Recommendation of the University Committee to Revise UWM Policies and Procedures Regarding Graduate Faculty Committees.

Rationale for
Realining Graduate Faculty Committees

Premises:

1. Chapter 1, subsection 02 (1) of UW Milwaukee Policies and Procedures (July 2006) grants the University Faculty the responsibility for “all educational matters which concern more than one college, school or division, or which are otherwise of general interest”.

2. Chapter 1, subsection 02 (2) of UW Milwaukee Policies and Procedures (July 2006) states that the University Faculty “may delegate functional authority and responsibility to committees, other groups, or administrative offices; however, such bodies or offices are accountable to the University Faculty which retains primary responsibilities for academic and educational activities ..”. For example the Academic Planning & Budget Committee, the Academic Policy Committee and the Academic Program and Curriculum Committee are all accountable to the University Faculty.

3. Graduate courses and programs, similar to undergraduate courses and programs, are housed and administered in more than one college, school or division and therefore are the responsibility of the University Faculty and must accordingly be accountable to the University Faculty (or its delegated functional authority, e.g. Faculty Senate).

4. The University Faculty codified the responsibility for creating and reviewing graduate courses, degrees and programs to only faculty holding Graduate Faculty status and more specifically to the membership of the Graduate Faculty Council. This UW Milwaukee policy is an artifact of the faculty composition at the time UW Milwaukee was established in 1956. At that time and for many years to come, the majority of UW Milwaukee faculty did not hold terminal academic degrees; nor were they actively engaged in programs of research. As a consequence, the faculty empowered only those faculty holding terminal degrees and active research programs with the right and responsibility to teach graduate courses and supervise graduate level research. The faculty who met these standards were given Graduate Faculty status. It is important to note that in 1956 less than 25% of the faculty held a Ph.D. or a terminal degree. In 2006, more than 96% of UW Milwaukee faculty hold a Ph.D. or terminal degree and have Graduate Faculty status.

Problems:

Presently, UW Milwaukee has several committees whose focus is on graduate education. These committees:
1. do not follow the procedures specified in UW Milwaukee P&P Chapter 6.11, 6.12, and 6.13 (reporting of minutes, reporting to University Faculty, or making recommendations to the University Faculty)
2. do not follow the standard operating procedures specified in UW Milwaukee P&P Chapter 6.25, 6.26, and 6.31. These codified institutional policies and procedures specify an array of things including standing committee organization, functions, and reporting structures.
3. are not elected using the regular procedures for elected faculty committees (see UW Milwaukee P&P Chapter 6.24. For example:
   a. Graduate Committee on Reviews - presently, the majority (7 out of 13) of members are appointed by the Graduate Dean.
   b. Graduate Fellowship Committee - all ten members are appointed by chair of Graduate Faculty Council. No members to this committee are elected.
   c. Graduate Curriculum Committee - seven faculty holding graduate faculty status are appointed by Chair of Graduate Faculty Council. One appointment has to be elected member of Graduate Faculty Council.
4. do not have consistent procedures for replacing members who leave prior to end of their term. The replacement process is ad hoc, some new members are appointed by Deans, others by election, etc.
5. are not faculty standing committees and therefore are not accountable to the University Faculty (or its delegated representatives, the Faculty Senate).

**Developing a Solution to These Problems**

During the 2005/2006AY the University Committee held substantive conversations with the then Dean of the Graduate School and Vice Chancellor of Research regarding procedural and policy issues surrounding faculty governance as it pertains to committees whose focus is graduate education and/or research.

It was agreed that University Committee, in conjunction with the Secretary of the University office, would undertake the development of faculty policies and procedures which would bring many of these committees into alignment with standard UWM Faculty Policies and Procedures regarding committee functions, elections, reporting mechanisms, etc. In essence, the agreed task was to create faculty committees, elected by the faculty, and reportable to the faculty that would oversee graduate education and/or research activities.

