

Graduate Student Advisory Board Guidelines

Approved by SLHS Faculty on 24 August 2023

Purpose: The Graduate Student Advisory Board was created as a mechanism for graduate students to provide the Department with feedback about what is working well and what could be improved in graduate programs (MA-SLP, AUD, PhD). The Board gathers information and brings forward those issues and opinions for which there is general consensus among constituents. The Board will not address issues or concerns of individual students, nor will it address issues or concerns about faculty behavior. Individual concerns and issues should be brought to the attention of the appropriate faculty member or the SLHS Chair. Faculty behavior issues or concerns should be brought directly to the attention of the SLHS Chair.

Representatives: The Board consists of six members: SLHS Chair, 2 MA-SLP representatives, 2 AuD representatives, and 1 PhD representative. Elections will be held in December before the end of fall semester. Students in their respective graduate program will elect board members according to the following procedure:

- Current representatives will email the students in their graduate program describing the Board and asking for volunteers according to the schedule shown below. Candidates will submit their names along with a brief paragraph describing why they think they are qualified to serve on the Board.
 - PhD students will elect a representative each fall and that individual will serve a one-year term.
 - AUD students will elect two representatives each fall; one representative will be elected from the first year cohort and the other from the second year cohort. Representatives will serve one-year terms.
 - MA-SLP students will elect two representatives from the first year cohort. Representatives will serve one-year terms.
- The names of all candidates, along with their statement of qualifications, will be presented via an anonymous electronic ballot to all students in the candidates' respective graduate programs.

Board Meetings: The full Board will meet at least one time each academic year within a month of the fall election. Additional meetings will be scheduled as needed.

Student Communication with Board Representatives: There will be two primary means for students to communicate with their Board representatives:

1. Students can submit their issues and opinions by email to the appropriate email address:

phd-gab@colorado.edu

aud-gab@colorado.edu

ma-gab@colorado.edu

Representatives will monitor individual email submissions, looking for patterns and gather input to determine if the individual submissions represent something for which there is general consensus among other students in that graduate program. Issues for which there is general consensus will be brought to the attention of faculty via a report collated by the representatives and submitted to the department Chair.

2. Board representatives will meet with their respective constituents at least once each semester. These meetings will be scheduled mid-semester. AUD students will meet during one of the regularly scheduled AUD monthly meetings. MA students will meet during one of the regularly scheduled MA-SLP weekly meetings. PhD students will meet at a mutually convenient time. No faculty will be present at these meetings.

Representatives are encouraged to use the following procedure to gather student input. In groups of ~5, students respond to the following two questions:

1. What is the most effective aspect of the (PhD, AUD, MA-SLP) graduate program?
2. What would be the most effective thing the (PhD, AUD, MA-SLP) graduate program could do to improve the program?

Only those responses for which there is consensus in the smaller groups are brought forward to the larger group. Finally, the larger group indicates their agreement with these responses. In their report to the Chair, representatives are welcome to share all responses but should make special note of those for which there is more than 50% support.

Board Communication with Faculty Members: The Board representatives, in consultation with the SLHS Chair, will determine the appropriate means of sharing student feedback with faculty. This might include the Chair speaking with an individual faculty member or groups of faculty, or members of the Board speaking with faculty committees or the full faculty. GSAB representatives are expected to meet once per semester with the faculty committee that oversees their respective graduate program to discuss program developments, proposed improvements, student morale, etc. They also may be invited to SLHS department meetings and/or clinical faculty meetings when matters pertaining to graduate education are being discussed.

Board Representatives Further Responsibilities: Board representatives will keep an ongoing list of all student feedback brought to their attention with a description of the Board action that was taken and follow-up results. This list will include positive student feedback as well as feedback regarding areas of student concern. This list will be shared with the Chair.

GSAB Student Representatives Responsibilities in Sum:

The following table lists and calendars the responsibility of GSAB Board members:

Summer Schedule			
	Complete by	Topic	Plan
	July/ August	GSAB Representative and Chair meeting	In this meeting, the board can discuss if there is anything that needs to be changed within the board layout in order to help with better success of student feedback and change within the curriculum.

