

ORGANIZATION AND PROCEDURES FOR THE JOINT GRADUATE BOARD

PREAMBLE

The Joint Graduate Board was established in 1963 by action of the University of California Board of Regents and The California State University's Board of Trustees to create procedures for review and evaluation of joint graduate degrees and to carry out those procedures. Principal duties have been to review, aid in development, and approve joint graduate programs; make recommendations to UC and CSU on establishment or discontinuation of joint graduate programs; and gather information necessary from the senior public segments as needed to carry out its functions. The statement of Organization and Procedures has remained unaltered since 1963.

In 1987, the Board underwent a major reorganization, designed to make it more active in fostering the development of joint graduate programs, particularly joint doctoral programs between the senior public segments that respond to well-defined California needs. In addition to continuing responsibilities to maintain information and review and make recommendations on new and established joint graduate programs, the Board will facilitate development of new programs.

The primary reason for developing joint graduate programs, especially joint doctoral programs, is to address specific needs for expanded graduate education. A joint graduate program may improve student access in an area in which access is limited or may provide an opportunity in a field or a specialty that is not currently available to students who want and need it. Involvement of CSU in developing joint doctoral programs makes better use of the pipeline to doctoral work represented by the CSU masters degree programs. That pipeline can be of particular service in encouraging women and minorities to continue to the doctorate in fields in which they are currently underrepresented.

The Master Plan for Higher Education has created distinct and complementary missions for the University of California and The California State University. Complementary missions have created complementary strengths that can be brought to bear through the creation of joint graduate programs, particularly joint doctoral programs.

Both students and institutions can realize unique benefits through joint graduate programs. For students, they have the advantage of working with two faculties rather than one. Because programs are built on complementary specialties of the cooperating faculty, students receive exposure to a wider range of faculty expertise. This benefit is realized by the cooperating faculty as well. Involving CSU faculty in joint doctoral programs expands their opportunities to contribute to graduate education and research. The working relationships between faculties that result from development of joint programs can enhance proposals for extramural support of research.

However, there are special challenges in creating and administering successful joint graduate programs. Both partners in each cooperative program need to take full responsibility for the welfare of students who enroll and for the success of the program in achieving its educational goals. The following statement of organization and procedures is designed to assure sound planning and achievement of an array of responsive and strong joint graduate programs.

The University of California and The California State University each have well-established guidelines and procedures for the development and administration of graduate programs. The following document outlining organization and procedures for joint graduate programs attempts to respect these existing policies while encouraging the development of appropriate joint programs.

Organization and Procedures for the Joint Graduate Board
(University of California and The California State University)

I. There shall be a Joint Graduate Board, the organization of which shall be as follows:

A. Membership

1. Eight members shall be appointed by the President of the University of California, and eight members shall be appointed by the Chancellor of The California State University.

B. Chair

1. The President of the University of California and the Chancellor of the California State University will each appoint a co-chair from the membership of the Board.
2. The chair will alternate between the University of California and The California State University, a University of California member serving as chair when a meeting is arranged by the University of California, a California State University member as chair when a meeting is arranged by The California State University.

C. Meetings

1. Meetings will normally alternate between a campus of the University of California and a California State University campus.
2. Time and date for subsequent scheduled meetings will be established at each previous meeting. Special meetings may be called as necessary by joint action of the co-chairs.
3. A quorum is defined as five members from each segment in attendance at a meeting.

D. Agenda and Minutes

1. The agenda for each meeting will be developed by the co-chairs and will be distributed so as to arrive at least one week in advance of the meeting.
2. The minutes will be a record of motions, proposals, basic issues, problems, and pertinent discussion, not a verbatim report. Actions and agreements shall be clearly identified.