The University Committee and Secretary of the University have undertaken the task addressing these problems. The proposed changes to our Faculty Policies and Procedures are designed to fully integrate graduate education and research committees into UW Milwaukee’s standard faculty committee governance structure as is presently done with undergraduate courses and curriculum committees.
The University Committee, prior to forwarding these changes to the faculty has sought the advice of various UWM faculty and administrative groups including the Academic Deans Council and the Graduate Faculty Council. The Graduate Faculty Council suggested several changes which have been integrated into the proposal. The proposed changes have also been reviewed and endorsed by our Faculty Senate.

**Rumors and Misinformation**

It is common that changes of this sort result in false rumors and misinformation. Let us assure you that the proposed changes will:

1. **NOT** eliminate the Graduate School
2. **NOT** eliminate or decrease ex officio status of Graduate School administrators on Graduate Committee and subcommittees
3. **NOT** eliminate Graduate faculty status
4. **NOT** permit faculty members who do not hold graduate faculty status to have membership on the graduate faculty committee or any of its standing subcommittees (less than 4% of UWM do not have GFS)
5. **NOT** reduce graduate faculty committees. All faculty committees remain – 4 transferred under Senate oversight and four remain in Graduate School. Dean’s Committee on Graduate Education is deleted from P&P but Grad Dean is free to create GS committee.
6. **NOT** eliminate support staff positions (the same work has to be done and the same committees need to be administratively supported)

**What the Proposed Changes WILL DO**

The proposed changes will creates a Graduate Faculty Committee and three standing subcommittees under the auspices or jurisdiction of the Faculty Senate. The proposed changes are designed to address the problems listed above and to ensure:

1. **Representation:**

   Faculty on the GF Committee and its three subcommittees are **ELECTED** by the graduate faculty.

   That, when necessary, committee members are replaced using standard election or appointment procedures (faculty appointing faculty)

2. **Accountability and Oversight by Faculty**

   Proposed realignment ensures actions by Graduate Faculty Committee and standing subcommittees are reported and accountable to our Faculty Senate.

   If problems occur, they have in the past and will in the future, the University Committee and Faculty Senate are empowered to address and solve these problems.
Ensures faculty voice and are empowered to assume the responsibility for managing educational matters of graduate education.

We end our comments by reflecting on Chapter 36 of our Wisconsin State Statutes:

“As such, the faculty of each institution shall have primary responsibility for academic & educational activities & faculty personnel matters. The faculty of each institution shall have the right to determine their own faculty organizational structure and to select representatives to participate in institutional governance.”

The University Committee is deeply committed to this ideal and firmly believes these proposed changes ensures that we live up to our rights and responsibilities. We strongly urge approval of these changes.

UWM University Committee

John Johnson, Chair
Janet Lilly
Stephen Meyer
John Ndon
Erika Sander
Mark Schwartz
Cindy Walker

Table 1 presents an overview of proposed changes.
### Table 1
**Proposed Changes to Graduate Faculty Committees and Subcommittees in UWM Faculty Policies and Procedures**

<table>
<thead>
<tr>
<th>Present Committee</th>
<th>Present Jurisdiction</th>
<th>Proposed Jurisdiction</th>
<th>Proposed Name Change</th>
<th>Changes in Committee Charge</th>
<th>Changes in Committee Appointment/Election</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Faculty Council</td>
<td>Graduate School</td>
<td>Faculty Senate</td>
<td>Graduate Faculty Committee</td>
<td>Adds three subcommittees (see below)</td>
<td>Elected during general committee elections on the committee ballot. Same representation by School/College.</td>
</tr>
<tr>
<td>Graduate Curriculum Committee</td>
<td>Graduate School</td>
<td>Graduate Faculty Committee</td>
<td>Subcommittee on Graduate Course and Curriculum</td>
<td>No Changes</td>
<td>Four members appointed from Graduate Faculty Committee and three members of Graduate Faculty elected by Graduate Faculty.</td>
</tr>
<tr>
<td>Committee on Reviews</td>
<td>Graduate Faculty Council</td>
<td>Graduate Faculty Committee</td>
<td>Subcommittee on Graduate Program Reviews</td>
<td>No Changes</td>
<td>Seven members appointed from Graduate Faculty Committee and six members of Graduate Faculty elected by Graduate Faculty.</td>
</tr>
<tr>
<td>Graduate School Fellowship Committee</td>
<td>Graduate School</td>
<td>Graduate Faculty Committee</td>
<td>Subcommittee on Graduate Fellowships</td>
<td>No Changes</td>
<td>Six members appointed from Graduate Faculty Committee and four members of Graduate Faculty elected by Graduate Faculty.</td>
</tr>
<tr>
<td>Dean’s Committee on Graduate Studies</td>
<td>Graduate School</td>
<td>Eliminate Committee. Dean of Graduate School may elect to create similar committee within Graduate School.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Existing Document with Proposed Changes
Pages 5 -17

