

SIMON FRASER UNIVERSITY
DEAN OF GRADUATE STUDIES
MEMORANDUM

TO: Senate
FROM: Jonathan Driver, Dean of Graduate Studies
SUBJECT: Composition of SGSC
DATE: 19th October 2004
cc: *A. Watt*

At the SGSC meeting of 18th October 2004 a proposal for a change in the composition of the committee was discussed. SGSC recommends to Senate that the changes described below be implemented immediately. I therefore propose the following motion:

That Senate approve the changes to the composition of Senate Graduate Studies Committee, as set out in paper S, 05-6

Proposed changes:

- a. delete "Registrar (or designate)" from membership
- b. add "Director, Graduate Admissions, Records and Administration" to membership
- c. delete "Director, Graduate Admissions, Records and Administration" as secretary
- d. add "Secretary to the Dean of Graduate Studies" as secretary (non-voting)

Rationale:

Until 2003 the administration of graduate admissions and records was the responsibility of the Registrar. In 2003 the Assistant Director, Graduate Records was transferred to the office of the Dean of Graduate Studies. In 2004 a new position, Director, Graduate Admissions, Records and Administration was created. It therefore no longer makes sense to have a representative of the Registrar on Senate Graduate Studies Committee, and the Registrar should be replaced by the person responsible for admissions and records.

