PROFESSOR SHARON DUGDALE, Chair
School of Education

RE: Approved Bylaws – Graduate Program in Education (MA)

The Bylaws Committee has completed their review of the bylaws for the Graduate Program in Education. Graduate Council considered and approved these bylaws at their meeting on March 15, 2007.

Attached is a copy of the Committee’s March 12, 2007 memo to Council outlining their review of the bylaws and recommendation for approval; and a copy of the bylaws reflecting Council’s approval date.

An electronic copy of these documents will be emailed to you to be retained in your files and used for future revisions. A copy of the bylaws will be posted on the Graduate Council web-page by the end of Spring quarter. We encourage you post your bylaws on your web page and to add a link on your program’s web site to Council’s bylaws page at http://gradstudy.ucdavis.edu/gradcouncil/bylaws. This link will allow easier access to the bylaws for the faculty and students of your graduate program.

Sincerely,

Shrini Upadhyaya, Chair
Graduate Council

cc: Kathy Garcia
    Carla Lacey
    MaryAnn Mellor
March 12, 2007

PROFESSOR SHRINI UPADHYAYA, Chair
Graduate Council

RE: Bylaws - Graduate Program in Education

Dear Professor Upadhyaya:

The Bylaws Committee has completed their review of the bylaws for the Graduate Program in Education and is transmitting them to Graduate Council for final review and approval.

The program revised their bylaws to comply with the Program Review Process.

Sincerely,

[Signature]

Walter Leal, Chair
Bylaws Committee

/kg

Enclosure
Education Graduate Program Bylaws
Administrative Home: School of Education
Revisions: May 05, 2006
Graduate Council Approval: March 15, 2007

Article I. Objective

The Master of Arts Program in Education, a departmentally-based graduate program, offers instruction in theories, methods, and research that provide the basis for current understanding of learners, learning, instruction, and schooling in society. Through coursework and a thesis or field project, the goal of the program is to prepare individuals who can both advance knowledge in education through research and improve the practice of educating children, youth, and adults. M.A./Credential students are admitted as Credential students and advanced to M.A. status following completion of the Credential.

Article II. Membership

A. Criteria for Membership: Members of the Academic Senate or Academic Federation are eligible for membership in the Program Faculty (hereinafter referred to as the Faculty) if they have (1) expertise in a program-related area of educational research and/or practice, (2) an active interest in teaching and mentoring M.A. students in Education, and (3) an appropriate academic title. All active members are eligible to vote.

B. Application for Membership: Any interested individual may submit a written self-nomination for consideration by the Executive Committee. Any member of the Faculty may also nominate an individual for membership by submitting a written nomination to the Executive Committee. Applications and nominations should indicate the individual’s interest in becoming a member of the Faculty, summarize the individual’s qualifications relevant to the membership criteria, and include a current CV. Applications and nominations will be reviewed by the Executive Committee, based on the membership criteria. A simple majority vote of the Executive Committee will determine approval of membership. Individuals approved for membership will receive a membership invitation from the Program Chair, and will be considered members upon the Chair’s receipt of their written acceptance of the invitation.

Members are expected to contribute to the Program by teaching courses, advising and mentoring students, serving on administrative committees (Executive, Admissions, etc.), serving on students’ thesis or final examination committees or serving as a Graduate Adviser.

C. Emeritus Status: Emeritus faculty members will retain membership and voting rights, subject to the same review and renewal criteria applied to other members.
D. Review of Membership: Each faculty member’s contribution to the MA program will be reviewed once every three years for the purpose of identifying faculty members who are not providing a minimal level of participation in the program. This review will be conducted by the Executive Committee. The review will focus on three areas: 1) Mentorship of students in the Program and service on students’ thesis and examination committees, 2) participation in the Program’s workload in areas of classroom teaching and research, administrative committee work, and service such as Graduate Adviser, and 3) professional productivity in the field of Education as appropriate to the individual’s faculty title. Faculty whose record reflects poor performance in any of these areas will be subject to non-renewal or to a probationary period in which greater involvement must be demonstrated as a condition of continuing membership.

E. Membership Appeal Process: Membership applications or renewals that are denied may be appealed in writing to the Executive Committee. Applicants denied membership or renewal of membership may use the final appeal to the Dean of Graduate Studies.

Article III. Organization and Administration

The administration of the program and its activities will be vested in an Executive Committee consisting of five program members and chaired by the Program Chair.

Article IV. Graduate Program Chair

A. Appointment: The Associate Dean of the School of Education serves the function of Department Chair for academic matters. The Associate Dean or his/her designee (hereinafter referred to as the Program Chair) shall administer the Master of Arts Program in Education.

B. Duties of the Chair:

1. Provide overall academic leadership for the program.
2. Call and preside over meetings of the Executive Committee.
3. Call and preside over annual and special meetings of the Faculty.
4. Represent the interests of the program to the campus and University administrators.
5. Represent the program in coordinating administrative matters with the Office of Graduate Studies.
Article V. Committees

A. Executive Committee
The Executive Committee consists of five voting members: the Program Chair, the Director of Teacher Education, and 3 members elected by the Faculty. The Program Chair serves as Chair of the Executive Committee. The Executive Committee will meet quarterly, or on an as needed basis.

