

The Graduate Center of the City University of New York

M.A. Program in Liberal Studies Program Governance

Discussed at Open Meeting on March 14, 2016

Approved by MALS Executive Committee on April 1, 2016

Approved by Structure Committee November 5, 2016

Approved by Graduate Council December 14, 2016

1. The Organization of the M.A. In Liberal Studies program

- A. The Executive Officer (EO) of the M.A. Program in Liberal Studies (MALS) is responsible for the overall administration and oversight of the program in accordance with the policies established by the program faculty, the Graduate Council, and the Board of Trustees. The EO will be appointed by the President of the Graduate Center for a term of three years, which is renewable. The EO is assisted in running the program by a Deputy Executive Officer (DEO), who is recommended by the EO for approval by the Provost.
- B. All program committees will maintain a commitment to inclusion and diversity in their make-up, objectives, and mode of functioning.

2. The Role of the Executive Officer

- A. The Executive Officer is responsible for overseeing the administration of the program. The EO's specific duties include responsibility for arranging the course schedule, attending Graduate Center meetings with the administration, scheduling programming, and overseeing the Executive Committee and the standing committees.
- B. The EO is assisted by a Deputy Executive Officer, who helps with all aspects of program administration, including advising, monitoring the satisfactory progress of students, organizing the student orientation, and supporting the EO in the completion of the EO's duties.
- C. The EO serves as Chair of the Executive Committee and serves on the Election Committee.
- D. In the fall semester of the final year of the Executive Officer's current term, the Executive Committee of each program shall undertake a review of its program governance to ensure that it reflects current governance practice and remains in compliance with the most recent Graduate School governance, Board of Trustees policy, and New York State law, making any necessary amendments and revisions.

3. The Executive Committee

- A.** The Executive Committee is responsible for the operation and administration of the MALS program subject to the policies of the program and the bylaws of the Graduate Center.
- B.** The Executive Committee shall be composed of the Executive Officer, who shall serve as chair and shall have voting rights; the Deputy Executive Officer, who shall have voting rights; five faculty members, elected from the MALS faculty; and two elected student representatives from MALS. Faculty members on the Executive Committee are elected by the MALS Program Faculty and shall serve for three-year terms. The runner up in the faculty elections shall serve as the faculty alternate for the Executive Committee for three years.
- C.** The Executive Committee shall include at least one faculty member from each senior college substantially participating in the program (“substantially participating” is defined as having six members on the faculty of the program) (Section 9.4, CUNY Board of Trustees Bylaws). In programs in which the doctoral faculty includes two or more faculty members (other than the Executive Officer) who hold Graduate School appointments, at least one member of the Executive Committee shall be elected from this category. Members of the Executive Committee shall be elected for a term not to exceed three years, but may be reelected.
- D.** Students from the MALS Program shall elect two student members (and one alternate). The MALS Student Association (SA) shall run these elections. The student representatives shall be voting members of the Executive Committee. Student members shall participate in discussions but may not vote on decisions regarding individual student admission and awards, academic issues regarding individual students, or faculty appointments. The term of office for student representatives shall be one year and students can be re-elected. Student members must be matriculated in the MALS program, but they may either be full- or part-time students. The runner up in the election of student representatives shall serve as the student alternate for the Executive Committee for one year.
- E.** The Executive Committee shall meet at least once a semester and hold one open meeting per year with the students and faculty of the MALS program. Minutes of this open meeting will be distributed via the program listservs to MALS students and faculty.
- F.** Copies of the agenda and minutes of the Executive Committee meetings shall be distributed electronically to Executive Committee members one week prior to each

meeting.

4. Standing Committees

- A. Executive Committee** -- The Executive Committee oversees the work of the standing committees. MALS has the following standing committees: Committee on Admissions and Awards, Committee on Curriculum and Examinations, Elections Committee, and Faculty Membership Committee. The EO shall appoint MALS faculty members to serve on each of these committees. The number of faculty appointed to these committees will vary on the basis of the needs of the committee. At least one member of the Executive Committee will serve on each standing committee. The EO and DEO shall serve on each committee. The faculty members of the standing committees will have two-year terms; the student members will have one-year terms. Students may serve on the Executive Committee and advise on policy but may not vote on committee decisions concerning individual students or faculty members.
- B. Committee on Admissions and Awards** -- The Admissions and Awards Committee is responsible for developing student admission and awards procedures, as well as recommending the admission standards for the program and submitting its recommendations to the Executive Committee for its consideration. The Admissions Committee is responsible for reading applications to the program and determining the admissions outcomes. Students may serve on the Admissions and Awards Committee and advise on policy but may not vote on committee decisions concerning individual Admissions and Awards.
- C. Curriculum and Examinations Committee** -- The Curriculum and Examinations Committee is responsible for reviewing and proposing curricular recommendations to the Executive Committee. Students may serve on the Curriculum and Examinations Committee and advise on policy but may not vote on changes to curriculum and examinations or committee decisions concerning individual members of the program.
- D. Elections Committee** -- This committee shall have responsibility for nominations and election procedures. All elections will be run electronically. The MALS SA shall run elections for the student representatives on MALS Executive and standing committees. The Elections Committee shall be composed of the Executive Officer, Deputy Executive Officer, three faculty members, and two student members. This committee shall have responsibility for nominations and election procedures. Students may serve on the Elections Committee and advise on policy but may not vote on

changes to elections or committee decisions concerning individual members of the program.

- E. Faculty Membership Committee** -- The Executive Committee shall review and vote on the appointment of faculty members in its capacity as the Faculty Membership Committee. Only faculty may vote on these appointments.

5. Changes to Program Governance

- A. The MALS Program may propose changes to its structure within the requirements of the Governance document of The Graduate School provided that changes are submitted by a majority of the program's Executive Committee, and after timely notification to the program's faculty and students of the proposed changes, to the Committee on Structure for review and recommendation to Graduate Council for its consideration.
- B. If at least 30 percent of the MALS faculty or 30 percent of the matriculated students in the MALS program sign a proposal to change the program's structure, after timely notification to the program's faculty and students of the proposed changes, the proposal shall be considered by the Committee on Structure of the Graduate Council. If the Committee on Structure approves the proposal, it shall forward the proposal with its recommendation to Graduate Council for its approval.

6. Rules of Order

- A. The procedures within the MALS Program committees are governed by the most current edition of Robert's Rules of Order, Newly Revised.