Proposed Changes to UW Milwaukee P&P Chapter 1

MOVE SECTION 2.05 (2) TO Chapter 1, Section 1.02 Powers and Jurisdiction of the University Faculty a new subsection (8)

(8) Graduate School Faculty. The authority of the University Faculty over the following educational matters is expressly delegated and vested in the Graduate School Faculty, its Graduate Faculty Council Committee or other designated bodies. Graduate School Faculty are responsible for review and approval of graduate courses and programs, including graduate credit aspects only of course proposals involving both graduate and undergraduate credit, offered in the UWM schools, colleges, and divisions. The Graduate School Faculty review and approval of the requirements for admission to, continuation in, and graduation from such programs Graduate School Faculty provide final faculty approval of policies and plans for further development of such programs. Action concerning these delegated academic matters is forwarded by the graduate dean Graduate Faculty Committee through appropriate administrative officers for final University approval as required.

(Document 1071, 2/16/78; UWM Administration approval, 4/26/78)
Proposed Changes to UW Milwaukee P&P Chapter 2

2.05 Graduate Program Committees  (MOVE SECTION 2.05 (1) TO Chapter 2, section 2.03 Duties and Powers of College and School Faculties, new subsection (12))

(12) (1) The Faculty of each school or college whose departments offer graduate work shall establish a Graduate Program Committee and determine its composition, size, and method of election and/or appointment of its members. Faculty members are elected or appointed from among the members of its Graduate School Faculty. Student members, if provided for in the composition of the Committee, are appointed by the Dean in consultation with the student organization(s) designated as appropriate by the faculty. The functions of each Graduate Program Committee shall include, but not limited to the following:

a. This committee oversees all continuing graduate programs within the school or college.

b. The committee also reviews all proposals for new graduate programs or modifications of existing graduate programs in the school or college. Proposals originating in departments or in inter-departmental bodies and approved by the school or college committees shall be forwarded by the dean of the school or college with recommendations to the Dean of the Graduate School for review and action by the Graduate Faculty Council Committee and by the Dean of the Graduate School

(Document 1080, 3/21/78; UWM Administration approval, 4/26/78)
Proposed Changes to UW Milwaukee P&P Chapter 2

MOVE SECTION 2.06 (1) TO CHAPTER 2, section 2.02 “MEMBERSHIP IN COLLEGE AND SCHOOL FACULTIES, subsection (2)

2.02 Membership in College and School Faculties

(1) The Faculty of each college or school consists of the Chancellor, the dean, and all members of the Faculty as defined in 1.01(1) who hold appointments in the college or school. In addition, the Faculty of each college and school may designate faculty members as defined in 1.01(1) who hold appointments in other colleges or schools as voting members of its college or school. (The Faculty of the Graduate School is defined in 2.06(1).)