Fall Semester Schedule			
	Complete by	Topic	Plan
	September	New elections	<p>Current representatives will email the students in their graduate program describing their position on the board and asking for volunteers for new GSAB Rep candidates for the current academic year.</p> <p>Candidates will submit their names along with a brief paragraph describing why they think they are qualified to serve on the Board.</p> <ul style="list-style-type: none"> • PhD students will elect a representative each fall, and that individual will serve a one-year term. • AuD students will elect two representatives each fall; one representative will be elected from the first-year cohort and the other from the second-year cohort. Representatives will serve one-year terms. • MA-SLP students will elect two representatives from the first-year cohort. Representatives will serve one-year terms. <p>Once elections are completed, the new GSAB Representative Board should hold a board meeting with the Chair for introductions.</p>
	October/ November	Meet with your program/cohort before Fall Break	<p>Representatives will schedule an optional meeting for their respective graduate programs to attend. At the beginning of the meeting, representatives will have the attendees get in groups of 3-5 people. They will be asked the following questions:</p> <ol style="list-style-type: none"> 1. What is the most effective aspect of the (PhD, AUD, MA-SLP) graduate program? 2. What would be the most effective thing the (PhD, AUD, MA-SLP) graduate program could do to improve the program? <p>It should be encouraged to discuss each question one at a time amongst their small groups (2-3min) before a general conversation is had. Those responses for which there is consensus in the smaller groups are brought forward to the larger group. Finally, the larger group indicates their agreement with these responses. If time is short, GSAB representatives can send out a Google form listing the most common responses to the questions above, and ask students to identify the responses with which they agree.</p>
	November	<p>Written report emailed to Chair after Fall Break</p> <p>Meet with Chair</p>	<p>In the final report to the Chair, representatives are welcome to share all responses but should make special note of those for which there is more than 50% support.</p> <p>The board should meet with the chair to discuss any questions or clarifications needed from the written report.</p>

Spring Semester Schedule			
	Complete by	Topic	Plan
	January/ February	Meet with AuD/MA-SPL/PhD committee to discuss written report from GSAB Rep	At this meeting, GSAB representatives should attend their respective programs' committee meetings to answer any clarifying questions regarding the written report. This meeting should also include a written report of how student feedback is going to be addressed.
	March	Meet with your program/cohort before Spring Break	<p>Representatives will schedule an optional meeting for their respective graduate programs to attend. At the beginning of the meeting, representatives will have the attendees get in groups of 3-5 people. They will be asked the following questions:</p> <ol style="list-style-type: none"> 3. What is the most effective aspect of the (PhD, AUD, MA-SLP) graduate program? 4. 2. What would be the most effective thing the (PhD, AUD, MA-SLP) graduate program could do to improve the program? <p>It should be encouraged to discuss each question one at a time amongst their small groups (2-3min) before a general conversation is had. Those responses for which there is full consensus in the smaller groups are brought forward to the larger group. Finally, the larger group indicates their agreement with these responses. If time is short, GSAB representatives can send out a Google form listing the most common responses to the questions above, and ask students to identify the responses with which they agree.</p>
	April	<p>Written report emailed to Chair after Spring Break</p> <p>Meet with Chair</p>	<p>In the final report to the Chair, representatives are welcome to share all responses but should make special note of those for which there is more than 50% support.</p> <p>The board should meet with the chair to discuss any questions or clarifications needed from the written report.</p>
	May/June	Chair and GSAB Representatives complete a written report of student feedback	A final document should be completed to discuss the student concerns and how they were addressed within the school year or moving forward. This report should be sent to the respective graduate programs for feedback and approval from faculty and staff.

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Department Chair Responsibilities: It is the Chair's responsibility to assure appropriate actions and follow-up. The Chair will discuss with the Board the appropriate timeframe for follow-up. It should be remembered that for some issues it might be possible to correct the problem very quickly. However many issues will take some time to address and the outcome may not be apparent until the next time a class is offered or the faculty have an opportunity to vote of some necessary and suggested changes. Additionally, the Chair will prepare an annual report of the process of gathering and utilizing student feedback.