

## **STSS INTERDISCIPLINARY GROUP GOVERNANCE** **Approved by the Graduate School 23 September 2016**

### **Governance Structure**

(1) STSS Interdisciplinary Group: 12-15 members, selected by majority vote of current members and appointed by the Graduate School. The Interdisciplinary Group functions as the governing body for the STSS Certificate and will be listed on the Graduate School website.

(2) STSS Interdisciplinary Group Chair/Certificate Director and Steering Committee: 3 members drawn from the Interdisciplinary Group, serving 3 year staggered terms. The Steering Committee, led by the STSS Interdisciplinary Group Chair/Director, functions as the executive of the Interdisciplinary Group and oversees the operation of the Certificate. The Interdisciplinary Group Chair/Program Director is endorsed by the faculty of the interdisciplinary group and formally appointed by the Dean of the Graduate School.

(3) STSS Faculty Network: a collective of all the faculty actively involved with the STSS Certificate, to include members of the Interdisciplinary Group, the faculty who are advising STSS Certificate students, and/or those who contribute to the required core course, STSS 591 "STSS in Action."

### **Procedures and roles**

#### ***Appointment of and membership in the Interdisciplinary Group:***

Membership in the STSS Interdisciplinary Group will be reviewed and updated by the Steering Committee annually or as needed. This will involve asking current members of the Interdisciplinary Group to confirm their willingness to continue to serve and requesting recommendations of new members. Changes in membership of the Interdisciplinary Group must be ratified a vote of sitting members, and the Steering Committee is responsible for informing the Graduate School of these changes.

#### ***Appointment of the Steering Committee and Interdisciplinary Group Chair/Program Director:***

The STSS Interdisciplinary Group will elect three of its members to serve on the Steering Committee for the Certificate, with one of these to serve as Interdisciplinary Group Chair. Once elected, the Dean of the Graduate School will formally appoint the Interdisciplinary Group Chair/Program Director.

#### ***Steering Committee responsibilities:***

The Steering Committee will recruit students to the Certificate, handle admissions, assign advisors, ensure that student records and Graduate School information is up to date, coordinate information about STSS-relevant courses that will be offered each quarter, conduct a yearly review of student progress for those enrolled in the program, confer with advisors to ensure consistency in the application of advising standards and expectations, recruit faculty members to teach the "STSS in Action" core course, and coordinate the capstone experience each year.

#### ***STSS Faculty Network responsibilities:***

The membership of the STSS Faculty Network will be updated each year to reflect changes in current advising assignments and contributions to the core course, STSS 591, 'STSS in Action'. Faculty Network members will be invited to attend the capstone portfolio presentations in the Spring, and will be asked to provide the Steering Committee feedback on the progress of STSS students during their annual review of student progress.