(2) The Graduate School Faculty includes all voting members of the University Faculty-Milwaukee as defined in 1.01(1)(a) who meet qualifications established by the Graduate Faculty Council Committee. The Graduate Faculty Committee shall obtain from each department a list with supporting evidence of its members who continue to meet these qualifications, by annual schedules established by the Council Graduate Faculty Committee. Nominations for additions or deletions from the list are submitted at the same time. Lists are submitted by department and other faculty bodies which sponsor graduate work with copies to the Dean of the Graduate School, dean of the appropriate program/budget school or college, and chairperson of a duly constituted Credentials Committee of the Graduate Faculty the Graduate Faculty Committee. The Credentials Committee periodically reviews submitted lists of members of the faculty of the Graduate School and recommends to the Council Graduate Faculty Committee approval the names of individuals who meet the qualifications for categories of Graduate School Faculty membership.

a) There shall be at least one (1) meeting each academic year for Graduate School Faculty to hear and review reports of the Graduate Dean and the Chairperson of the Graduate Faculty Council. The Calendar Committee of the Graduate Faculty Council shall be responsible for arranging such meetings.

(2)-(3) Subject to the approval of the Faculty Senate, the Faculty of non-departmentalized schools or colleges may designate full-time members of its instructional academic staff who have probationary or indefinite appointments as voting members of its faculty; subject to an affirmative recommendation by the department and approval of the Faculty Senate, the Faculty of departmentalized schools or colleges may designate full-time members of its instructional academic staff who have probationary or indefinite appointments and who have voting rights in the department as voting members of the school or college. The foregoing does not deny voting rights to any person holding same prior to enactment of this legislation. Such definition does not imply University Faculty status as defined in 1.01(1).

(Document 1306, 4/22/82; UWM Administration approval, 4/29/82 (Document 1618, 5/10/88; UWM Administration approval, 5/20/88)
2.06 — The Graduate School: Faculty, Council and Committees

(1) — The Graduate School Faculty includes all voting members of the University Faculty-Milwaukee as defined in 1.01(1)(a) who meet qualifications established by the Graduate Faculty Council. Committee The Graduate Faculty Committee shall obtain from each department a list with supporting evidence of its members who continue to meet these qualifications, by annual schedules established by the Council. Graduate Faculty Committee. Nominations for additions or deletions from the list are submitted at the same time. Lists are submitted by department and other faculty bodies which sponsor graduate work with copies to the Dean of the Graduate School, dean of the appropriate program/budget school or college, and chairperson of a duly constituted Credentials Committee of the Graduate Faculty Council the of the Graduate Faculty Committee. The Credentials Committee periodically reviews submitted lists of members of the faculty of the Graduate School and recommends for to the Council Graduate Faculty Committee approval the names of individuals who meet the qualifications for categories of Graduate School Faculty membership.

a) — There shall be at least one (1) meeting each academic year for Graduate School Faculty to hear and review reports of the Graduate Dean and the Chairperson of the Graduate Faculty Council. The Calendar Committee of the Graduate Faculty Council shall be responsible for arranging such meetings.

2.07 — The Deans' Committee on Graduate Studies

(1) — The Deans' Committee on Graduate Studies consists of the deans of all schools and colleges offering graduate programs, the chairperson and the vice chairperson of the Graduate Faculty Council, and the Dean of the Graduate School. The Dean of the Graduate School chairs the Deans' Committee on Graduate Studies.

(2) — The Deans' Committee on Graduate Studies advises the Dean of the Graduate School on the administration of graduate programs, including advice on the review of new and substantially revised graduate programs. The Committee assists the Dean of the Graduate School in scholastic matters affecting students, graduate curricular matters affecting departments and other academic units, and liaison with other appropriate administrative offices and committees within the University. The Committee may review and resolve specific problems in the administration of the Graduate School referred from the office of the dean.