Candidates for Executive Committee membership may be self nominated, or nominated by the membership at large. Election of Executive Committee members will take place each Spring Quarter, with membership effective July 1, for a two-year term. Should a vacancy occur, the Program Chair will fill the vacancy by appointment for the remainder of the term.

Duties of the Executive Committee include:
1. General administration of the Program.
2. Decisions on faculty membership and renewal of membership.
3. Appointment of the Admissions Committee, the Curriculum and Policy Committee, and ad hoc committees as deemed necessary by the Executive Committee.
4. Evaluation of any issues brought to the attention of the Executive Committee by the Chair or the Program membership.

B. Program Tracks (and track-specific committees)
The program offers a general track that serves a broad range of student research interests and career plans, and it may also offer specialized tracks that focus on particular research interests and/or career plans. The M.A./Credential track is one example of a specialized track. Each track has a defined curriculum as approved by the Graduate Council. Program tracks are subject to the bylaws of the M.A. Program, but may also have their own operating procedures and committees, provided that these are not in conflict with the bylaws of the M.A. Program as a whole. Tracks are formal structures within the program, and the establishment or disestablishment of a new track is subject to approval by the Executive Committee and submission to Graduate Council for approval as a program modification.

C. Admissions Committee
The Admissions Committee will consist of three or more faculty members appointed by the Executive Committee to represent the breadth of program areas of interest and emphasis.

Duties of the Admissions Committee:
1. Coordinate faculty review of applications.
2. Identify appropriate faculty advisers for applicants recommended for admission.
3. Make admissions recommendations to Graduate Studies.
4. As appropriate, review, rank, and prepare recommendations for fellowships and other awards.
D. Curriculum and Policy Committee
The Curriculum and Policy Committee will consist of three faculty members appointed by the Executive Committee, and student representatives (one representing each program track) appointed by the Chair. The committee will meet quarterly, or on an as needed basis.

The Curriculum and Policy Committee is responsible for reviewing and recommending changes to program curriculum, requirements, or policies. Recommendations are submitted to the Executive Committee for approval or submission to the faculty for vote, as deemed appropriate by the Executive Committee.

Article VI. Student Representatives

Student Representatives (one representing each program track) will be elected by the Education Graduate Student Association (EdGSA) and appointed by the Program Chair to serve as voting members of the Curriculum and Policy Committee.

The Chair of any committee with student members must excuse the student representatives from meetings during discussion about other students, personnel actions or disciplinary issues relating to faculty, during rankings of existing students for funding, and for disciplinary issues related to students.

Article VII. Graduate Advisers

Graduate Advisers are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. Advisers will be appointed for two-year terms and may be reappointed.

Duties of Graduate Advisers include:
1. Assurance that each student in the program meets the curriculum requirements for the specific degree objective.
2. Coordination of annual progress review of students.
3. Review and action on student petitions to drop or add courses or to take courses on an S/U basis. Recommendations on petitions of graduate students to drop or add courses beyond the fifth week of classes;
4. Review and approval of student petitions for changes in enrollment status (part-time status, Planned Educational Leave (PELP), filing fee status);
5. Review and approval of student petitions for advancement to candidacy and recommendations for composition of thesis committees;
6. Determination of whether a programmatic requirement has been met by the completion of an equivalent course taken at another institution. Note: the adviser does not have the authority to waive a requirement.
Article VIII. Meetings

The Program Chair shall call an annual meeting in October for the purpose of conducting program business. The Chair may call other meetings in the interest of the program and shall be required to do so at the written request of five or more members. Members will receive notification of the annual meeting by e-mail at least fourteen (14) calendar days prior to the meeting, and notification by e-mail of other meetings at least ten (10) calendar days prior to the meeting. Members who are off-site may participate by conference call.

Article IX. Quorum

A quorum for the purpose of modifying bylaws or establishing program policy is a simple majority (greater than 50%) of the eligible members. Passage requires a simple majority (greater than 50%) supporting vote of the members voting. Voting may be conducted by e-mail ballot, paper ballot, or show of hands at a program meeting.

Article X. Order of Business

No set format.

Article XI. Amendments

All proposed amendments and revisions to the bylaws must be submitted in writing, together with a justification for the proposed change, to the Executive Committee. The Executive Committee will review the proposal, seek any clarifications it deems necessary from the authors of the proposal, make appropriate changes, and seek the consent of the authors on proposed changes. Once the proposal is agreed upon, the Executive Committee will circulate the proposal to the Faculty by e-mail with a request for comments. The Executive Committee may revise the proposal in response to comments received. The Executive Committee will then submit the final proposal to the Faculty by e-mail with a call for a vote. One week will be allowed for return of ballots, with passage of the proposal according to the program’s quorum. All amendments and revisions of the bylaws must be submitted to Graduate Council for review and approval.