

SENATE GRADUATE STUDIES COMMITTEE

CALENDAR SUB-COMMITTEE

TERMS OF REFERENCE

MANDATE AND GOAL

The Calendar Sub-Committee reviews and recommends, to SGSC and to Senate, calendar entries for New Graduate Programs, Graduate Program Revisions, Graduate Program Terminations, New Graduate Courses, Graduate Course Revisions, and Graduate Course Deletions for inclusion or deletion in Brock's Graduate Calendar. It ensures that all calendar entries meet standards of clarity, conciseness and formatting. Where appropriate it returns calendar entries to academic units for revision.

The Sub-Committee seeks to ensure a smooth and timely Calendar approval process throughout the academic year.

The Sub-Committee reviews and revises calendar formatting and contents on a regular basis to ensure consistency and accuracy across units and sections on Brock web-presences.

This mandate is derived from the Faculty Hand Book, Section 9.6.1f, which includes under the responsibilities of the Senate Graduate Studies Committee:

“f. annual updates to the graduate calendar, including improvements in format and organization, changes to program requirements, regulations, and graduate course offerings for any academic year; changes to the graduate course bank (including additions, deletions and changes in designation); and identification of curricular changes leading to duplication.”

MEMBERSHIP

The Sub-Committee consists of a Chair (often, but not necessarily, the Vice-Chair of SGSC), at least two members drawn from the membership of the SGSC, and Administrative Support provided by FGSPA.

Annual membership is established early in the academic year when final composition of SGSC is known. Membership is established through canvassing for volunteers.

COMMITTEE RECOMMENDATIONS

Committee recommendations are shared with members of the SGSC for information, discussion, and decisions.

DEFINITIONS

New Graduate Program Proposal

A proposal from an academic unit for a wholly new graduate program to be housed in and operated at Brock by that academic unit.

Graduate Program Revision Proposal

A proposal suggesting major or minor changes to the structure, requirements, or content of a graduate program currently housed in and operated by an academic unit at Brock. Major changes to graduate programs are proposed through the Major Modifications proposal accompanying the Graduate Program Revision Proposal.

New Graduate Course Proposal

A proposal from an academic unit to establish a new calendar entry for a graduate course which has not previously been offered at Brock.

Graduate Course Revision Proposal

A proposal outlining changes to the calendar entry for an existing graduate course currently offered or to be offered in future at Brock.

Graduate Course Deletion Request

A request to delete the calendar entry for a graduate course that will no longer be offered at Brock.

Graduate Program Termination Request

A request to delete all calendar entries pertaining to a Graduate Program at Brock that has been or is being discontinued.

MEETING

The Calendar Sub-Committee meets approximately monthly through the academic year dependent on the volume of materials submitted to it for consideration.

TERMS OF OFFICE

The term of office on the Calendar Sub-Committee is for one year. Membership is reconstituted annually.

CONFLICTS OF INTEREST

In cases of conflicts of interest, for instance where a Sub-Committee member's own calendar entry is under review by the Sub-Committee, members will recuse

themselves from discussion and abide by the decision-making of the rest of the Subcommittee.

Revisions:

7 October 2025