied doctoral programs

College Faculty (MSCF): one member

University Administrative and Service Faculty (MSUAASF): one member

University Administrators: one graduate dean; one university chief academic officer

System Office Academic and Student Affairs Division Staff: one system office staff

System Office Staff Support:

Kathy Pilugin, 651-201-1466, Kathy.Pilugin@minnstate.edu

Responsible System Office Director:

Jon Dalager, 651-201-1684, Jon.Dalager@minnstate.edu