

# ASSOCIATION OF GRADUATE LIBERAL STUDIES PROGRAMS

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## Criteria and Process for Full Membership Application

<p><b><i>Substantive Criteria for Full Membership</i></b></p>	<ol style="list-style-type: none"> <li>(1) The institution will give evidence of clear and definable administrative responsibility for the program, as well as the infrastructure to support it. The administrator of the program must have adequate and on-going voice in the decision-making process of the program and appropriate autonomy for program-specific decisions, such as program structure and curriculum. Resources of faculty, facilities, equipment, and materials should be in place.</li> <li>(2) The program must indicate incorporation of graduate liberal studies philosophy, to include a clear statement of the program's goals, have a well-structured, coherent curriculum, and have an assessment procedure to ensure program quality.</li> <li>(3) Programs must require some inter- or multi-disciplinary core course(s) or special liberal studies seminar(s) created specially for the program. Such courses should require and promote student interaction and discussion.</li> <li>(4) Programs should explicitly address the special circumstances of adult students, e.g., academic counseling, flexible scheduling and reentry procedures.</li> </ol>
<p><b><i>Technical Criteria for Full Membership</i></b></p>	<ol style="list-style-type: none"> <li>(5) The institution shall have had a Graduate Liberal Studies Program in operation for at least one year and shall have been an Associate Member of the Association for a minimum of one year and have been represented at a minimum of one Annual Business Meeting.</li> <li>(6) The institution shall make formal application for Full Membership, along with a self-study, submitted electronically.</li> <li>(7) The institution shall undergo a Site Visit, by AGLSP representatives identified by the AGLSP Board. The report of the Site Visit shall be made to the Membership Committee.</li> <li>(8) The institution shall have received a favorable review of its materials and program and be recommended for Full Membership by a majority of the Membership Committee.</li> <li>(9) At the Annual Business Meeting, the applying program director shall make a short (5 minute) presentation describing the program, including such details as the year the program was founded, significant factors in the program's development, the present size of the program, and a couple of distinctive features (a special program in a certain area of studies, a study abroad option, online features, or special accomplishments by students, etc.). Directors are encouraged to bring newsletters, brochures, etc., so that the other members can learn more about the new Full Member.</li> <li>(10) After the presentation, the Full Membership shall vote on the application. Election to Full Membership requires a majority vote of a quorum of Full Members.</li> </ol>
<p><b>THE APPLICATION PROCESS</b></p>	<ol style="list-style-type: none"> <li>(1) Submission of an application and self-study for Full Membership shall include:             <ul style="list-style-type: none"> <li>program description (requirements for admission/completion)</li> <li>descriptions/syllabi of interdisciplinary courses</li> <li>delivery methods used (traditional classes, online)</li> <li>assessment tools (exams, portfolios, final projects, etc.)</li> <li>faculty associated with program</li> <li>student demographics</li> <li>evidence of institutional support and program quality (reports, letters, etc.)</li> </ul> <p>Material must be submitted electronically, in WORD documents or PDFs, to AGLSP Office, info@aglsp.org.</p> </li> <li>(2) Site visit (contact AGLSP Office for list of reviewers)</li> <li>(3) Membership Committee considers application materials and report of site visit and forwards recommendation to President of AGLSP.</li> <li>(4) Presentation by the program director at an Annual Business Meeting and a vote by the Full Members.</li> </ol>