

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.