

**Graduate Studies Council (GSC)**  
**Purpose, Representation, and Procedures**

I. Name

The Graduate Studies Council (GSC) of California State University San Marcos (CSUSM).

II. Purpose

- A. Serve as an advisory and consultative group to the Dean of Graduate Studies.
- B. Discuss issues of interest and concern to graduate programs across the University and, where appropriate, propose policies to the Dean of Graduate Studies.
- C. Assist the Academic Senate with the review of graduate curricular proposals.

III. Representation

- A. GSC is comprised of representatives from each graduate program.
- B. Participants may also include:
  - i. Director of Admissions (or designee).
  - ii. Director of Registration and Records (or designee).
  - iii. Representative(s) from the Office of Extended Learning.
  - iv. Representatives from prospective graduate programs.
  - v. The Office of Graduate Studies and Research administrative support person
  - vi. Representative from the Graduate Students Association
  - vii. Individuals invited by GSC to discuss special topics.

IV. Co-Chairs

- A. The Co-Chairs of GSC are a faculty member of GSC and the Dean of Graduate Studies.
- B. The faculty co-chair is elected by GSC members to serve a one-year term and can be re-elected.
- C. The co-chairs meet to set the GSC agenda and review the minutes of the previous meeting.

V. Meetings

- A. Meetings are held monthly or as convened by the Dean of Graduate Studies.
- B. The faculty co-chair leads the meetings.
- C. Meetings are open unless an executive session is called by a simple majority vote of the graduate programs represented at the meeting, in which case only the graduate program representatives will remain in the room to conduct business.

VI. Quorum

A majority of the graduate programs must be represented at a meeting in order to conduct business.

VII. Voting

- A. GSC generally operates by consensus.
- B. If a formal vote is requested by a graduate program representative, each graduate program represented at the meeting will have one vote. A simple majority vote prevails.