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2. Doctoral Studies Council

a. Purpose

Oversee the quality and effectiveness of doctoral programs through ongoing review and development of academic policies and programs associated with doctoral studies at APU.

b. Membership and Representation

1) Voting Members

- a) Faculty Moderator or Moderator designee or Faculty Senate representative.
- b) Two doctoral faculty members shall be elected from each doctoral program. Each will serve a three-year term.
- c) A library representative who is the liaison to one or more doctoral programs.
- d) One doctoral faculty member from each doctoral program that has been approved by Faculty Senate, but not yet implemented. The member shall serve for one-year.

2) Ex-Officio Members (non-voting)

- a) Provost or Provost designee
- b) Director of Graduate Admissions
- c) Graduate Registrar
- d) Director of Graduate Academic Support
- e) Director of Research
- f) Director of Faith Integration (optional)
- g) Representative from Diversity Council (optional)

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3) Non-Voting Guests

- a) As appropriate, the Council shall invite representation from administrative and/or support service areas to attend Council meetings.

c. Duties

- 1) Promote a university-wide culture of scholarship.
- 2) Ensure an appropriate level of student and faculty scholarship in all doctoral programs.
- 3) Review and approve program-specific policies and procedures for doctoral programs.
- 4) Review and evaluate new and proposed doctoral courses, curricula, and programs, assuring quality control and enhancing interdisciplinary collaboration.
- 5) Review and evaluate current doctoral academic programs to ensure quality control and effective curricula planning and enhancing interdisciplinary collaboration.
- 6) Ensure equitable teaching and research workloads across doctoral faculty.
- 7) Advise the Faculty Senate and the Provost as to appropriate systems and resources for infrastructure to support doctoral programs.
- 8) Advise the Faculty Senate and the Provost as to appropriate systems and resources for libraries and technology to support doctoral programs and research.
- 9) Advise the Faculty Senate on other matters of educational concern regarding doctoral and foundational master's programs and research.
- 10) Empower standing committees to study issues for the Council, complete tasks assigned by the Council and report recommendations back to the Council for approval. Committee meetings are to alternate with the parent council for timely reporting purposes.
- 11) Curricular issues that impact master's level programs and/or courses shall be submitted to Master's Studies Council, with review and approval for changes sought per Master's Council duties.

d. Reporting Relationships

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- 1) Doctoral Studies Council functions as an extension of the Faculty Senate. All actions taken by Councils must be approved by the Faculty Senate.
- 2) Accurate and complete minutes conforming to the Senate template are to be given to the Moderator of Senate within two weeks of each meeting.
- 3) As needed, the Doctoral Studies Council Chair or designee will attend Senate meetings to provide further insight and information into a Council issue that is being brought before the Senate.
- 4) The Doctoral Studies Council is responsible for maintaining a complete record of all minutes the Council and its Committees for archival purposes.

e. Committees

1) The four committees of the council are:

- a) Curriculum
- b) Program Review
- c) Standards and Policies (including Exceptions)
- d) Resources and Scholarship

- 2) Each committee will be composed of a chair, who is a voting member of the Doctoral Studies Council, and a representative from all other doctoral programs currently approved by the university.
- 3) For doctoral programs in process but not yet approved, a representative will serve on the Doctoral Studies Council, but not on committees.

f. Reporting Relationships of Committees

- 1) Committees shall take complete notes of their meetings and submit them to their Council within two weeks of the meeting.
- 2) Committee minutes come as a motion to the Council. They must be seconded and approved by the Council to whom the committee reports.
- 3) Committee minutes are forwarded to the Faculty Senate along with the Council minutes that reflect their approval.

