

# **SENATE GRADUATE STUDIES COMMITTEE**

## **POLICY SUB-COMMITTEE**

### **TERMS OF REFERENCE**

#### **MANDATE**

To conduct preliminary review and discussion related to proposed policy changes as necessary and make recommendations to SGSC.

Consistent with the Senate Graduate Studies Committee Terms of Reference as outlined in the Senate Bylaws [FHB Section 2, 9.6.1], the SGSC Policy Subcommittee reviews and makes recommendations to SGSC on policies relating to graduate programs including:

- policies concerning the conduct and regulation of graduate students in their studies (A);
- the development of teaching and learning initiatives, policies and regulations as they affect graduate students (E);
- advises on library policy and issues as they relate to graduate studies. (J)
- the Program Viability Review process at the graduate level in accordance with Faculty Handbook Section III: C.15.1. (K)

#### **GOALS**

The committee reviews proposed policy changes relating to Graduate Studies and provides recommendations and/or input to SGSC for consideration.

#### **MEMBERSHIP**

The committee is typically chaired by the SGSC chair. Ideally the composition includes: representatives from each of the six teaching faculties, a Graduate Student member of Senate, and the Associate Dean of Graduate studies (non-voting). When SGSC membership is established by Senate Governance Committee (each September), the SGSC Chair and representative from the University Secretary's office will send out a call for membership on this subcommittee to the appointed members of SGSC. This will be continued at the first meeting of SGSC in September, and the committee will be announced at the October SGSC meeting.

#### **SUBCOMMITTEE RECOMMENDATIONS**

Recommendations are shared with members of the SGSC for information, discussion, and decisions. Final policy recommendations to Senate are made by SGSC.

**MEETING**

The Committee will plan for monthly meetings. Meetings will be held virtually unless the agenda necessitates an in person/hybrid meeting.

**TERMS OF OFFICE**

The term of office is one year as SGSC committee membership changes annually. Members may serve consecutive terms. There are no term limits.

**CONFLICTS OF INTEREST**

Members are expected to declare conflicts of interest when present.