(Document 909, 2/27/75; UWM Administration approval 3/29/75; Regent approval, 3/5/76)
(Document 1080, 3/21/78; UWM Administration approval, 4/26/78)
(Chapters 2.06 and 2.07, Document 1071, 2/16/78; UWM Administration approval, 4/26/78)
Proposed Changes to UW Milwaukee P&P Supplement to Chapter 6

MOVE SECTION 2.06 (2) TO SUPPLEMENT TO CHAPTER 6 “MEMBERSHIP AND FUNCTIONS OF FACULTY STANDING COMMITTEES, Section A3.1

A3.1 Honorary Degrees Committee

A3.1 Graduate Faculty Committee

(1) Membership.

a) The Graduate Faculty Council Committee is composed of members of the Graduate School Faculty and graduate students. Faculty members are elected by the Faculty of each school or college that offers graduate programs, in accordance with nomination and election procedures determined by the faculty of each school or college. Nominations Committee. Every member of the Graduate School Faculty is eligible for election. Each school or college elects one (1) member for each fifty (50), or fraction thereof, members of its faculty; no department may have more than one member. Faculty members serve staggered, three-year terms. Three (3) student members are appointed annually by the Student Association. Student members must be currently enrolled graduate students, no more than one of whom shall be from the same school or college. The Dean of the Graduate School and his/her principal associate dean serve as ex-officio members. The Committee shall be staffed by the Office of the Secretary of the University in cooperation with the Graduate School.

b) The Graduate Faculty Council Committee elects its chair and vice chair for a one-year term from its faculty members. A chairperson may not serve more than two (2) consecutive one-year terms.

c) The Council Committee meets at least once a month during the academic year, and on request of the Dean of the Graduate School or of five (5) Council Committee members. The agenda and minutes of all meetings are made available to the Graduate School Faculty on the Office of the Secretary of the University Web site.

d) Graduate Faculty Council Committee attendance shall be published by the Secretary of the Graduate Faculty Council Committee in the minutes of the last Graduate Faculty Council Committee meeting of the academic year. The Graduate Faculty Council Committee has the authority to declare vacant the seat of those Council Committee members who fail to attend three (3) regular meetings in a given academic year.

(e) If a faculty vacancy occurs in the Graduate Faculty Council Committee, the vacancy will be filled by the available candidate from the results of the faculty standing committee balloting in the appropriate school or college who had the next
highest number of votes. The person designated shall serve until the first week of the next academic year. If the term of office extends beyond the current academic year, an election for the unexpired term is held at the next regular election. If there is no available candidate, the school or college concerned is responsible for conducting a special election.

(2) Functions

2.05(2) The Graduate Faculty Council Committee is a body representative of the Graduate School Faculty concerning matters specified in 2.05(2) are held and exercised by the Council Committee. The Council Committee is responsible for the formulation of policies concerning the graduate programs of The University of Wisconsin-Milwaukee, and it serves as advisory body to the Dean of the Graduate School concerning implementation of these policies. Without limitation because of enumeration, the broad powers described above are illustrated by the following specific functions: Except when such authority may be shared with or delegated to other appropriate bodies, the Council Committee has final jurisdiction to review and approve proposals originated by departments or other academic units, concerning (1) courses which carry graduate credit only and, (2) graduate credit aspects only of course proposals involving both graduate/undergraduate credit. Jurisdiction over all courses open to undergraduates, whether carrying graduate credit or not, is vested in the appropriate faculty bodies in schools and colleges, and subject to review by the Academic Program and Curriculum Committee. The Council Committee maintains a continuing review of existing graduate programs and periodically undertakes specific studies and makes recommendations concerning continuance, modification, or discontinuance of existing programs and other matters of concern. The Council Committee periodically reviews work of each committee of the Graduate School. The specific functions of the Graduate Faculty Committee are:

a. Establishes procedures and criteria for the review and approval of graduate course proposals, including additions, modifications, and deletions. See Course Action Request Manual for further information.

b. May make policy recommendations concerning graduate education on its own initiative, or on request of the administration of the Graduate School.

c. Reviews program modifications and new program requests.

d. Undertakes and maintains a continuing review of Graduate School regulations and requirements with general application to student admission, continuation, and graduation, and the academic operation of UWM graduate programs.

e. On its own initiative the Committee periodically recommends appropriate changes in regulations and requirements for review and approval for
subsequent publication in the Graduate School Bulletin and/or the Graduate Student and Faculty Handbook.

