

# UNIVERSITY of HOUSTON

## FACULTY SENATE Graduate & Professional Studies Committee

### 2017-2018 General Meeting Information

#### **Meetings: Regular and Special**

The Graduate and Professional Studies Committee (GPSC) meets monthly during the fall and spring semesters (September – December; February – May). Special meetings may be called at the chair's discretion.

The Committee as a whole normally meets on the 1<sup>st</sup> Tuesday of the month from 12:00 to 2:00 p.m. Meetings are held in 306 M.D. Anderson Library, located inside the Faculty Senate Office. Subcommittee meetings are scheduled by each subcommittee chair.

Meeting dates for 2017-18: Sept 5<sup>th</sup>, Oct 3<sup>rd</sup>, Nov 7<sup>th</sup>, Dec 5<sup>th</sup>, Feb 6<sup>th</sup>, Mar 6<sup>th</sup>, Apr 3<sup>rd</sup>, and May 1<sup>st</sup>.

#### **Meeting Packets**

Meeting packets are distributed electronically no later than the Friday prior to the regular meeting. Meeting packets will include the meeting agenda and the draft minutes of the previous meeting. Relevant committee legislation will be available for review in the GPSC SharePoint site.

#### **Committee Agenda**

The Graduate School consults with the Dean, GPSC Chair, and Subcommittee Chairs to develop each monthly agenda.

A standard agenda will consist of the following:

- I. Call to Order
- II. Approval of Minutes
- III. Announcements
- IV. Reports from GPSC members on University Committees
- V. Report from Graduate School
- VI. Report from University Registrar
- VII. Subcommittee Reports
  - Academic Program Evaluation Committee
  - Graduate Admissions Committee
  - Graduate Policies Committee
  - Graduate Student Affairs Committee
- VIII. Old Business
- IX. New Business
- X. Adjournment

Subcommittee chairs are responsible for notifying the Graduate School of reports they plan to make so that they can be placed on the agenda. **The deadline for agenda items is 5:00 pm on the Tuesday, one week prior to the GPSC monthly meeting.** Please submit all agenda items electronically to Robert Torres-Torres at [gpsc@uh.edu](mailto:gpsc@uh.edu).

## Minutes

The Graduate School assists the Chair in preparing minutes for each meeting. The Graduate School maintains a permanent archival copy of each approved set of minutes along with all official (numbered) documentation.

## Legislation ID Numbers

Each document submitted for the GPSC consideration receives a unique legislation ID number for tracking purposes (see example below). The number is used to track the legislation in minutes and other official Committee records. The Graduate School is responsible for assigning the document number tracking its progress. The identification number is usually found in the upper right-hand corner of the document.

<b>GPSC</b>	<b>9463</b>	<b>14S</b>
<i>Committee ID</i>	<i>Log#</i>	<i>Yr/Sem logged</i>
		<i>(F=fall; S=spring; Su=summer)</i>

## Numbered Legislation: GPSC Agenda

Legislation ID numbers are always listed in all official GPSC records. As items are assigned to a particular subcommittee for review, they will be listed in that subcommittee's section of the monthly meeting agenda as *New*, *Pending*, or *For Approval*.

All items for inclusion on the regular monthly agenda must be logged and assigned a legislation ID number by the Graduate School. To have items reviewed by the GPSC, faculty or staff representatives must submit them to GPSC ([gpsc@uh.edu](mailto:gpsc@uh.edu)) **by 5:00 pm on Tuesday, one week prior** to the monthly GPSC meeting.

*If the submission deadline is missed, it may still be possible, at the discretion of the GPSC Chair, for items to be distributed electronically before the monthly meeting (but will not be placed on the agenda for action until the following month).*

## SharePoint Site for Committee Members

All GPSC members have access to the GPSC SharePoint site where all meeting materials and GPSC legislation are posted:

<https://share.uh.edu/aa/gp/GPSC-1718/>