 NORTHEAST OHIO MEDICAL UNIVERSITY	Policy No: 3349-3-73
POLICY TITLE: Appendix G - COGS Standing Committees	EFFECTIVE DATE: June 13, 2019
RESPONSIBLE DEPARTMENT: College of Graduate Studies, Office of the Dean, College of Graduate Studies; Faculty, College of Graduate Studies	Revised: July 24, 2019

(A) Purpose


To establish the name, membership, manner of membership selection and appointment, and to delineate the authority of the Standing Committees of the College of Graduate Studies.

(B) Scope

This Appendix addresses the Standing Committees of the College of Graduate Studies.

(C) Definitions

- (1) “College”. A College is a collective body of faculty who prescribe and conduct courses of study leading to the award of a degree or certificate. Herein the College of Graduate Studies may be referred to as “COGS.”
- (2) “Dean”. The Dean is the Chief Academic and Presiding Officer of COGS. The Dean is responsible for the administration of the College and shall supervise its programs and its student body. The authority and responsibilities of the Dean is further defined in the University Faculty Bylaws, Section H.
- (3) “Graduate Faculty”. Graduate Faculty are all members of the faculty with appointments in COGS. Graduate Faculty ranks, criteria, and appointment processes are outlined in COGS Appendix A.
- (4) “Graduate Program Advisory Committee”. A committee that advises the Program Director about the operation and policies of each of the graduate programs including curriculum, admissions, and advising. Each graduate program has a Graduate Program Advisory Committee.
- (5) “President”. The President is the Chief Executive Officer of the University responsible for its overall administration and for enforcing the Bylaws, policies and procedures of the University.

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(6) “Standing Committees of the College” or “Standing Committees”. Standing Committees are permanent committees intended to fulfill certain obligations of the College and are appointed to deal with a specified subject which promotes the College’s purpose.

(D) Standing Committees

(1) Name and Function

The names and functions of the Standing Committees of the COGS may be altered by the Dean in consultation with the Graduate Faculty Council (GFC). The function of the GFC is outlined in section (F)(1) below.

(2) Subcommittees

The Standing Committees may develop such subcommittees or task forces as are necessary to conduct their business. Subcommittees and task forces may include individuals other than Standing Committee members.

(3) Expert Consultation

The Chair of a given Standing Committee may request the attendance and participation of expert consultants as needed to promote the purposes and goals of the committee.


(E) Conflict of Interest

Any member with a perceived or potential conflict of interest in the matter being considered must declare this to the Standing Committee. The Standing Committee will deliberate to determine what measures might mitigate or eliminate the conflict.

(F) Charge and Membership of the COGS Standing Committees

(1) Graduate Faculty Council (GFC)

(a) Purpose

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The GFC shall be the Standing Committee of the College of Graduate Studies. The GFC counsels and advises the Dean in matters of:


- (i) The administration of COGS;
- (ii) Academic policy and procedure;
- (iii) Approval of new graduate courses and programs;
- (iv) Evaluation of program quality; and,
- (v) Approval of new Graduate Faculty and the reappointment of Graduate Faculty.

(b) Officers

- (i) The Dean shall serve as Chair and preside at meetings of the GFC. The Office of the Dean shall send notices of and agendas for all meetings and shall record and maintain the minutes of all meetings of the GFC.
- (ii) The Vice Chair shall be elected by the GFC from its membership and shall preside over GFC meetings in the absence of the Chair. The Vice Chair shall serve a three-year term.
- (iii) The Vice Chair, in consultation with the Chair, shall solicit agenda items from the GFC and have authority over setting the agenda for GFC meetings.

(c) Membership

- (i) The Ex Officio membership of the GFC shall be composed of:
 - (a) The Program Directors of each of the NEOMED graduate programs offered through COGS.
 - (b) The NEOMED Associate Director of the Biomedical Sciences program shared with Kent State University.

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(ii) The departmental and student membership of the GFC shall be composed of:

(a) At least one (1) and no more than two (2) members from each NEOMED academic department. One (1) individual may serve both in representing a graduate program and as a departmental representative.