f. Advises the administration of the Graduate School concerning formulation of policies and procedures as related to academic regulations and requirements.

g. Annually reviews the list of members of the Faculty of the Graduate School as submitted by departments in accordance with Chapter 2.06 (1) of UWM Policies and Procedures. (See Appendix ___ for process and criteria.)

h. Approves at its first meeting of each academic year, the names of individuals who meet the qualifications for Graduate School Faculty membership and transmits this list to the Secretary of the University.

i. Periodically recommends additions or other modifications to the approved annual list of Graduate Faculty membership based on names submitted by departments. All modifications are transmitted to the Secretary of the University.

j. The Graduate Faculty Committee may create and define duties of various subcommittees with specified responsibilities.

Procedures: At least biennially, the Graduate Curriculum Committee prepares a detailed procedure manual. All procedures followed by the Committee and approved by the Graduate Faculty Council are included in this manual. A copy is available from the Graduate School (Mitchell 261).

On the matter referred to the Graduate Curriculum Committee by the Council on November 15, 1971, and March 20, 1972, as to whether there should be guidelines concerning the number of graduate courses offered by departments without graduate programs, the Committee recommended that no definite number be set but that course proposals from such departments should receive special attention. The Graduate Curriculum Committee will normally give favorable consideration to those courses for which definite and conclusive evidence of need in one or more existing graduate programs is shown. Any department has the privilege of appeal to the Graduate Faculty Council if it is dissatisfied with a ruling of the Graduate Curriculum Committee. (GFC Minutes, 5-15-72)

(3) Procedures

(a) The Graduate Faculty Council Committee may delegate portions of its responsibilities to the Graduate Program Committees of the schools and colleges and to other committees.
(b) With respect to Committees, the Graduate Faculty Council Committee will follow the provisions of Chapter 6 unless otherwise provided.

(c) The Graduate Faculty Committee shall have three standing subcommittees with the following charges and membership.

Subcommittee on Graduate Course and Curriculum Committee (GCC)

1. Membership

Four members of the Graduate Faculty Committee appointed by the Chairperson of the Graduate Faculty Committee, subject to approval by the Committee and three members of the UWM Graduate Faculty elected by the Graduate Faculty. Members of the Committee should reflect the range of disciplinary competencies in the University and represent the several schools and colleges insofar as the size of the Committee allows. The appointments each year include one graduate student, and two members appointed each year for three-year terms in order to maintain a staggered terms sequence. The Chairperson of the Subcommittee must be a member of the Graduate Faculty Committee and is appointed Chairperson of the Graduate Faculty Committee for a three-year term whenever possible to assure the continuity achieved by the staggered terms of the members of the subcommittee. The Dean of the Graduate School, or designee, serves as an ex officio member.

2. Functions

Introduction: The Graduate Course and Curriculum Subcommittee has the responsibility for reviewing and approving graduate credit course proposals initiated by department or other academic units, as delegated by the Graduate Faculty Council Committee. It also reviews and makes recommendations regarding new graduate program proposals and program modifications to the Graduate Faculty Council Committee, and has the authority to bring Graduate course and curriculum Committee policy decisions before the Graduate Faculty Council Committee for discussion and action. It has the authority to identify issues affecting graduate education to be brought to the Graduate Faculty Council Committee for resolution, action, or advisement. It also has authority over the Multidisciplinary Committee-Directed Ph.D. program.

The GCC Graduate Course and Curriculum Subcommittee reviews recommendations for modification of Graduate School regulations and requirements for student admission, continuation, graduation, Graduate Faculty credentialing, and similar issues forwarded by departments or other Graduate Faculty Council committees. It acts in an advisory capacity to the Graduate Faculty Council Committee, providing consultation and information on issues relating to Graduate course and curriculum issues. It has the authority to bring motions before the Graduate Faculty Council Committee for discussion and action.
1. Membership: The appointments each year include one graduate student, and two members appointed each year for three-year terms in order to maintain a staggered terms sequence. The Chairperson of the Subcommittee must be a member of the Graduate Faculty Committee and is appointed Chairperson of the Graduate Faculty Committee for a three-year term whenever possible to assure the continuity achieved by the staggered terms of the members of the subcommittee.