II. Duties and Responsibilities of the Joint Graduate Board shall be:

- A. To recommend policies, agreements and procedures to the President of the University of California and the Chancellor of The California State University.
- B. To review and evaluate policies, agreements, and procedures of the Joint Graduate Board and programs in operation. The Joint Graduate Board shall insure that each existing joint graduate program be reviewed according to procedures specified by the Board.
- C. To review, aid in the development of, and approve arrangements and agreements on programs referred to it for study.
- D. In particular instances, the Joint Graduate Board may determine, after study, that there is a need for graduate programs in specific subject areas. In making such a determination, the Joint Graduate Board may, when appropriate, invite representatives of other segments of education such as the Association of Independent California Colleges and Universities, California Community Colleges, State Department of Education, or representatives of individual colleges or universities and/or professional organizations, to join in their deliberations. When such a study results in a recommendation for a new program, the finding should be referred to the President of the University of California and the Chancellor of The California State University for such action as they deem appropriate.
- E. To recommend to appropriate authorities those joint graduate programs which should be encouraged, approved, established, or discontinued.
- F. To request such information from the University of California and The California State University as the Joint Graduate Board considers necessary to the performance of its functions.

III. Procedure for Developing and Handling Proposals for Joint Graduate Degree Programs. The sequence of steps shall be as follows:

- A. Expression of interest in and rationale for a joint graduate program by a given unit on each campus (department, division, group of faculty) to the appropriate local authorities.
- B. Evaluation of the qualifications of the interested unit, as well as the desirability and appropriateness of the proposed program, by authorities within the system of which it is a part.
- C. Request to the President of the University of California and to the Chancellor of The California State University, through appropriate channels, for permission to negotiate an agreement for a joint graduate program. It is intended that the procedures identified in steps A., B. and C. of this section be undertaken at an early stage.
- D. A formal proposal, prepared by a joint committee of the cooperating units according to the guidelines for graduate proposals promulgated in the University of California by the Coordinating Committee for Graduate Affairs (CCGA), shall be reviewed following the normal review procedures of each of the two segments and shall be forwarded, through channels, to the Chancellor of The California State University and to the President of the University of California, who, if they both deem it worthy of further consideration, shall refer it to the Joint Graduate Board for action. Such a proposal should include a clear justification for the joint graduate program proposed with special attention to the complementary aspects of the cooperating units.
- E. Joint Graduate Board approval of a degree proposal requires a minimum of six affirmative votes of the members of each segment. If necessary, a mail or telephone ballot is an acceptable means of completing balloting on a degree proposal.
- F. After review by the Joint Graduate Board, the proposal shall be returned with its recommendation to the President of the University of California and the Chancellor of The California State University for appropriate action.

IV. Admission and Guidance of Students

- A. The qualifications of applicants for admission will be reviewed and approved by appropriate graduate authorities from the cooperating institutions. Admission and guidance of students under the joint graduate program are the joint responsibility of the cooperating units and shall be consonant with procedures already practiced by the University of California and California State University units administering a graduate degree in the field concerned. Specific entrance regulations may be established for each separate joint graduate program.
- B. Entry into the joint program occurs when the student is accepted by the appropriate graduate authorities of each cooperating unit as qualified to pursue a program of study.
- C. The definition of residence shall be in accord with the rules and regulations governing the University of California campus and the California State University campus, respectively. In the case of the joint doctoral program, after entering the program, each student shall complete the equivalent of one year of residence at each of the cooperating institutions. These two years of residence cannot be acquired simultaneously within one academic year.
- D. Students who fail to make satisfactory progress at either of the cooperating institutions may be disqualified or dismissed by the action of the appropriate authority.
- E. The degree shall be awarded jointly by the Regents and the Trustees, in the names of both the cooperating institutions.

V. Governing Principles of Joint Graduate Programs

- A. Each degree program shall be planned, developed, and administered jointly by faculty members from both cooperating institutions.
- B. General administration and supervision of an established program shall be under the direction of the appropriate graduate authorities of the cooperating institutions.

- C. The procedures and policies of the joint ~~academic~~ graduate programs shall be compatible with those of the cooperating institutions.
- D. Nothing in any agreement shall be construed as altering the delegation of responsibilities by governing boards to faculty within either segment.

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