

Masters of Science in Agriculture Program Bylaws

Washington State University

Administrative Home: College of Agricultural, Human, and Natural Resource Sciences

Last Revised: January 30, 2013 (approved by GSC 4/2/2013)

Proposed Revision: January, 2017

Faculty Senate Approval Date: February, 2017

I. Objectives

- A. Degree offered: Master of Science in Agriculture
- B. Disciplines: Agriculture (with options in Food Science and Management, Plant Health Management)
- C. Mission of the Program: To enhance the career trajectory of agricultural professionals, practitioners, and educators by improving their ability to apply new and emerging scientific findings and technologies to the advancement and expansion of their disciplines through:
 - 1. Successful completion of high quality courses designed to support expertise expansion in targeted areas or disciplines;
 - 2. Participation in an immersion-based, high quality research experience;
 - 3. Opportunities to disseminate knowledge through participation in and/or development of extension programs or media.

The degree program is primarily designed to support the educational advancement of place bound, time bound students in an online course delivery format; however, students on campus also may apply for the program. The overall goal of the program is to prepare Master's level graduates for professional, practitioner, and educator opportunities in agriculture, so that they may provide leadership and disseminate knowledge to an increasingly complex society.

- D. Program Objectives:
 - 1. To prepare students to become experts in professional fields related to agriculture.
 - 2. To prepare students to become outstanding educators and practitioners in agricultural disciplines.

3. To prepare students to become outstanding leaders and team players in collaborative and interdisciplinary application of their expertise to address local, regional, national and/or global problems associated with agriculture.
4. To provide students with an experiential-based research opportunity designed to translate content provided in course work to reality.
5. To both enhance the visibility and impact of graduate programs in agricultural sciences and provide students with a pathway for manifesting their career objectives.

Option-specific Objectives:

1. Food Science and Management: To address the demand for managers who understand both research and economics, the Food Science and Management option is designed to provide students with a foundational understanding of food science through courses in the food science core, as well as executive management skills gained through courses in the management core.
2. Plant Health Management: To meet an expanding demand for plant health management specialists to promote food security and food safety on a global scale, the Plant Health Management option is designed to provide students with a foundational understanding of the essential components of plant protection through courses in the plant health management core, as well as a basic understanding of market aspects of the business through courses in the management core.

II. Membership

- A. The Master of Science in Agriculture Program is an interdisciplinary degree program administered by CAHNRS, and supported and steered by these CAHNRS units: Animal Sciences, Crop and Soil Sciences, Economics, Horticulture, Plant Pathology, Entomology, Food Science, and WSU Extension. Graduate Faculty within the Master of Science in Agriculture Program may be WSU tenured and tenure track faculty, WSU non-tenure track faculty, or WSU adjunct faculty, subject to the limitations and definitions in this document. All Graduate Faculty must be listed or referenced in Section XI of this document or subsequently approved as Graduate Faculty through the process outlined in section B below.
1. WSU Campus Participation
 - a. The Master of Science in Agriculture Program is offered through the Pullman campus of Washington State University and principally at a distance through the Washington State University Global Campus as approved and authorized by the Higher Education Coordinating Board (HECB) of Washington State.
 - b. Approved tenured and tenure track Master of Science Graduate Faculty at all regional campuses, agricultural extension sites, and other affiliated university sites may participate equally in the Master of Science in Agriculture Program as supporting faculty with full program rights and responsibilities. As such they are entitled to act as chair, co-chair, or member of graduate student committees;

teach graduate courses; supervise research; and act as a Master of Science in Agriculture Program Curriculum Committee member.

2. Graduate Faculty Participation

- a. Graduate Faculty participation in Master of Science in Agriculture is independent and separate from academic department, school, or college affiliations.
- b. All active members of the Graduate Faculty of the Master of Science in Agriculture are eligible to vote on program issues.

3. Disciplinary Expertise

Graduate Faculty within the Master of Science in Agriculture program are expected to have a MS, PhD or equivalent degree in a field related to agriculture, agricultural education, agricultural technology or related fields. In addition, they must have demonstrated disciplinary expertise in a field related to agriculture, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments.

4. Active Research Appropriate to Master of Science in Agriculture Program

Graduate Faculty must be actively involved in research, extension and/or graduate level teaching related to agriculture, agricultural education, agricultural technology or related fields as evidenced by recent external grant or contract support, related peer-reviewed publications within the last 5 years, graduate student mentoring within the last 5 years, teaching of relevant graduate level courses, or other relevant professional accomplishments.

