

S.02-25

## Memo

**To:** Senate  
**From:** Jonathan C. Driver  
**CC:**  
**Date:** 13 February 2002  
**Re:** Assessment Committee for New Graduate Programmes

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I would like to bring the following motion to Senate, based on a discussion and motion passed at Senate Graduate Studies Committee:

“that Senate approve changes to the terms of reference of the Assessment Committee for New Graduate Programmes as described in the accompanying documentation”

### Proposed changes

The composition and purpose of the ACNGP will remain the same.

The “Notes” section currently reads:

1. This Committee is a standing subcommittee of the Senate Graduate Studies Committee.

2. A quorum shall be five.

3. Continuity - whenever possible a member of the Committee sitting at the start of the consideration of a new program shall continue to serve in meetings on that program until consideration of that program is completed, even if another faculty member has been elected as a replacement for that member. Newly elected members shall serve in meetings on proposals coming to the Committee after their election.

4. Conflicts of interest - in no case shall someone connected with a proposed program take part in the assessment of that program.

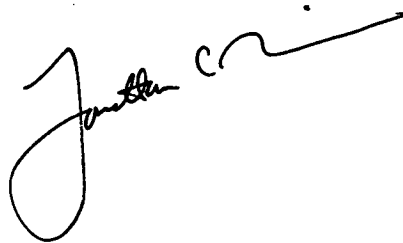
5. Elections shall take place in the Summer semester every year, members elected by the Faculty Graduate Studies Committee being elected in even numbered years, members elected by the Senate Graduate Studies Committee in odd numbered years, and the graduate student elected for a one year term. When a member must be absent for a considerable length of time or is unable to fill the term on the Assessment Committee, the body which elected that member shall elect a replacement to serve for the remainder of the term.

The following changes are proposed:

a. **Delete Note 3**

Rationale: it is not practical to retain members on the ACNGP until a new program has passed through the various approval stages. This often takes longer than one year, and committee members who are asked to serve beyond their term may have other commitments that make it difficult for their continued attendance at meetings. It also tends to reduce participation by graduate students, who may graduate before a new program is approved.

b. **Re-number Notes 4 and 5 if Note 3 deleted**

A handwritten signature in black ink, appearing to read "Janita C. [unclear]". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke extending to the right.