

## SAMPLE GRADUATE STUDENT INPUT EXAMPLES

*The Graduate Colloquium Committee continues to be concerned about departmental compliance with the requirement that Colloquium proposals address the procedure utilized to ensure graduate student involvement in the choice of **both** topics and speakers, as well as the coordination of the Colloquium presentations. It is essential that steps are taken to avoid the potential for undue faculty influence in the process, as these are student fee monies, **not** University or Graduate School funds. We are, therefore, distributing the below examples to clarify the expectations of the Committee. The Graduate Colloquium Committee understands that the different sizes and structures of the various NIU departments, divisions, and centers precludes an identical process for each unit, but offers these generic examples as indications of the efforts its expects the units to make to incorporate graduate student input. These also provide an excellent example of the **level of detail** about the process that is to be included in the proposals. We strongly encourage departments to submit in advance a description of their intended process, which can be pre-approved and retained on file in our office. Once approved, future proposals can shorten this section by referencing that it is following the procedure “on file” or include a copy of the approved procedure. Otherwise, departments should evaluate their process and be certain to provide a full, detailed explanation with each proposal.*

### **EXAMPLE #1 OF EXCELLENT GRADUATE STUDENT INPUT PROCESS AND DESCRIPTION FOR GRADUATE COLLOQUIUM PROPOSALS**

“Role of graduate student input in speaker selection: In early March, faculty and all (*number of total students*) graduate students from the [Department of \_\_\_\_\_] were asked to suggest topics via a broadcast email survey (*or at a regular mandatory meeting that the majority of students are required to attend*). Eight suggestions were made by both faculty and graduate students. Seven topics were then put to a ballot where students could anonymously vote for, and rank, up to two topics. Approximately 24 votes were cast, with slightly under 60% coming from graduate students. The topic, “\_\_” was the first or second choice of over half of those voting and the obvious favorite. Subsequently a request was made to all department graduate students as well as some faculty for suggestions of potential speakers on this topic. About 30 names were suggested, about half by graduate students, and these were researched and considered by a committee composed of the following graduate students (six names listed), which I (faculty member) convened. Two students who were unable to meet at the appointed time sent written rankings and evaluations for consideration by the remainder of the committee. We agreed that 13 of the candidates would be appropriate for a series, and selected five to invite with an additional 8 to serve as alternates. All of the graduate students will be involved in the tasks necessary to ensure an effective colloquium, including picking up and posting flyers, introducing speakers, and making sure the speakers have all necessary materials. Copies of e-mail correspondence to faculty and students in the choosing of this topic are included in this proposal as evidence of the student participation in this process.”

## **SAMPLE GRADUATE STUDENT INPUT EXAMPLES continued**

### **EXAMPLE #2**

“Over the summer of 2004 all [*total number of students*] enrolled [dept.] graduate students (the majority of students are required to take summer coursework) were asked during classes for ideas concerning specific speakers or topic areas they would like to have participate in colloquium. Those suggestions were summarized and emailed to all [dept.] students in early September. A tally of returned responses determined [topic] was a topic of interest to the majority of our students. Ten graduate students indicated willingness to participate in the coordination and execution of the event.”

### **EXAMPLE #3**

“The [dept.] department’s process for selecting speakers begins with the graduate student body’s election of representatives to the Graduate Student Advisory Committee (GSAC), from which the Colloquium Committee is formed. The Colloquium committee consists of four faculty and four graduate students from GSAC, all representing different areas within the department, including [areas]. The student members solicit speaker recommendations and topic ideas from the entire graduate student body during classes, via email, and during informally discussions, and generate recommendations to the Committee. The entire Committee then reviews all suggested names and topical themes, speaker qualifications, and student interest in the subject matter. Top speaker choices are determined by student vote. A majority [\_\_ percentage] of the students selected this speaker as their first choice. The students are responsible for all contact with invited speakers prior to, during and after the presentation.”