(b) Two (2) students enrolled in any of the graduate programs offered through COGS, including up to one (1) student from the Biomedical Sciences program shared with Kent State University.

(iii) Voting Privileges

All members of the GFC are voting members and shall have one vote each with the exception of the Chair, who shall only vote in case of a tie.


(a) The usual methods of voting on motions are by voice or show of hands. A written ballot may be used when requested by a GFC member.

(b) A voting member may not designate any other person to vote on his/her behalf.

(d) Terms of the Departmental and Student Members

(i) Faculty members of the GFC shall serve staggered three-year terms. Members may serve a maximum of two (2) consecutive terms. No more than two (2) members of the faculty of any department may serve on the GFC during any given year unless they are representing a graduate program.

(ii) Student representatives on the GFC serve one (1) year terms and may be reelected for one (1) additional term.


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(e) Nominations – Faculty Members

The Office of the Dean shall notify the Chair of the department(s) in which faculty members’ terms on the GFC are expiring. The Chair will submit two (2) faculty nominations for each pending vacancy by February 1.

- (i) The nominations shall be transmitted to the Dean by April 1 and the Dean shall circulate the slate to the GFC.
- (ii) On or about April 15, the Dean shall send an electronic ballot to each member of the Graduate Faculty. The ballot shall list all nominees for the GFC, classified by Department. Faculty members shall vote only for the representative of their own Department and shall vote for one nominee only. Voting should be completed by May 1.
- (iii) The GFC shall then tally the vote. In the event that no candidate for a given position receives a majority of the votes cast, there shall be a re-ballot between the two candidates with the largest pluralities. Results of the election shall be announced to the Graduate Faculty, and the newly elected members shall take up their duties on July 1.
- (iv) If a vacancy should occur on the GFC with one year or more left in the term, a special election shall be held. The newly elected member shall serve for that portion of the term for which the originally elected member shall be absent. For the special election, department chair of the vacating member will be asked to submit two names from their department. If a vacancy occurs with less than one full year remaining in the term, the Dean may recommend a person from the appropriate department or group to fill the vacancy for the remainder of the term.

(f) Nominations – Student Members

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Student members may be nominated by any Graduate Faculty member and shall be appointed by the Dean.

(g) Procedures of the Graduate Faculty Council (GFC)

- (i) The GFC shall use *Robert's Rules of Order Newly Revised* to facilitate its meetings, unless it conflicts with these bylaws.
- (ii) Meetings shall be held at least bi-monthly for a minimum of six times per calendar year or upon ten calendar days' notice by the Office of the Dean.
- (iii) A meeting shall also be held upon the written request of three (3) members of the GFC addressed to the Chair.
- (iv) GFC meetings are open to any faculty member, student, or staff member.
- (v) The Dean shall have discretion for acting on resolutions and recommendations put forth by the GFC.


(h) Liaison between Graduate Faculty Council (GFC) and University Leadership

The Dean will facilitate communication across all Colleges and with the Vice President for Academic Affairs.

(2) Committee on Academic and Professional Progress (CAPP)

(a) Purpose

The purposes of the Committee on Academic and Professional Progress (CAPP) is to assess student academic performance and professional readiness for continued studies, determine appropriateness of curricular leave, and to enforce specific guidelines for academic advancement while reviewing each student's individual situation and aggregate performance.

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The CAPP process includes timely notice to the student of the CAPP referral, disclosure of evidence on which the referral is based, opportunity for the student to respond, and an opportunity for due process. All CAPP meetings are private, and all material presented and discussed in CAPP meetings is confidential.

(b) Membership

(i) COGS CAPP membership includes:

- (a) Two COGS program directors (one of whom will be designated chair), voting;
- (b) Two additional members of the GFC, voting;
- (c) One NEOMED-enrolled COGS student, voting;
- (d) One program coordinator to represent the program in which the invited student is enrolled, non-voting;
- (e) University Registrar (ex officio), non-voting;
- (f) Student Advocate, non-voting.

