

Graduate Coordinating Committee Charter

Roles and Responsibility - Adopted by JSIS faculty vote, November 14, 2023

Mission

The Graduate Coordinating Committee serves as the coordinating body of the ten JSIS MA graduate programs and the PhD Program. The committee seeks to ensure equitable distribution of shared JSIS resources across graduate programs, explore best practices for improving student experiences and outcomes, develop DEIA practices in coordination with school-wide DEIA efforts, and collaborate on shared initiatives to ensure the sustainability of graduate education as an integral part of JSIS. The committee advises the JSIS Director on matters related to graduate programs.

Membership and Meetings

- ☐ Associate Director for Graduate Studies, Chair
- ☐ JSIS Graduate Program Advisor, ex officio
- ☐ One faculty member from each JSIS MA degree granting program selected by JSIS Director in consultation with the program chair or director
- ☐ Up to two JSIS line faculty members who represent the PhD program selected by JSIS Director
- ☐ Up to two graduate student representatives selected from across the various MA and PhD programs
- ☐ Committee membership can be for multiple years and will be reviewed yearly to reflect any changes in graduate program leadership
- ☐ Committee will meet monthly, as needed, during the academic year

Responsibilities

- ☐ Develop, track, and review relevant graduate student data to identify growth areas and flag areas for improvement.
- ☐ Oversee integrated calendar for recruitment, admissions, and curriculum changes.
- ☐ Identify strategic areas of partnership
- ☐ Discuss opportunities for resource sharing
- ☐ Oversee Academic standing, and make decisions on student probation, for all MA and PhD Program
- ☐ Approve significant changes to procedures, curriculum, and requirements of all graduate programs prior to School and College curriculum review
- ☐ Review and provide feedback on any degree changes and/or new courses proposed by programs
- ☐ Develop and advocate for DEIA initiatives
- ☐ Create shared student experiences and support community building among graduate students
- ☐ Advocate for graduate programs with JSIS community
- ☐ Share regular updates on JSIS graduate programs with JSIS faculty