5. Non-Tenure Track Graduate Faculty

a. Internal to WSU

Non-tenure track Graduate Faculty internal to WSU includes research, clinical, and affiliate faculty. This category of Graduate Faculty also includes USDA-ARS researchers who are classified as WSU adjunct faculty but may function in the same roles as WSU tenured and tenure-track faculty. USDA-ARS faculties are entitled to act as chair, co-chair, or a member of graduate student committees; teach graduate courses; supervise research; and act as a student committee member. Other non-tenure track faculty internal to WSU (senior instructors and instructors) may be active Master of Science in Agriculture Graduate Faculty and are entitled to act as co-chair or member of graduate student committees; teach graduate courses; and supervise research; exceptions to serve as chair may be petitioned to the Graduate School via the Associate Dean, CAHNRS. When serving as co-chair of a student committee they must work with a WSU tenured, tenure-track or USDA-ARS faculty member who also is an active member of the Master of Science in Agriculture Graduate Faculty.

b. External to WSU

Professionals who are not WSU faculty may be granted Graduate Faculty participation within the Master of Science in Agriculture Program if they are first officially approved as adjunct faculty for WSU. Adjunct faculty who are approved as active Graduate Faculty are entitled to act as a member of graduate student committees; teach graduate courses; and supervise research. They may not serve as student committee chair or co-chair or on the Master of Science in Agriculture Program Steering Committee.

6. Individual Committee Member Internal to WSU

Individuals not officially participating as Graduate Faculty within the Master of Science in Agriculture Program (for example, a faculty member from another WSU department or program) may serve on graduate committees as long as they are a member of the Graduate Faculty in their own program or discipline and their committee appointment is approved by the Steering Committee of Master of Science in Agriculture Program.

7. External Individual Committee Members

Individuals not officially participating as Graduate Faculty within any graduate program at WSU (for example, a faculty member from another university or research entity) may be approved to serve as a thesis/dissertation committee member for an individual student on a case-by-case basis. The committee chair for that student should forward the name and a curriculum vitae of the desired committee member to the Master of Science in Agriculture Program Director or the Associate Dean for distribution to the Steering Committee. With approval of the Steering Committee, the nomination (with accompanying CV or other documentation of expertise) is forwarded to the Dean of the Graduate School for final approval.

B. Application for Membership

1. Graduate Faculty listed or referenced in Section XI of this document have already been approved as Master of Science in Agriculture Graduate Faculty by the Master of Science in Agriculture Steering Committee and Dean of the Graduate School.
2. Approved Graduate Faculty of the supporting CAHNRS degree programs (Animal Sciences, Crop and Soil Sciences, Economics, Horticulture, Plant Pathology, Entomology, Food Science) are given automatic Master of Science in Agriculture Graduate Faculty status by the Master of Science in Agriculture steering committee. The lists of these Graduate Faculty are maintained separately by the respective degree programs and should be referred to accordingly by the Graduate School.
3. Other candidates for Graduate Faculty participation within the Master of Science in Agriculture Program should be nominated by an existing Master of Science in Agriculture Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination and curriculum vitae for the nominee. The Director of the Master of Science in Agriculture Program or the Associate Dean will circulate application materials to all active Graduate Faculty prior to voting. Acceptance as Graduate Faculty requires a positive vote from a majority of faculty who respond to

the vote, as well as from a majority of the members of the Master of Science in Agriculture Steering Committee.

4. In addition to a commitment to maintain the highest standards of mentoring for graduate students, anticipated contributions or qualifications for all successful Graduate Faculty applicants include one or more of the following:
 - a. History or reasonable expectation of an active research program that can plausibly be relied upon as the source of continuing support (financial, infrastructure, mentoring) of a Master of Science in Agriculture graduate student.
 - b. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the Master of Science in Agriculture Program. This may include serving on graduate program steering or ad hoc committees; serving as a thesis committee member or chair; or providing graduate level instruction.
 - c. History of publication of peer-reviewed manuscripts and/or Tier I extension publications in a discipline related to agriculture.

