

## **Ed.D. Program Governance Structure and Processes**

*It is required that each program develop a governance structure and processes and by-laws that comply with the provisions of Senate Bill 724 and allow for substantial and meaningful participation by preK-12 partners and community college partners. The following is one example of a governance structure that conforms with the legislation and its intent.*

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### *Example from California State University, Fresno*

#### **CSU Fresno Ed.D. Partnership and Governance Structure March 2006**

#### **Introduction**

The governance structure of the CSU Fresno Independent Doctorate in Educational Leadership includes a Policy Board, the Graduate Group and a Regional Partnership Advisory Board. The following are the membership guidelines and functions of each group.

#### **1. Graduate Group**

The Graduate Group provides oversight to all aspects of program operations, including: standards of admission; required core courses and electives within the program; the student academic experience, including the cohort structure; and requirements for examinations and the culminating dissertation and consists of the following:

- Tenured/tenure-track faculty who have been elected to serve on the Graduate Group and meet the criteria established for Graduate faculty serving on Graduate Groups. The Graduate Group functions according to the bylaws and policies established by the Graduate Committee of the Academic Senate. These faculty serve on subcommittees, advise and mentor students, chair student committees (dissertation), serve on student committees, and teach courses. Graduate Group members vote on curriculum and policy matters according to the guidelines established in the bylaws.
- Adjunct faculty (instructors) teaching in the program, who are automatically granted status as ad hoc members, and do not need to be voted in as members of the Graduate Group. These faculty may serve on student dissertation committees and teach courses. They are a member of the Graduate Group as a result of their teaching courses in the program. These members may participate in curriculum and policy discussions, but may not vote on these matters.
- Members of the Regional Partnership Advisory Board (pre-K-12 members and community college/higher education partners). These members, along with the Program Director, represent the interests of the Regional Partnership Advisory Board in curriculum and policy issues, but may not vote on these matters. These four members are appointed to serve on the Graduate Group by the Regional Partnership Advisory Board.

### ***Subcommittees of the Graduate Group***

Graduate Group members (other than the Program Director who serves on all committees and convenes all committees) may serve on no more than 2 subcommittees at any time.

#### Executive Committee

The primary role of the Executive Committee is to appoint Graduate Group members (including regular members, ad hoc members and Regional Partnership Advisory Board members) and to constitute and appoint members to subcommittees and other ad hoc committees as needed. The Executive Committee consists of 3 members (all of who are tenured/tenure-track faculty members of the Graduate Group), the Program Director (convener) and 2 elected members from the Graduate Group. The Graduate Group elects (and votes) on the two members to serve on the Executive Committee. Members of the Executive Committee serve 2-year terms.

#### Membership Committee

The Membership Committee consists of 3 members of the Graduate Group (tenured/tenure-track faculty) who have been appointed to serve on this committee by the Executive Committee. Appointment to this committee is for a 2-year term. The Membership Committee solicits nominations for membership of the tenured and tenure track faculty in the Graduate Group, and makes recommendations for each nominee to the Graduate Group. After discussion of each candidate at a Graduate Group meeting, the voting members of the Graduate Group vote on each candidate forwarded by the Membership Committee. Membership in the Graduate Group continues until the individual resigns, FERPs, retires, or does not maintain active status in the Graduate Group as outlined in the Graduate Group Bylaws. The bylaws stipulate the process for removal of Graduate Group members who do not actively participate in the governance, teaching, or advising and mentoring of students.

#### Academic Policy and Planning (AP & P) Committee

The Academic Policy and Planning (AP & P) Committee consists of 7 members (including the Program Director who convenes the meetings). Membership in the AP& P Committee includes the Program Director, 2 tenured/tenure-track faculty, 1 Adjunct faculty member and 3 Regional Partnership Advisory Board members (at least 1 Pre-K-12 member and 1 Higher Education member). The Graduate Group members are appointed by the Executive Committee to serve staggering 3-year terms and the Regional Partnership Advisory Board appoints its representatives. The AP& P Committee addresses curriculum and policy issues and makes recommendations regarding new policies and curriculum, as well as changes to current policies and curriculum and changes in the bylaws, to the full Graduate Group. All matters of curriculum and policy are channeled through the AP& P committee before being brought to the full Graduate Group.

