

## **Terms of Reference for Graduate Program Committees**

### Mandate

The Graduate Program Committees are responsible for developing the academic program and curriculum. This includes preparing proposals for consideration by the relevant Faculty Councils and the TRU-GSC (and subsequently APPC, Senate, and DQAB), identifying professional qualifications, potential students, and potential employers, per the TRU-GSC, the TRU Strategic Plan, and the Strategic Research Plan.

### Composition of Graduate Program Committees

- A total of at least 3 faculty members and/or Open Learning Faculty Members reflecting the scope of the degree,
- The relevant dean/s,
- At least one community expert who is active in the field and understands the intellectual and training requirements of graduates for career success, as applicable,
- The AVP RGS (ex-officio, and non voting)
- Director of Graduate Studies (ex-officio, and non-voting)
- Academic Director or Program Coordinator for the respective Faculty/s from Open Learning, as applicable

Membership may be proportionate to the involvement of each department. The Chair of the Graduate Program Committee is a faculty member, elected by the committee and should normally be the program coordinator. The Chair should ideally serve for three years.

### Responsibilities of Graduate Program Committees

- Develop and review program practices and guidelines
- Reviews applications and recommends acceptance
- Identifies and assigns supervisors
- Ensures supervisory committees are in place
- Ensures that sufficient courses are offered in a logical order and a reasonable time slot to meet the program requirements of students
- Recommends qualified faculty for teaching graduate courses.
- Continuously evaluates the program and makes recommendations for revisions.
- Advises on improvements for infrastructure required for the program such as space, library resources, equipment
- Identifies target markets for recruiting and developing partnerships
- Identifies research and scholarship opportunities and adjudicate program-based awards

- Coordinates non-credit portions of the graduate program such as orientations, seminars, workshops and other activities that enhance the academic and social environment for graduate students.

#### Responsibilities of the Chair of Graduate Program Committees

- Serves on the TRU-Graduate Studies Committee of Senate
- Brings forward to the TRU-GSC those matters that require institutional policy or practice
- Liaises with the AVP RGS or TRU-OGS on issues relating to graduate studies, research and scholarships, such as recruitment opportunities, partnerships, student success, alumni relations
- Ensures a fair review of applications, and ensure that confidentiality is maintained during the review process,
- Informs the TRU-OGS and registrar on students admitted to the program, and conditions of admission including the name of the supervisor, if applicable,
- Ensures that each student has a program plan that is updated as necessary,
- Ensures that supervisory committees for each student are formed in a timely manner,
- Informs the TRU-OGS of the nature of the Graduate Work for each student, as applicable, title, and intended completion date,
- Liaises with the Registrar regarding courses being offered, schedules and classrooms
- Informs the Registrar of student registration in courses and ensures students are registered
- Addresses student issues such as required leaves, academic challenges, and student service requirements
- Liaises with the supervisor, as appropriate, on matters relating to student progress
- Ensures that information in the Graduate Studies Calendar and Handbook relating to the graduate program is accurate and up to date
- Ensures that online information about the program is accurate
- Chairs the Graduate Program Committee and coordinates the work of the committee.
- Reports to the Faculty Council/s on matters pertaining to the graduate program.