

# Christopher C. Gibbs College of Architecture

The University of Oklahoma GCA 830 Van Vleet Oval, Room 198, Norman, Oklahoma 73109 T: 405.325.2444 F: 405.325.7558

## Graduate Programs Council Bylaws

The Christopher C. Gibbs College of Architecture (GCA) Graduate Programs Council (GPC) shall advance and coordinate all graduate programs-related efforts and entities in the college in support of the university's mission.

### **Part 1. Graduate Programs Council (GPC)**

#### **I. Graduate Programs Council Committee**

Chaired by the GCA's Associate Dean for Academics and College Administration (ADACA), the GPC is comprised of a set of individual members and is supported by three committees: Division Graduate Liaison Committee, Planning, Design, and Construction Programs (PDC) Committee, and the Graduate Student Committee. Membership of the Graduate Programs Council shall consist of the ADACA (committee chair), graduate liaisons, PDC Coordinator, and the representative of the Graduate Student Committee.

#### Responsibilities

- a. Annually review the GCA graduate programs, their enrollment level and their respective recruitment and retention plans developed by graduate liaisons and their director.
- b. Develop, coordinate, and execute a college-level recruitment strategy which supports and complements program level recruitment plans.
- c. Develop, coordinate, and execute a college-level graduate student retention strategy which supports and complements program level retention plan.
- d. Coordinate and execute the annual new graduate student orientation, intake survey, and exit survey in consultation with program directors and graduate liaisons.
- e. Monitor the individual graduate programs in relation to the OU and GCA strategic plans and provide recommendations on opportunities for improved alignment.
- f. Review existing and identify new funding support strategies for graduate student recruitment and retention.
- g. Support the ADACA with the tracking of graduate assistantships across the programs, regardless of funding sources, and the allocation of graduate assistantships funded through non-research grant sources.
- h. Coordinate offer letters to prospective graduate students in collaboration with the Graduate College and as needed with the Office of the Provost, and ensure the terms outlined in offer letters are in alignment with GCA and OU guidelines, expectations, budgets.
- i. Annually conduct reviews of the strengths, weaknesses, opportunities, and threats posed for all graduate programs including MSc in PDC, PhD in PDC programs and GCA graduate certificate programs, and consider strategies to support these programs as needed and or rotating review of 1 or 2 programs each year.
- j. Review compensation rates and set of responsibilities of graduate liaisons and PDC Programs Coordinator to ensure their fair compensation and equitable workload expectations.
- k. Prepare recommendations to the dean and directors on improvements to these bylaws as needed.

### **Part 2. Committees in Support of the Graduate Programs Council**

#### **II. Graduate Liaisons Committee**

The Graduate Liaisons Committee shall consist of the graduate liaisons from all primary GCA graduate programs.

#### Responsibilities

- a. Elect a committee chair who will coordinate and schedule meetings at least two weeks in advance and ensure meeting minutes are recorded.

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- b. Meet as the Graduate Liaisons Committee at least once per semester and prior to each scheduled GPC meeting.
- c. Coordinate closely and regularly with the ADACA.
- d. Regularly assess graduate students' needs and address them either on a program-by-program basis or across GCA programs.
- e. Support onboarding of and confirming HR enrollment needs for GCA graduate students and graduate assistants in coordination with GCA staff.
- f. Oversee and monitor building access and facilities needs of graduate students, in support of and coordination with the college's Facilities Manager.
- g. Develop and share best practices for supporting the college's graduate students and graduate programs.
- h. Prepare recommendations to the GPC on improvements to this committee's responsibilities as needed.

### III. Planning, Design, and Construction (PDC) Committee

The PDC Committee shall consist of two faculty members from each division, of whom one shall be the graduate program's liaison. At least one of the two representatives from each division shall have earned a PhD.

#### Responsibilities

- a. Elect the PDC Program Coordinator to oversee the PDC Program, serve on the GPC and attend all meetings thereof.
- b. Meet as the PDC Committee at least twice per semester and prior to each scheduled GPC meeting.
- c. Coordinate closely and regularly with the ADACA.
- d. Review MSc and PhD of PDC applications as often as necessary and vote on admissions.
- e. Review MSc and PhD of PDC program requirements regularly and update these requirements as necessary.
- f. Consider funding support strategies for applicants to the MSc and PhD programs when reviewing admissions applications, and coordinate these with the GPC and directors prior to potential notices of acceptance.
- g. Outline conditions of acceptance and funding support where appropriate and ensure these are included in letters of acceptance.
- h. Coordinate with PDC Program Coordinator on program related matters such as annual assessment, PDC student needs, scholarship review etc.
- i. Prepare recommendations to the GPC on improvements to this committee's responsibilities as needed.

