

[SNIPPET OF]
Minutes SREC April 8, 2015

Present: Gail Brion, Roger Brown, Bob Grossman, Joan Mazur, Kaveh Tagavi, Connie Wood

The SREC discussed several matters referred it by the Senate Council. The recommendations and rationale are given below..

4. Proposals for New Graduate Certificates

Recommendations:

1. SR 3.2.2 requires that a Senate Council-approved form exist and be used for proposals to create or change Graduate Certificate programs. However, such a form does not currently exist. SREC recommends that a ‘Form For New GRADUATE CERTIFICATE’ proposals be developed, similar to that which has been developed for undergraduate certificates and posted October 2014.
2. SREC recommends that ‘Graduate Certificate Guidelines’ referenced in SR 4.2.9 be (a) changed to include the date on which the guidelines document was approved by the Graduate Council and (b) amended to require the process for appointing *Graduate Certificate Associates or Affiliates*; i.e., *Faculty of Record*, including selection criteria, voting status, term of service, and method for adding/removing members.

Rationale: 1. The new proposal form for undergraduate certificates is very clear regarding the requirements for such programs, but no corresponding proposal form currently exists for graduate certificates. 2. Graduate Certificate Guidelines posted by the Graduate School do not provide documentation of approval by the Graduate Faculty or a history of its modifications. The Guidelines say that ‘A graduate certificate requires a viable group of faculty who participate in delivering the courses comprising the curriculum or who are otherwise associated with the curriculum or its topical area. At all times, a minimum of three of these Associates shall be members of the Graduate Faculty.’ No process is required for establishing such a body or changing its composition.

Other Discussion: SREC raised questions about whether or not records concerning the *Faculty of Record* and *Graduate Certificate Associated or Affiliates* are being maintained appropriately and the current composition is readily available to the University community. This issue is becoming increasingly acute as the University Senate more frequently receives proposals for interdisciplinary certificates to be homed in an organizational location other than an academic department or graduate program.