5. Functions: In addition to the above, the Subcommittee:

a. The Subcommittee, subject to policy decisions by the Graduate Faculty Council Committee, exercises authority delegated by the Council Committee in the form of exclusive review and approval jurisdiction over graduate credit course proposals initiated by departments or other academic units.

b. The Subcommittee establishes procedures and criteria for the review and approval of graduate course proposals, including additions, modifications, and deletions. See Course Action Request Manual for further information.

c. The Subcommittee may make policy recommendations to the Council Graduate Faculty Committee concerning graduate education on its own initiative, at the direction of the Council Graduate Faculty Committee, or on request of the administration of the Graduate School.

d. The Subcommittee reviews program modifications and new program requests and makes recommendations to the Graduate Faculty Council Committee.

e. The Subcommittee reviews and makes recommendations to the Graduate Faculty Committee approves regarding applications for the Multidisciplinary Committee-Directed Ph.D. Program Programs. The subcommittee is to make the best judgment possible on the academic merit of the proposed multidisciplinary program. The subcommittee and the Dean must satisfy themselves that the proposed program cannot be carried out within an established doctoral program. The subcommittee must further approve the membership of the student's supervisory committee, guided by considerations of the committee member's expertise in proposed areas of study and their commitment to the student's program. (See Appendix ___ for Multidisciplinary Ph.D. Program Guidelines.)

a. The Subcommittee undertakes and maintains a continuing review of Graduate School regulations and requirements with general application to student admission, continuation, and graduation, and the academic operation of UWM graduate programs.

b. The Subcommittee, on its own initiative, or at the direction of the Graduate Faculty Council, periodically recommends appropriate changes in regulations and requirements for review and approval by the Council Graduate Faculty, for subsequent publication in the Graduate School Bulletin and/or the Graduate Student and Faculty Handbook.
e. The Subcommittee advises the administration of the Graduate School concerning formulation of policies and procedures as related to academic regulations and requirements approved by the Graduate Faculty Council.

d. The Subcommittee annually reviews the list of members of the Faculty of the Graduate School as submitted by departments in accordance with Chapter 2.06 (1) of UWM Policies and Procedures. (See Appendix ___ for process and criteria.)

e. The Subcommittee, at the first meeting of the Graduate Faculty Council each academic year, recommends for Council Graduate Faculty approval the names of individuals who meet the qualifications for Graduate Faculty membership.

f. The Subcommittee periodically recommends additions or other modifications to the approved annual list of Graduate Faculty membership based on names submitted by departments.

g. The Subcommittee at least biennially, prepares a detailed procedure manual. All procedures followed by the Subcommittee and approved by the Graduate Faculty Committee are included in this manual. A copy is available from the Graduate School (Mitchell 261).

h. makes an annual report to the Graduate Faculty Council Committee. Special reports may be made at the direction of the Council Graduate Faculty Committee or on the initiative of the subcommittee.

(13) Procedures: At least biennially, the Graduate Course and Curriculum Subcommittee prepares a detailed procedure manual. All procedures followed by the Subcommittee and approved by the Graduate Faculty Council are included in this manual. A copy is available from the Graduate School (Mitchell 261).
(14) Additional Course Regulations: Course proposals from departments not offering graduate degree programs: proposals from departments whose graduate course offerings will not total more than 14 credits will be referred directly to the Graduate Course and Curriculum Subcommittee. Proposals for courses in existing sequences of more than 14 credits must be accompanied by a justification explaining the need for extensive graduate course offerings in the absence of an approved graduate program. Proposals involving such sequences will be reviewed by the Graduate Faculty Council, Campus Administration and the Regents.

