



#### IV - Graduate Program Chair

The Design Program Chair administers the MFA in Design and is responsible for its operation. However, the Chair may delegate the detailed management of the program to the Graduate Advisor. The Executive Committee will nominate the Graduate Advisor with advice from the faculty, and these names will be submitted to the Associate Graduate Dean of Graduate Studies for review and final selections. The Graduate Advisor's term of service will be two years. Graduate Advisors may be reappointed if they agree to serve additional terms. An "Acting Graduate Advisor" may be appointed by the Associate Dean of Graduate Studies for relief of the Graduate Advisor during sabbatical leaves.

#### V - Committees

The MFA in Design will have the following standing committees. Other committees will be established as needed for specific needs.

a. Executive Committee

The Executive Committee will be composed of one faculty member from each emphasis area in the Design Program. Their term of service will be two years and their responsibility will be to coordinate administration of the MFA program with the Graduate Advisor and the Chair. They will nominate candidates for Graduate Advisor to the Associate Dean of Graduate Studies.

b. Membership Committee

The Membership Committee will define the terms for membership in the MFA in Design Faculty per the criteria in Article II. They will review applications for membership, conduct reviews of members, maintain a current list of members, and advise the Graduate Advisor on membership issues.

c. Admission Committee

The Faculty of the MFA in Design will all serve on the Admission Committee and will vote on acceptance of graduate students into the Design MFA Program. Each emphasis area will recommend students from applications to their area for discussion among the faculty as a whole. The number to be accepted into each emphasis area will be agreed upon by the faculty as a whole, and attention will be given to creating a cohesive group with potential linked or shared research goals.

d. Advising and Thesis Committees

Incoming graduate students will be introduced to the entire faculty and research interests will be shared and discussed. Each student will be appointed a faculty advisor to assist with his/her initial program development and written study plan. At the end of the second quarter each student will select an Advisory Committee composed of three faculty members. Each committee must have two Design faculty, but the third committee member may come from another campus unit. The student selects a committee chair from the Design Faculty who will sign off on paperwork at the culmination of studies. The committee will work with the student to review, modify, and finalize the program of study. The initial study plan and any committee approved revisions will be kept on file in the advising office.

Any student may request a review at any time with the committee and invited others.

There are two formal, required reviews:

For first year students a final review is held late in spring quarter of the first year. After this review, the student will be informed if he or she will be permitted to continue to the second year.

For second year students the review is held early-to-mid winter quarter. The result of this review is permission to advance to candidacy and to begin work on the 299D (exhibition or thesis project) course in spring quarter.

#### VI - Student Representatives

One graduate student representative may attend Executive Committee Meetings except at times when collective bargaining, individual student performance, or other sensitive issues may be under discussion.

#### VII - Graduate Advisors

The Chair of Graduate Council approves graduate advisor appointments. The Design Graduate Program's Executive Committee will provide nominations to the Associate Dean of Graduate

Programs. The Associate Dean will review and recommend nominees to the Chair of the Graduate Council for appointment.

Duties of the Graduate Advisor include the following:

- a. Representation on the Graduate Council
- b. Administer the MFA program
- c. Supervise the curriculum and submit course changes and approvals
- d. Prepare catalog and flyer copy
- e. Coordinate course schedules
- f. Advise prospective candidates for the program
- g. Sign applications for candidacy for the MFA
- h. Supervise the record keeping for the MFA in Design program
- i. Act on graduate student petitions
- j. File graduate student progress reports and other information with Grad Studies
- k. Develop support plans and teaching and research assistance plans for students

#### VIII - Meetings

The Graduate Faculty will meet once quarterly. The Graduate Advisor may call additional meetings as needed.