C. Continuation of Active Membership

1. Graduate Faculty appointments directly to the Master of Science in Agriculture Program (vs supporting units) will be reviewed for continuation of active membership by the Master of Science in Agriculture Program Steering Committee every 3 years with one-third of the membership reviewed each year. They will be evaluated for contributions to graduate instruction, research, and teaching. Contributions to the program shall be a requirement for continued active membership. Contribution may take the form of:
 - a. Committee chair, co-chair or member for graduate students
 - b. Teaching or co-teaching a graduate course
 - c. Supervising research for graduate students
 - d. Serving on the Master of Science in Agriculture Program Steering or Curriculum Committees
2. Faculty who do not make any of the contributions as stated in C.1. above to the Master of Science in Agriculture Program for three consecutive years will be designated as inactive Graduate Faculty. Inactive Graduate Faculty do not have voting rights. Initiation of any of these activities described in C.1. above will result in restoration of active Graduate Faculty designation.

D. Discontinuation of Membership

Upon request of an active Graduate Faculty member, that individual's membership will be discontinued. If that individual's situation should change, they may reapply for Graduate Faculty participation at any time.

Membership of Graduate Faculty who do not follow the mentoring procedures and guidelines as outlined in the current Master of Science in Agriculture Handbook can be discontinued based on documented evidence of chronic lack of compliance. The

Associate Dean, Director of the Master of Science in Agriculture Program and members of the Steering Committee will review the documentation, and membership will be revoked if a majority of the Steering Committee members and the Director vote in favor of discontinuation. In the case of a tie, the Associate Dean will cast the decision making vote.

E. Membership Appeal Process

Faculty appeal of any membership decision in the Master of Science in Agriculture Program must be made in writing to the Director of the Master of Science in Agriculture Program or the Associate Dean within 30 calendar days of the decision. The appeal is determined by a majority vote of all Master of Science in Agriculture Graduate Faculty (see Section IX for definition of quorum). Final written appeal may be made to the Dean of the Graduate School within 30 calendar days of the Master of Science in Agriculture Graduate Faculty vote.

III. Administration

Administration of the program will be overseen by the Academic Coordinator(s) of the Master of Science in Agriculture Program, who report to the Associate Dean of Academic Programs in the College of Agricultural, Human, and Natural Resource Sciences (CAHNRS). A Steering Committee composed of Master of Science in Agriculture Director and Program Directors, Chairs and Directors of participating departments, schools or centers (Animal Sciences, Crop and Soil Sciences, Economics, Horticulture, Plant Pathology, Entomology, Food Science, and WSU Extension Centers (Mt. Vernon, Puyallup, Prosser and Wenatchee) will collectively serve as the guiding voice of the program. Based on consensus, the Associate Dean of Academic Programs in partnership with the Master of Science in Agriculture Director and Program Directors will implement the recommendations made by the Steering Committee.

IV. Director and Program Director

- A. A Director of Master of Science in Agriculture Program may be nominated by Graduate Faculty or a member of the Steering Committee. Based on majority vote of members of the Steering Committee, a recommendation will be made to the Associate Dean to appoint this person as Director. In consultations with the Dean, the Associate Dean will appoint a Director. If a suitable candidate is not identified, the Steering Committee will serve as the collective voice of the Master of Science in Agriculture program, as described in III above, and the Associate Dean will assume the responsibilities of the Director.
- B. The Director shall serve a term of 4 years and is eligible for re-election if nominated to continue in this position in accordance with the terms of the initial appointment and with final approval of the Master of Science in Agriculture Program Steering Committee as described in IV.A. above.

C. The Director may be removed from office by a majority vote of the Master of Science in Agriculture Program Steering Committee and with the approval of the Dean and Associate Dean.

D. Duties of the Director of the Master of Science in Agriculture Program

1. Serve as the liaison between the Graduate Faculty and the Steering Committee.
2. Engage with Steering Committee and Graduate Faculty on policy development.
3. Implement policies as directed by the Steering Committee.
4. Represent the Master of Science program at campus and off-campus events, and recruitment activities.
5. Participate in Steering Committee meetings.
6. Call and preside at meetings of the Graduate Faculty.
7. Coordinate curriculum development, delivery and assessment activities for the Master of Science in Agriculture Program with the Steering Committee and Graduate Faculty.
8. Create and implement a recruitment and retention plan for the Master of Science in Agriculture Program.
9. With support from the Academic Coordinator(s) for the Master of Science in Agriculture Program:
 - a. Coordinate all program administrative activities with the Graduate School.
 - b. Submit course or curriculum change or approval forms.
 - c. Submit bylaws change or approval forms.
 - d. Update and review for accuracy all publications related to the Master of Science in Agriculture Program including web pages, catalog copy, and recruitment materials.
 - e. Develop and update a website for Graduate Faculty and students enrolled in the program.
 - f. Review and make final recommendations concerning acceptance or rejection to the program based on recommendations of the Master of Science in Agriculture Program Steering Committee for submittal to the Graduate School.
 - g. Review and make final decisions concerning program of study approval based on the recommendation of the Chairs/Directors on the Master of Science in Agriculture Program Steering Committee whose expertise align with the student's research area of interest, and submit these documents to the Graduate School.