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<p>g. Curriculum Review Committee</p> <p>1) Membership and Representation</p> <p>a) The committee shall be composed of one voting member who is currently serving on the Doctoral Studies Council and two other graduate faculty selected from the Doctoral Faculty Units who are not members of the Doctoral Studies Council.</p> <p>b) Ex-officio members may be appointed by Doctoral Studies Council or the committee as needed.</p> <p>c) The chair shall be the representative from the Doctoral Studies Council.</p> <p>2) Duties</p> <p>a) Review and evaluate doctoral academic programs and course proposals to ensure quality control and effective curricular planning for new courses and programs, including correct paperwork and consistency.</p> <p>b) Report recommendations on doctoral curriculum and program proposals to the Doctoral Studies Council.</p> <p>c) Provide updated information and processes to APU faculty and administration of doctoral curriculum and/or program changes.</p> <p>d) Serve as contacts to those individuals or programs needing guidance in the process of planning doctoral curriculum and/or program changes.</p> <p>e) Preferably meet on a twice-monthly basis unless otherwise determined by the chair of the committee based on demand/workload.</p> <p>h. Standards and Policy Committee</p> <p>1) Membership and Representation</p> <p>a) The committee shall be composed of one voting member who is currently serving on the Doctoral Studies Council and two other graduate faculty selected from the Faculty Units who are not members of the Doctoral Studies Council.</p> <p>b) Ex-officio members may be appointed by Doctoral Studies Council or the committee as</p>		

needed.

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<p>c) The chair shall be the representative from the Doctoral Studies Council.</p> <p>2) Duties</p> <p>a) Recommend to the Doctoral Studies Council graduate academic standards and policies, both university-wide and departmental. This includes processes and procedures to initiate and enforce doctoral academic policies, as well as graduate admissions and degree fulfillment standards.</p> <p>Assess, analyze and advise current and future standards and policies that enable Azusa Pacific University to manage growth in the doctoral academic domain.</p> <p>b) Coordinate with appropriate APU administrative and academic organizations about doctoral standards and policies affecting the university (i.e., Provost, Deans, Undergraduate Studies Council).</p> <p>c) Verify inclusion of standards and policies in the graduate catalog, <u>Faculty Handbook</u>, or other appropriate documents.</p> <p>d) Determine the individual(s) or organization(s) responsible for implementing doctoral policies and standards.</p> <p>e) Establish appropriate timelines for development of doctoral standards and policies.</p> <p>i. Program Review Committee</p> <p>1) Purpose</p> <p>The role of this committee is to assess and document the effectiveness of the doctoral curriculum on a regular basis, using the Program Review Handbook, to assure that the program goals are being met.</p> <p>2) Membership and Representation (Section Added: March 2012)</p> <p>a) Members will be selected by the Council in accordance with the criteria established in the current edition of the Program Review Handbook.</p> <p>b) Ex-Officio members may be appointed by the Council or committee, and ratified by the Senate, as needed.</p>		

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<p>c) The chair shall be a representative from the Doctoral Studies Council.</p> <p>3) Duties</p> <p>Program reviews are governed by the program review committee according to the following standards and in conjunction with the Program Review Handbook requirements.</p> <p>a) According to the program review schedule maintained by the Office of Institutional Research and Assessment, the committee shall select annually one chairperson per program to serve a one-year term. The chairperson is responsible for maintaining communication with the program under review and facilitating timely completion of the program review report.</p> <p>b) The committee reviews the program's report and completes the Program Review Committee Report and Rubric for Assessing a Program Review Report as part of its assessment. Following its review, the committee records its recommendations and forwards them to the Council.</p> <p>c) Recommendations are also made after each program's follow-up review report is submitted.</p> <p>d) Once the Council approves a program's report, the result is communicated by the committee chair to the Office of Institutional Research and Assessment, which initiates the next steps of the process (see Program Review Handbook).</p> <p>j. Scholarship and Resources Committee (Entire Section Added: March 2012)</p> <p>1) Purpose</p> <p>a) The Doctoral Studies Council Scholarship and Resources committee exists to advance the work of the doctoral level scholarship through education, collaboration, and advocacy.</p> <p>2) Membership and Representation</p> <p>a) Voting members of the committee shall be one representative from each doctoral program in the university.</p>		

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<p>b) Ex-officio members may be appointed by Doctoral Studies Council or the Committee as needed.</p> <p>c) The chair shall be the representative from the Doctoral Studies Council</p> <p>3) Duties:</p> <p>a) Advocate for resources that will enable doctoral faculty to conduct high quality research including communicating the availability of resources, release time, financial support, and research infrastructure.</p> <p>b) Raise consciousness of the potential of research at the doctoral level, including feasibility and benefit to society.</p> <p>c) Encourage faculty development in the area of research through information exchange, education, and mentorship.</p> <p>d) The chair is responsible for ensuring that the goals identified by the Scholarship and Resources Committee are carried out.</p>		