### IV. Graduate Student Committee

The Graduate Student Committee shall consist of one graduate student from each division and one from the PDC program. Members shall be appointed in the spring preceding the academic year by each division's graduate students and by students in the PDC program. ADACA will serve as the faculty advisor of the GSC.

#### Responsibilities

- a. Elect one representative for membership on the GPC, who shall attend all meetings of that committee.
- b. Elect one representative from each of the four Divisions for membership on the university's Graduate Student Senate (GSS), who shall attend all meetings of that Senate.
- c. GSS representatives should share important information from GSS meetings with graduate students in their program like different grant openings and deadlines.

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- d. Meet as the Graduate Student Committee at least once per semester and prior to each scheduled GPC meeting.
- e. Coordinate closely and regularly with the ADACA.
- f. Discuss concerns from graduate students and consider strategies for addressing these by graduate liaisons and/or the GPC.
- g. Review and discuss opportunities for improving support for graduate students.
- h. Prepare recommendations to the GPC on improvements to this committee's responsibilities as needed.

## Part 3. Individual Member Responsibilities

### I. Graduate Programs Council (GPC) Chair (Chaired by ADACA)

- a. Maintain an RM1, RM2, RM3 or RM4 graduate faculty status.
- b. Coordinate and communicate with the GCA representative on the OU Graduate Council to share information across all GCA graduate faculty.
- c. Share Graduate College policy updates with all GCA graduate faculty.
- d. Serve as the faculty advisor for the GCA Graduate Student Committee.
- e. Organize no fewer than one GCA Graduate Programs Council meeting per semester and provide at least two weeks notice prior thereof.
- f. Prepare the appropriate materials that will enable the GPC to successfully execute its responsibilities.
- g. Coordinate regularly with the Graduate Liaisons Committee, PDC Committee, and Graduate Student Committee, and ensure they are meeting as required.
- h. Update and maintain Bylaws of the GPC in coordination with the OU Graduate Council.
- i. Leads the GPC in accomplishment of its responsibilities. Monitor dashboards that track graduate programs enrollments, demographics, and funding support.
- j. Report regularly to the dean on the status of the GPC and the college's graduate programs.
- k. Prepare recommendations to the dean on improvements to this individual's responsibilities as needed.

### II. Graduate Liaison

The graduate liaison is the interface between the graduate program and the GPC and Graduate College and plays a critical role in promoting the success of graduate students and the excellence of graduate program. The graduate liaison is recommended by the division director with a four-year renewable term and shall hold an RM1, RM2, RM3 or RM4 graduate faculty status.

Responsibilities:

- a. Serve as an active advocate for the division's graduate program and its students,
- b. Attend mandatory fall and spring OU Graduate College Graduate Liaison meetings.
- c. Consult with the Graduate College as needed on matters related to graduate education.
- d. Inform students of graduate college policies and procedures.
- e. Maintain up-to-date knowledge about graduate education policies and practices at OU and ensure individual program and Graduate College policies are upheld.
- f. Prepare, review, and sign documents related to students' academic progress, including appeals, petitions, and other degree certification processes.
- g. Respond to prospective student inquiries throughout the calendar year in a timely, positive, and engaging manner.
- h. Meet with prospective and enrolled students, as necessary.
- i. Attend all GPC meetings.
- j. Collaborate with the program director to:
  - i. Develop and maintain policies and practices that promote graduate student success,

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- ii. Develop a recruitment and retention plan for the respective graduate program(s), including enrollment goals, strategies for recruitment pipelines, and financial support concepts,
  - iii. Lead the implementation of the program's recruitment and retention plan,
  - iv. Support graduate students who encounter academic or personal difficulty, and assist them with identifying solutions and appropriate resources,
  - v. Consider funding support strategies for applicants to the graduate program(s) when reviewing admissions applications,
  - vi. Outline conditions of acceptance and funding support where appropriate, and ensure these are included in letters of acceptance, and
  - vii. Provide relevant information and/or prepare the university's annual Program Assessment Report.
- k. Maintain the list of division faculty who serve on graduate committees and update their standing with the Graduate College as often as necessary.
  - l. Coordinate with the ADACA on tracking program enrollments, enrollment trends over time, and enrollment demographics, and report these to the program director and GPC as needed.
  - m. Address program needs throughout the calendar year as appropriate.
  - n. Propose and coordinate updates about the graduate program(s) to the GCA website as often as needed to ensure posted information is current, accurate, and appealing to prospective students.
  - o. Encourage news submissions related to the graduate program and/or its students and faculty for inclusion on GCA social media outlets.
  - p. Coordinate with the GPC to identify and allocate funding support for graduate students.
  - q. Create, maintain, and secure program graduate student records/files as appropriate.
  - r. Review practices of graduate programs of similar disciplines and consider these in relation to the best practices for and success of the home program.
  - s. Prepare recommendations to the ADACA on improvements to this individual's responsibilities as needed.