### Research Committee

The Research Committee consists of 5 members, two of whom are appointed by the Executive Committee (Graduate Group and Adjunct Faculty), and two of whom are appointed by the Regional Partnership Advisory Board (Regional Advisory Board members) to serve a two-year term. The 5 members include the Program Director, 1 Graduate Group member, 1 Adjunct faculty member, and 2 Regional Partnership Advisory Board Members (1pre-K-12 member and 1 community college/higher education member). This committee is responsible for recommendations on research issues, including processes associated with Ed.D. student-preparation of materials concerning human subjects protection for review by the Institutional Review Board, the annual Research Symposium, and other research related matters.

### Admissions Committee

The Admissions Committee consists of 8 members who serve for a one year term and includes: Program Director (convener), 3 members of the Graduate Group (including one Adjunct faculty member), 1 graduate of the program, and 3 members of the Regional Partnership Advisory Board (at least 1 representing Pre-K-12 and 1 representing community college/higher education), and one graduate of the program. The Executive Committee makes the appointment of five members to this committee, excluding the members representing the Regional Partnership Advisory Board. The Regional Partnership Advisory Board appoints its 3 members to serve on this committee. All members of this committee have a vote on admission decisions for each cohort of the program. The Admissions Committee establishes the criteria for admitting students to the program. The entire Graduate Group (including adjunct faculty and Regional Partnership Advisory Board members) reviews applications and makes recommendations for which applicants will be interviewed. The Admissions Committee conducts the interviews and makes the final decisions on the applicants to be offered admissions.

### Other Committees

Other committees may be appointed by the Executive Committee as needed, with membership on the committees determined by the Executive Committee. A guiding principle in determining membership is achieving a composition that reflects the different categories of Graduate Group members as well as the pre-K-12 and community college/higher education groups within the Regional Partnership Advisory Board.

## **2. Regional Partnership Advisory Board (Co-Chaired by the Program Director and an Elected Co-Chair of the Regional Partnership Advisory Board)**

The Regional Partnership Advisory Board normally represents the Regional Partnership in matters related to the Ed.D. program. It provides for ongoing collaboration between the program and the region's pre-K-12 and community college/higher education communities, and it appoints regional representatives to committees and bodies associated with the Ed.D. program. Graduate Group members are invited to attend the meetings of the Regional Partnership Advisory Board.

The Regional Partnership Advisory Board consists of the following members:

- Program Director (Co-Convener of meetings along with one of the Regional Partnership Advisory Board Members who has been elected as the Co-Chair of the Advisory Board)
- At least 6 Superintendents from surrounding school districts
- At least 6 Community College Presidents (Chancellor, Vice Chancellors, etc.)
- At least 3 Members of the Business Community

The Regional Partnership Advisory Board represents the interests of Pre-K-12 public education and community college/higher education in curriculum and policy matters. It brings issues of currency, applicability, and practicality of the curriculum to the forefront of discussions. The Advisory Board elects a chair for a 2-year term who will co-chair and co-convene the meetings of the Board with the Ed.D. Program Director. Members meet quarterly and elect representatives to serve on the Graduate Group committee and subcommittees as outlined above. In addition, they elect two members (1 pre-K-12 and 1 community college/higher education representative) to serve on the Policy Board. The Regional Partnership Advisory Board establishes guidelines for operating and forms subcommittees as needed.