On the matter referred to the Graduate Curriculum Subcommittee by the Council Graduate Faculty on November 15, 1971, and March 20, 1972, as to whether there should be guidelines concerning the number of graduate courses offered by departments without graduate programs, the subcommittee recommended that no definite number be set but that course proposals from such departments should receive special attention. The Graduate Course and Curriculum Subcommittee will normally give favorable consideration to those courses for which definite and conclusive evidence of need in one or more existing graduate programs is shown. Any department has the privilege of appeal to the Graduate Faculty Council if it is dissatisfied with a ruling of the Graduate Course and Curriculum Committee.

(Graduate Faculty Council Minutes, 5-15-72)

(15) Process: The Graduate Course and Curriculum Subcommittee receives and reviews recommendations for modifications of Graduate School policies and procedures received from the other GFC committees. The committee makes recommendations to the GFC.

Subcommittee on Graduate Program Reviews

1. Membership: Seven members of the Graduate Faculty Committee appointed by the Chairperson of the Graduate Faculty Committee, subject to approval by the Committee and six members of the UWM Graduate Faculty elected by the Graduate Faculty, appointed by the Dean of the Graduate School and Associate Provost for Research. Members of the subcommittee should reflect the range of disciplinary competencies in the University and represent the several schools and colleges insofar as the size of the Subcommittee allows. The Subcommittee on Graduate Program Reviews elects its own chairperson from among its membership. The Chair must be a member of the Graduate Faculty Committee.

2. Functions:

a. To supply one member for each ad hoc review committee. The Chairperson of the Committee on Reviews appoints the ad hoc committee members to include one member from the Committee on Reviews and one member from the UWM Graduate Faculty.
b. To meet with the ad hoc review committee and to receive reports of the outside consultants and the conclusions and recommendations of the ad hoc review committee for presentation to the Graduate Faculty Council Committee together with a rationale for each conclusion and recommendation, as necessary.

c. The committee makes appropriate recommendations on the frequency and nature of reviews of the various programs to the Graduate Faculty Council Committee.

d. The subcommittee makes an annual report to the Graduate Faculty Committee. Special reports may be made at the direction of the Graduate Faculty Committee or on the initiative of the subcommittee.

3. Procedures: The Subcommittee on Graduate Program Reviews will adhere to Procedures for the Committee on Reviews are embodied in Graduate Faculty Council Documents No. 22, and 45, the Procedures for Qualitative Reviews of Graduate Programs.

Subcommittee on Graduate School Fellowships

1. Membership: Six members of the Graduate Faculty Committee appointed by the Chairperson of the Graduate Faculty Committee, subject to approval by the Committee and four members of the UWM Graduate Faculty elected by the Graduate Faculty. Members of the subcommittee should reflect the range of disciplinary competencies in the University and represent the several schools and colleges insofar as the size of the Committee allows. The Chairperson shall be elected by the Subcommittee membership at the first meeting of the subcommittee. The Chair must be a member of the Graduate Faculty Committee. The Dean, or designee, and Fellowship Coordinator of the Graduate School serve as ex officio members.

2. Functions

a. Within the provisions of University regulations and practices and subject to review by the Graduate Faculty Committee Council, the Subcommittee formulates and implements guidelines and procedures for allocation of available fellowship funds administered by the Graduate School.

b. Following its designated application and selection procedures, the Subcommittee annually recommends fellowship awards for meritorious graduate students.
c. On request of the administration of the Graduate School, the SubcCommittee may assist in the assignment of other graduate student financial support awards.

d. The subcommittee makes an annual report to the Graduate Faculty Committee. Special reports may be made at the direction of the Graduate Faculty Committee or on the initiative of the subcommittee.

3. Procedures: With administrative support from the Office of the Secretary of the University and cooperation of the Graduate School office of the Graduate School, the SubcCommittee annually establishes deadlines, application nomination forms, review selection procedures, and award announcements.

(GFC Doc. 20A, 1/17/72; UWM 2.06(4); GFC Doc. 283, 4/21/80)