The GCA Council on Graduate Programs is comprised of three committees that direct and manage the graduate programs within the GCA. The three committees are the Division Graduate Liaison Committee, PhD Committee, and the Graduate Student Committee. This document outlines the makeup and responsibilities of the council and its three committees.

Part 1. GCA Council on Graduate Programs

I. Council Membership
   a. The GCA Associate Dean shall serve as the Chair of this Council.
   b. Representation of the six disciplinary graduate programs shall consist of the disciplinary program director in addition to a faculty member of that program where at least one of these two has earned a PhD and where one of them serves as the programs graduate liaison.

II. Council Charge and Responsibilities
   a. Evaluate the quantity and quality of GCA graduate students and strategically plan for enrollment growth and increased quality.
   b. Evaluate marketing and PR for each graduate program.
   c. Confirm alignment of graduate program priorities with the OU and GCA strategic plans.
   d. Explore best practices of other successful graduate programs.
   e. Monitor enrollment patterns across the country in discipline.
   f. Coordinate graduate programs admissions letters and ensure these are in alignment with GCA and OU guidelines, expectations, and commitments.
   g. Coordinate and execute new graduate student orientation.
   h. Coordinate graduate recruitment award correspondence with GCA and Graduate College.
   i. Develop and execute a recruitment plan for graduate student recruitment and recruitment awards.
   j. Develop and execute retention plan for graduate student retention.
   k. Ensure graduate programs are working efficiently and in a coordinated manner across the GCA.
   l. Allocation of GA recruitment awards.
   m. Take responsibility within the GCA for the strength, conditions, and tending of our graduate programs with Directors.
   n. Secure recruiting awards for graduate programs (Provost Recruitment GA Position, GCA GA positions, Division GA positions, etc.)
   o. Secure necessary resources to support the execution of the GCA Council’s graduate student recruitment and retention plans.
   p. Secure financial support for graduate programs.
   q. Ensure graduate programs are working efficiently and in a coordinated manner.
   r. Overseeing the GCA graduate certificate programs.
   s. Overseeing the GCA MS PDC program.
Part 2. Committees in the GCA Council on Graduate Programs

I. **Division Graduate Liaison Committee**
   a. Represented by the five Division Graduate Liaisons in the GCA.
   b. Ensure graduate student needs are heard and addressed within the GCA.
   c. Ensure the onboarding, HR enrollment, and building access needs for GCA graduate students and GA’s.
   d. Complete paperwork

II. **PhD Committee**
   a. Represented by two faculty members from each Division. One shall be the Graduate Liaison and at least one shall have earned a PhD.
   b. Attend and participate in regularly scheduled PhD Committee meetings.
   c. Review PhD applications and vote on admission decision.
   d. Review program requirements regularly.

III. **Graduate Student Committee**
   a. Represented by one graduate student from each Division.
   b. Attend and participate in all GCA Graduate Council meetings.
   c. Represent the interests of all graduate students in their Division during meetings.
   d. Regularly communicate to the graduate students in their Division providing updates from the GCA Council of Graduate Programs meetings.

Part 3. Individual Member Responsibilities

I. **Chair of GCA Council on Graduate Programs**
   a. The GCA Associate Dean shall serve as the Chair of this Council.
   b. Fulfill the responsibilities of representing the GCA on the OU Graduate Council.
   c. Share Graduate College policy updates with all GCA graduate faculty.
   d. Serve as the faculty advisor for the Graduate Student Committee.
   e. Organize the following meetings with committee members as listed below:
      i. GCA Council on Graduate Programs: X meetings per academic year.
      ii. Division Graduate Liaison Committee: Two to four meetings per academic year.
      iii. PhD Committee: Minimum of two meetings per academic year.
      iv. Graduate Student Committee: Two meetings per academic year.
   f. Update and maintain Bylaws of the GCA Council in coordination with the OU Graduate Council.
   g. Work with the GCA Administration as needed on recruiting actions and program enrollment and retention statuses.
   h. Promote and mentor GCA graduate programs on campus by submitting to the Robberson Research and Travel awards and participation in the 3-Minute Thesis Competition.

II. **Graduate Liaisons**
   a. Graduate Liaisons shall hold an RM1, RM2, RM3, or RM4 Graduate Faculty Status. The Graduate Liaison is recommended by the Division Director with a four-year renewable term.
   b. Be an active advocate for the division's graduate program(s).
   c. Work in conjunction with the Division Director and graduate faculty to develop a strategic plan for the graduate program(s).
   d. Work with the Director and graduate faculty to implement a recruiting strategy.
   e. Work as necessary throughout the calendar year to meet the program needs.
   f. Provide materials to update the graduate program on the GCA website.
   g. Provide news/updates about the graduate program for GCA social media.
h. Communicate with prospective graduate students in a professional, timely, and proactive manner.
i. Screen graduate applications according to Division procedures.
j. Admit graduate students based on Division procedures.
k. Monitor and manage enrollment and graduation paperwork for graduate students.
l. Work with the Director, GCA administration, and the Graduate College to identify and allocate scholarships, financial aid, and/or GA/TA positions.
m. Monitor graduate students’ progress towards graduation.
n. Create, maintain, store, and secure all graduate student’s records/files.
o. Prepare appeals, petitions, and other degree certification processes as necessary.
p. Meet with prospective and enrolled graduate students as appropriate.
q. Forward relevant announcements and information to graduate students and faculty.
r. Attend the mandatory Fall and Spring OU Graduate College Graduate Liaison meetings.
s. Attend the GCA Council on Graduate Programs meetings.
t. Provide relevant information and/or prepare the annual Program Assessment Report.
u. Provide relevant enrollment information required by the GCA and Division.
v. Complete paperwork in coordination with the Director to meet Graduate College deadlines.
w. Maintain and update the GCA Graduate Faculty list for Division faculty to serve on graduate committees.

III. PhD Liaison
a. The PhD Liaison shall hold an M3 Graduate Faculty Status. The PhD Liaison is recommended by the PhD Committee with a three-year renewable term period serving for a maximum of six consecutive years.
b. Be an active advocate for the PhD program in the GCA, the Graduate College, and university levels.
c. Work in conjunction with the Graduate College, PhD Committee, and GCA Administration.
d. Work as necessary throughout the calendar year to meet the program needs.
e. Provide materials to update the PhD site on the GCA website.
f. Provide news/updates about the PhD program for GCA social media.
g. Monitor and manage enrollment and graduation paperwork for all GCA PhD students in coordination with the Graduate Liaisons and PhD committee.
h. Create, maintain, store, and secure all PhD student records/files in coordination with the Graduate Liaisons.
i. Prepare and maintain the annual OU Program Assessment Report for the PhD program in a timely and complete manner.
j. Communicate with prospective PhD students in a professional, timely, and proactive manner.
k. Meet with prospective and current PhD students as appropriate.
l. Forward relevant announcements and information to PhD students and all GCA faculty.
m. Screen PhD student applications with the PhD Committee and GCA Administration.
n. Admit PhD students based on the PhD Committee’s recommendation.
o. Ensure that all incoming PhD students identify and confirm a PhD Committee Chair within their first academic year.
p. Monitor PhD students’ annual progress towards the general exam and dissertation defense.
q. Coordinate with the PhD committee chairs and approve Advisory Conference Report (ACR), General Exams, and Dissertation Defenses.

r. Attend the Fall and Spring OU Graduate College Graduate Liaison meetings, and provide a detailed, written set of minutes and comments for review by the GCA Graduate Council within two weeks of the liaison meetings.

IV. Graduate Student