(ii) All voting CAPP members are recommended by the GFC and appointed by the Dean.


(iii) Voting members serve staggered three-year terms.

(iv) The Dean appoints the Chair of the Committee based on the recommendation of the GFC.

(v) The Office of the Vice President for Academic Affairs will provide administrative support for this Committee.

(c) Procedures

(i) Quorum will be based on the majority of the voting membership of the committee. The committee may meet by any electronic means necessary to establish a quorum and/or facilitate the meeting.

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- (ii) Students are required to appear in person or via electronic means at a meeting of COGS CAPP and may be accompanied by an advisor of their choosing from the NEOMED faculty, staff or student body. Because this is an academic hearing, not a legal hearing, the student may not bring an attorney, nor is the student permitted to bring a relative. Other persons may be invited by the Chair to provide information that may augment or clarify information presented. Individuals found to have a conflict of interest may be recused from the meeting and/or the committee vote.
- (iii) The Committee makes a recommendation to the Dean. The Dean has the discretion to affirm, reverse or modify the Committee recommendation. The Dean’s decision is final.
- (iv) Students will receive an electronic written statement of the Dean’s decision within five (5) working days of the decision.
- (v) If a student is dismissed by COGS CAPP, he/she may submit a petition to appeal the dismissal within four (4) working days of the date of decision notification.

(3) CAPP Executive Review Committee


(a) Purpose

The purpose of the Executive Review CAPP is to review appeal petitions from students dismissed by COGS CAPP, and to uphold the decision made by COGS CAPP or remand the case back to COGS CAPP based on one or both of the following circumstances: (1) compelling new information that was not available to COGS CAPP at the time of their deliberation; or (2) evidence of a defect or irregularity in the COGS 2 CAPP proceeding. The student petition for review must include significant and new information that was not available for presentation to COGS CAPP, or evidence of a defect or irregularity in the Committee proceeding.

(b) Membership

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- (i) Membership includes:
 - (a) Vice Dean or designee, College of Graduate Studies; serves as Chair for COGS CAPP Executive Review cases; ex officio member; votes in the case of a tie for COGS cases; voting member for other College CAPP cases;
 - (b) Vice Dean or designee, College of Pharmacy; serves as Chair for COP CAPP Executive Review cases; ex officio member; votes in the case of a tie for COP cases; voting member for other College CAPP cases;
 - (c) Six (6) faculty who are standing members of the Committee; three (3) from the College of Graduate Studies and three (3) from the College of Pharmacy; voting; staggered three-year terms;
 - (d) Four faculty delegates, two (2) from each college, who are invited by the respective Chair to participate when appropriate (e.g., when voting members are unavailable or College representation is needed; and,
 - (e) University Registrar; ex officio, non-voting;
 - (f) Student Advocate; non-voting;
- (ii) Decisions made by CAPP Executive Review are final.
- (iii) Students will receive an electronic written statement of the CAPP Executive Review decision within seven (7) working days of the decision.
- (iv) The Office of the VPAA will provide administrative support for this Committee.

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(4) Graduate Program Advisory Committees

(a) Purpose

The purpose of the Graduate Program Advisory Committees is to oversee the individual COGS graduate programs. The responsibilities of these committees include, but are not limited to the following: admissions, faculty assignments, curriculum, teaching assistant assignments, stipend funding decisions, program budget review, student progress, program assessment and evaluations, and other student-related issues.

(b) Membership

Membership will consist of a minimum of four (4) and a maximum of ten (10) voting members, including:

- (i) The relevant program director who will act as Chair of the committee;
- (ii) One (1) NEOMED faculty content expert;
- (iii) One (1) non-NEOMED content expert; and,
- (iv) One (1) graduate student representative.

(c) Terms

Membership terms are determined by each Graduate Program Advisory Committee.

(d) Nominations

Membership nominations are determined by each Graduate Program Advisory Committee.