

SIMON FRASER UNIVERSITY
University Secretariat
MEMORANDUM

To: Senate
From: Alison Watt, Secretary, Senate Committee on Agenda and Rules
Subject: Senate Graduate Studies Committee and sub-committee
Date: 5 September, 2000

Action undertaken by the Senate Graduate Studies Committee results in the following recommendations to Senate:

Motions

1. **That Senate approve the Terms of Reference (Purpose and Operation) for the Senate Graduate Studies Committee to take effect on September 19, 2000 as set forth in S.00-

(Requires 2/3 majority vote)**
2. **That Senate approve that graduate students and alternates be elected to the Senate Graduate Studies Committee by graduate students.**
3. **That the Graduate Issues Officer be an ex-officio member of the Senate Graduate Studies Committee.**
4. **That the quorum for the Assessment Committee on New Graduate Programs be five.**

Alison Watt

Simon Fraser University
Dean of Graduate Studies
Memorandum

To: Senate Committee on Agenda and Rules

From: Jon Driver
Dean of Graduate Studies

Re: SGSC

Date: 10th August 2000

The Senate Graduate Studies Committee considered a number of issues relating to its operations at its July 31st meeting. This has resulted in a series of recommendations which SGSC wishes to bring to Senate for approval.

1. Terms of Reference, SGSC

At its meeting of July 31st, 2000 the Senate Graduate Studies Committee approved the following terms of reference:

Purpose

1. To maintain the academic standards established by Senate
2. To review and make recommendations to Senate concerning new graduate programmes
3. To review and make recommendations to Senate concerning major changes to graduate programmes
4. To review and approve all proposed new graduate courses, course deletions, and minor changes to programmes. These changes shall be reported to Senate in summary form.
5. To administer, review and make recommendations to Senate concerning Graduate General Regulations
6. To consider matters concerning Graduate Studies referred to the Committee, and to make recommendations to the appropriate bodies.

Operation

1. The Committee quorum shall be the Chair and seven members
2. A voting member of the committee who cannot attend a meeting may send a qualified alternate. For faculty members, this shall be a member of the same faculty who is qualified to chair his/her Department Graduate Programme Committee, selected by the Faculty Graduate Programme Committee. For graduate students this shall be a graduate student so elected at Simon Fraser University.
3. The Committee may establish sub-committees. With a two-thirds majority vote the Committee may delegate some of its powers defined by the Graduate General Regulations to such sub-committees, or to the Dean of Graduate Studies. Graduate students must be represented on all subcommittees.
4. Committee meetings shall be open, except when addressing matters related to privacy of individuals.
5. Committee meetings will be held on Mondays from 2.30 to 4.30 p.m.

6. The Committee shall report to Senate in March of each year

I would therefore like the following motion to be considered by Senate:

"That Senate approve the revised terms of reference of the Senate Graduate Studies Committee, as approved at the July 31st meeting of SGSC"

2. Membership

At its meeting of July 31st, 2000 the Senate Graduate Studies Committee discussed the membership of the committee. As a result of these discussions, SGSC wishes to make changes to its membership, as defined in the following motions which were passed by SGSC. A brief rationale for each motion is supplied.

(a) "That graduate students and alternates be elected to SGSC by graduate students"

Rationale: faculty members on SGSC are selected by their faculties, not by Senate; it is reasonable that graduate students be selected by their peers.

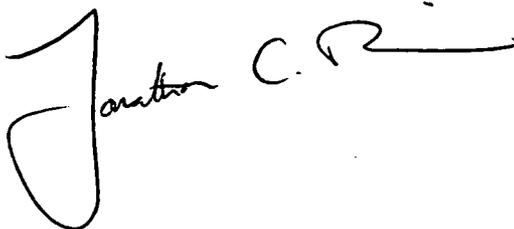
(b) "That the Graduate Issues Officer be an ex-officio member of SGSC"

Rationale: SGSC would like better representation of graduate students on the committee, but did not wish to recommend that a graduate student representative be elected from each faculty. As the Graduate Issues Officer represents all graduate students, this seems to be a reasonable compromise.

3. Assessment Committee for New Graduate Programmes

As all Senate committees require a defined quorum, SGSC proposes:

"That the quorum of the Assessment Committee for New Graduate Programmes be five"



EXISTING COMMITTEE

5. SENATE GRADUATE STUDIES COMMITTEE (SGSC)
 - Standing (Reporting Category "B")

Members	Conditions	Term
Dean of Graduate Studies	Chair Ex-officio	
Registrar (or designate)	Ex-officio	
Univeristy Librarian (or designate)	Ex-officio	
Applied Sciences Arts Business Admin. Education Science	Chairs of Faculty Graduate Curriculum Committees	
Faculty Member Apl.Sciences	Elected	2 years
Faculty Member Arts	by and from	2 years
Faculty Member Business Admin	Faculty-level Graduate	2 years
Faculty Member Education	Curriculum	2 years
Faculty Member Science	Committee	2 years
Graduate Student (at-large)	Elected by	1 year
Graduate Student (at-large)	Senate	1 year
Asst. Director, Graduate Records	Secretary, Ex-officio (non-voting)	

The restructuring of the SGSC was approved by Senate and restructured committees were charged by Senate to submit revised terms of reference. The SGSC is still working on new terms of reference; the existing terms of reference will remain in effect until the new terms of reference are approved.

Purpose

1. To ensure that the standards approved by Senate are maintained.
2. To consider matters of policy related to Graduate Studies and to make appropriate recommendations to Senate.
3. To consider matters referred to it by Departments and Faculties or by the Dean of Graduate Studies and to make recommendations to the appropriate body(ies).
4. To make recommendations to Senate on new course proposals and program proposals.
5. Under delegated authority from Senate, for graduate curriculum, SGSC shall:
 - a) review and make recommendations to Senate on program changes of a major nature and general curriculum matters, and
 - b) review and approve, where appropriate, all proposed new courses, course deletions and program revisions of a minor nature. These changes shall be reported in summary form to Senate.

If within two weeks after SGSC has reported to Senate, five members of Senate wish a specific new course or a program revision of a minor nature to be considered formally by Senate, this matter shall be placed on the agenda of the next suitable meeting.

Committee meetings will be held on Mondays from 2:30 pm - 4:20 pm
 SGSC reports to Senate in March of each year