### III. Planning, Design, and Construction (PDC) Program Coordinator

The PDC Program Coordinator is the interface between the MSc and PhD programs and Graduate College. The PDC Program Coordinator is elected by the PDC Committee. Service shall be through a three-year renewable term, with a limit of two terms. To be eligible to serve as PDC Program Coordinator, the individual shall have earned a PhD and must hold M3 graduate faculty status.

#### Responsibilities:

- a. Coordinate and schedule PDC Committee meetings at least two weeks in advance and ensure meeting minutes are recorded.
- b. Oversee and advance the PDC PhD program towards a level of excellence, and to support its PhD students.
- c. Oversee and advance the MSc PDC program towards a level of excellence, and to support its students towards consideration of the PhD program.
- d. Advocate for PDC programs within the GCA, and at the Graduate College and university levels.
- e. Attend fall and spring OU Graduate College graduate liaison meetings.
- f. Consult with the Graduate College as needed on matters related to graduate education.
- g. Maintain up-to-date knowledge about graduate education policies and practices at OU and ensure PDC program and Graduate College policies are upheld.
- h. Manage the time-to-completion milestones for all PhD students, including but not limited to identifying and confirming committee membership and its chair within the student's first year

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- on campus, and monitoring progress towards and scheduling the general exam and dissertation defense.
- i. Prepare, review, and sign documents related to PhD students' academic progress, which may include but not limited to appeals, petitions, Advisory Conference Report (ACR), general exams, and dissertation defenses and other degree certification processes.
  - j. Respond to prospective student inquiries throughout the calendar year in a timely, positive, and engaging manner.
  - k. Meet with prospective and enrolled students as necessary.
  - l. Attend all GPC meetings.
  - m. Work in conjunction with PDC committee members to:
    - i. Develop and maintain policies and practices that promote student success,
    - ii. Develop a strategic plan for PDC programs, including recruitment and retention strategies for the respective programs, including enrollment goals, strategies for recruitment pipelines, and financial support concepts,
    - iii. Lead the implementation of the programs' recruitment and retention plans,
    - iv. Support students who encounter academic or personal difficulty, and help them identify solutions and potentially appropriate resources,
    - v. Review and admit PhD student based on program procedures,
    - vi. Consider funding support strategies for applicants to the programs when reviewing admissions applications, and
    - vii. Outline conditions of acceptance and funding support where appropriate and ensure these are included in letters of acceptance.
  - n. Meet with prospective and current MSc and PhD programs students as appropriate.
  - o. Provide relevant information and/or prepare the university's annual Program Assessment Report.
  - p. Track program enrollments, enrollment trends over time, and enrollment demographics in coordination with the ADACA, and report these to the directors and GPC as needed.
  - q. Address program needs throughout the calendar year as appropriate.
  - r. Propose and coordinate updates about the PDC programs to the GCA website as often as needed to ensure posted information is current, accurate, and appealing to prospective students.
  - s. Encourage news submissions related to the PDC programs and/or its students and faculty for inclusion on GCA social media outlets.
  - t. Coordinate with the GPC to identify and allocate funding support for graduate students.
  - u. Create, maintain, and secure PDC program graduate student records/files as appropriate.
  - v. Review practices of PDC programs of similar disciplines and approach and consider these in relation to the best practices for and success of the GCA's PDC programs.
  - w. Prepare recommendations to the ADACA on improvements to this individual's responsibilities as needed.

## IV. Graduate Student Representative

One graduate student representative from each division shall be elected by the program's faculty and/or graduate students. Elections shall take place in spring of each year to determine the representative for the subsequent academic year. The term for the graduate student representative shall be two years. That representative may also be the divisional Graduate Student Senate representative.

Responsibilities:

- a. Attend all GPC meetings
- b. Represent the interests of all graduate students in their division at GPC meetings.

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- c. During GPC meetings as necessary, help assess what is working well for students in their programs, and how the programs and college can better support graduate students.
- d. Meet no fewer than twice per semester with graduate students in their division.
- e. Intentionally solicit input and perspectives regarding the graduate program from graduate students in their division that may need to be communicated to the the Graduate Liaison and GPC.
- f. Deliberately listen for and to concerns from graduate students in their division that may need to be communicated to the Graduate Liaison and GPC.
- g. Coordinate with the Graduate Liaison regarding graduate student concerns and support the Graduate Liaison with the identification of solutions and appropriate resources.
- h. Support the Graduate Liaison as appropriate in their communication with graduate students in their division.
- i. Regularly update the graduate students in their division on the efforts and meeting minutes of GPC meetings.
- j. Prepare recommendations to the ADACA on improvements to this individual's responsibilities as needed.