

## Graduate Student Advisory Board

**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. Individual concerns and issues should be brought to the attention of the appropriate faculty member or the SLHS chair.

**Representatives:** The Board consists of six members: the 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](mailto:phd-gab@colorado.edu)

[aud-gab@colorado.edu](mailto:aud-gab@colorado.edu)

[ma-gab@colorado.edu](mailto:ma-gab@colorado.edu)

Representatives will monitor individual email submissions, looking for patterns and gather input to determine if the individual submissions represents 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.

(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 full consensus in the smaller groups are brought forward to the larger group. Finally, the larger group indicates their agreement with these responses and only those for which there is 80% support are documented and brought forward to faculty.

**Board Communication with Faculty:** 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.

**Faculty Communication with Students, Documentation and Follow-Up:** 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 in order to assure appropriate actions and follow-up. The Chair will discuss with the Board the appropriate timeframe for follow-up. It should be kept in mind 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, etc.

The Chair will prepare an annual report of the process of gathering and utilizing student feedback and this report will be posted on the Department website.