E. Program Director(s)

A Program Director may be appointed as the lead coordinator of a discipline specific option (i.e. Food Science and Management or Plant Health Management) within the Master of Science in Agriculture program by the Dean and Associate Dean if warranted based on the time demand and expertise required to manage an option. The Academic

Coordinator will serve as the lead contact for that option and will assist the Program Director(s) and/or Associate Dean with carrying out the responsibilities listed above (see section IV. D.) as needed for their assigned option. Such appointments are contractually negotiated with the Dean and Associate Dean, and the Program Director is accountable to the terms of the agreement, which will be reviewed annually by the Associate Dean. The Program Director(s) will serve as a member of the Master of Science in Agriculture Steering Committee (see V.A. below).

V. Committees

A. Master of Science in Agriculture Program Steering Committee

Based on consensus, provides policy and program decisions that are implemented by the Director of the Master of Science in Agriculture Program if one has been appointed or the Associate Dean of Academic Programs. The Academic Coordinator shall record and distribute minutes of each meeting to the Graduate Faculty and maintain an electronic copy in SharePoint site.

1. The Master of Science in Agriculture Program Steering Committee shall be composed of the 11 Chairs and Directors of departments, schools or centers participating in the Master of Science in Agriculture Program (see section III above), as well as the Program Director(s) of Master of Science in Agriculture discipline specific options.
2. Each Master of Science in Agriculture Program Steering Committee member will seek input and consider viewpoints of participating Graduate Faculty from their department, program or centers during the decision making process.
3. Members of the Master of Science in Agriculture Program Steering Committee will serve for the duration of their appointment as chair or director of a participating department, school or center, or as Program Director of a Master of Science in Agriculture option.
4. Areas in which the Master of Science in Agriculture Program Steering Committee shall provide oversight:
 - a. Review, develop and update long-range goals for the Master of Science in Agriculture Program and develop action plans and timelines for attaining these goals. These goals shall be presented and reviewed at least once annually during a meeting with all Graduate Faculty.
 - b. Serve as a sounding board for the Director or Associate Dean concerning new ideas, changes, etc., in academic or administrative issues recommended by the Graduate Faculty.
 - c. Provide guidance and adjustments to more effectively administer the program.
 - d. Identify members for service on ad hoc committees related to the Master of Science in Agriculture Program.

- e. Assist with curriculum development and review, as well as assessment processes for the Master of Science in Agriculture Program.
- f. Review all student applications and, in conjunction with the Program Director, Director, Associate Dean and/or the Academic Coordinator, after consultation with appropriate Graduate Faculty, and in a timely manner, determine the disposition of applications as to acceptance or rejection.
- g. Participate in reviewing and approving programs of study for students engaged in research activities associated with their disciplines.
- h. Work with the Director or Associate Dean and/or Academic Coordinator to develop and maintain recruitment materials as needed.
- i. Participate in recruitment efforts as requested.

B. Other Committees

Other ad hoc committees may be appointed by the Master of Science in Agriculture Program Steering Committee, Associate Dean and/or Director. Addition of new, or changes to the existing, standing committees must be approved by amendment of bylaws.

VI. Graduate Student Committees

- A. The graduate committee of each student shall have a minimum of three members. The majority of members of each committee shall be active Master of Science in Agriculture Graduate Faculty members (including Graduate Faculty in supporting degree programs: Animal Sciences, Crop and Soil Sciences, Economics, Horticulture, Plant Pathology, Entomology, Food Science).
- B. The initial selection, or subsequent changes, of a graduate student's committee shall be determined jointly by the student and the student's advisor. A major advisor shall be identified among committee members based on mutual agreement between the student and the committee if an advisor has not been identified prior to the first committee meeting.
- C. Committee meetings will be held as needed, but at least once per year.
- D. As specified in the Graduate School's Policies and Procedures, the performance of each graduate student shall be reviewed annually.