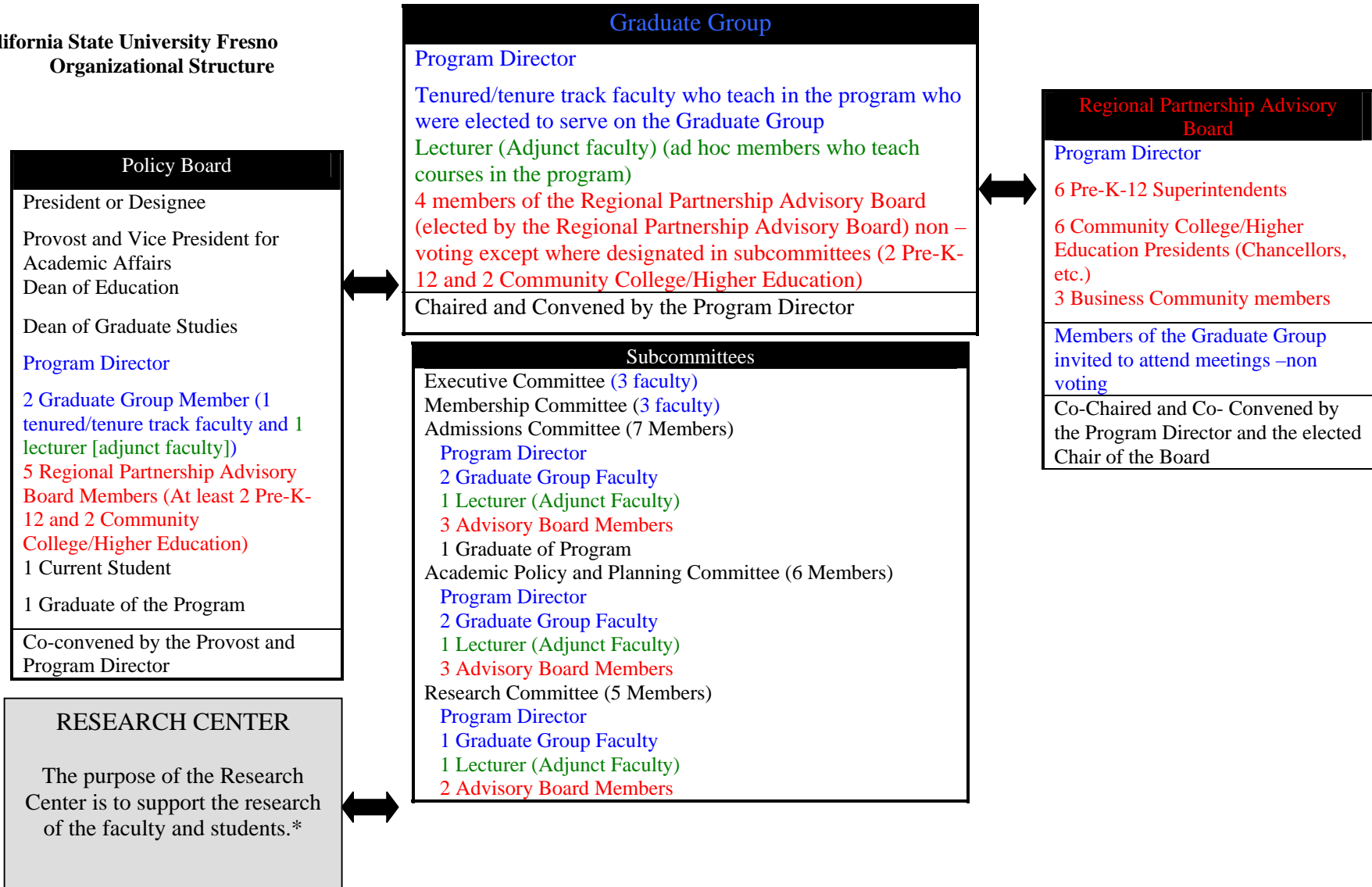
### **3. Policy Board**

The Policy Board is the formal liaison and governance mechanism between the campus community, the Ed.D. program, and the pre-K-12 and community college/higher education communities. It provides for communications between the program, the broader campus administration and faculty, and the education partners, and it serves as a forum for planning and evaluation involving the full partnership. It includes the following 13 members:

Program Director (Co-Convener of the Meeting with the Provost)  
University President or Designee  
Provost and Vice President for Academic Affairs (Co-Convener)  
Dean of Graduate Studies  
Dean of Education  
1 Current Student  
1 Graduate of the program  
2 Graduate Group Member (Appointed by the Executive Committee of the Graduate Group to include 1 tenured/tenure track faculty and 1 Adjunct faculty member) and  
5 Regional Partnership Advisory Board Members (Elected by the Regional Partnership Advisory Board – at least 2 pre-K-12 members and 2 Higher Education members).

The Policy Board addresses substantive policy issues such as program size, budget issues, program emphases, and other fundamental issues that affect the Ed.D. program, the campus, and the larger community. The Policy Board meets at least two times per year, with additional meetings scheduled as needed.

**California State University Fresno  
Organizational Structure**



\*All programs are not expected to have a formal Research Center but rather to have a process for fostering rigorous Ed.D. dissertation research related to leadership of California's pre-k-12 public schools and/or community colleges.