VII. Student Representatives

At the discretion of the Master of Science in Agriculture Steering Committee, Director, Program Director or Associate Dean and/or the Graduate Faculty, student representation may be added or deleted from any committee structure. In accordance with the Policies and Procedures of the Graduate School at WSU, graduate students are not permitted to serve on the committees of other graduate students.

VIII. Steering Committee Meetings

- A. The Master of Science in Agriculture Program Steering Committee and/or the Director or Associate Dean shall call meetings as needed and at least once per academic year with a minimum of one-week notice. All attempts shall be made to provide a written agenda in advance.
- B. Other meetings may be called at the discretion of the Program Director, Director, Associate Dean or the Master of Science in Agriculture Program Steering Committee.
- C. A special meeting may be called by petition of 5 or more Master of Science in Agriculture Program Steering Committee members.
- D. Efforts will be made to communicate items of interest, including notification of a Steering Committee meeting, via e-mail. All public documents will be made available to the Master of Science in Agriculture Program Steering Committee Members and Graduate Faculty through the SharePoint site, which will be maintained by the Academic Coordinator.
- E. Faculty not present on the Pullman campus at the time of a general Master of Science in Agriculture Steering Committee meeting may participate by telephone conference call or other electronic means.
- F. Each Master of Science in Agriculture Program Steering Committee member is responsible to seek input and consider viewpoints of Graduate Faculty within their unit (by vote), then bring that vote forward to the group in the decision making process.

IX. Quorum

- A. For all Master of Science in Agriculture Program Steering Committee meetings and votes unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the Master of Science in Agriculture Program Steering Committee membership.
- B. A Master of Science in Agriculture Program Steering Committee member may assign a proxy to represent their unit if he/she is unable to attend a committee meeting.
- C. For adhoc committees to conduct a business meeting, a quorum shall be defined as a minimum of 50 percent of the committee membership.
- D. Unless otherwise indicated, a simple majority of the total number of ballots cast are required to pass a motion.
- E. In the event of a tie vote, the Master of Science in Agriculture Program Director or Associate Dean will decide the outcome of the vote. For tie votes that occur within ad hoc committees, the Director or committee chair will decide the outcome of the vote.

X. Amendments to Program Bylaws

- A. The Program Bylaws document shall be reviewed every fifth year by the Master of Science in Agriculture Program Steering Committee and annually by the Director or Associate Dean.
- B. Amendments to the Bylaws may originate from any eligible Master of Science in Agriculture Graduate Faculty member. Proposed amendments must be forwarded to the Master of Science in Agriculture Steering Committee and Director or Associate Dean. After discussion, amendments shall be forwarded to the Graduate Faculty electronically at least 2 weeks prior to the faculty meeting at which the amendments will be discussed. After discussion, a minimum 2 week period will follow the faculty meeting prior to vote. Votes on amendments may occur at a faculty meeting or electronically. Amendments to the Master of Science in Agriculture Program Bylaws require a positive vote from the majority of all active Master of Science in Agriculture Graduate Faculty and consensus based approval by the Master of Science in Agriculture Program Steering Committee.
- C. All amendments and revisions must be submitted to the Graduate Studies Committee and Faculty Senate for review and final approval.

XI. List of Graduate Faculty Participants

- A. Graduate Faculty lists on record for these programs:

Animal Science

Crop and Soil Sciences

(School of) Economic Sciences

Entomology

(School of) Food Science

Horticulture

Plant Pathology

- B. Directly appointed Graduate Faculty for the MS in Agriculture degree program:

Laura Lewis, WSU Extension (non-tenure track)

David Granatstein, WSU Extension / CSANR (tenured)

Beverly Gerdeman, Entomology (non-tenure track)

Gwen Hoheisel, WSU Extension (tenured)

Susan Kerr, WSU Extension (tenured)

Steven Norberg, WSU Extension (tenure-track)

Marcia Ostrom, School of the Environment (tenured)

Tim Waters, WSU Extension (tenured)

Carrie Wohleb, WSU Extension (tenured)

Mike Whiteman, WSU International Programs (non-tenure track)

- C. With assistance from the Academic Coordinator, the Director of the Master of Science in Agriculture Program or the Associate Dean is responsible for submitting an updated list of active and inactive Graduate Faculty participants to the Dean of the Graduate School for approval on an annual basis.