

Graduate Learning, Curriculum & Students (GLCS) Committee

1. MANDATE

On behalf of Faculty Council and in alignment with Senate, the GLCS Committee shall be responsible for the development and oversight of curriculum, academic standards and pedagogy for the graduate degree programs across the School of Engineering.

2. TERMS OF REFERENCE

The Committee shall be responsible for formulating policy and making recommendations to Council on matters concerning the planning, implementation, and evolution of the academic standards, regulations, curriculum and programs of graduate degree programs (both Master's and Doctoral), including research-informed pedagogy, taking into account the impact of the student experience and soliciting student input.

If the designate from the graduate program differs from the Graduate Program Director (GPD), the GPD is invited to attend meetings, as needed.

2.0 CURRICULAR STRATEGIC PRIORITIES

The committee will:

- 2.1 Bring forward recommendations and motions for approval to Faculty Council on academic standards, curriculum, regulations, teaching and learning (including modes, times and location of program delivery) of the graduate programs.
- 2.2 Review proposals for new or changes to existing graduate program requirements, making recommendations to Council for approval.
- 2.3 Review the Cyclical Program Reviews (CPRs) of graduate programs.
- 2.4 Approve proposals for new or changes to graduate and integrated courses, forwarding to Council to appear under consent agenda.
- 2.5 Formulate and make recommendations to Council on policies affecting teaching and learning at the graduate level in the context of the Faculty and University's missions and planning objectives.
- 2.6 Formulate and make recommendations to Council on the establishment, disestablishment and modification of graduate programs; in concurrence with the Planning, Academic Resources & Research Committee (PARR).
- 2.7 Promote the development of interdisciplinary and inter-Faculty graduate programs;
- 2.8 Responsible for coordination, oversight, accountability, and all reporting of the above that are delegated to departments (programs), Council or Senate and serve as Council's liaison with academic administrators and other collegial bodies dealing with matters related to its mandate (e.g., Provost's Office, Academic Standards, Curriculum & Pedagogy (ASCP)). Reporting of integrated courses shall align with LCS.
- 2.9 Coordinate and consult with other Council Committees & Senate Committees on major academic program, principles and policy developments or changes, and issues of joint concern.
- 2.10 There will be continued consultation, and where necessary, approvals sought from the Faculty of Graduate Studies.
- 2.11 Formulate and make recommendations to Council on non-degree studies matters in concurrence with Non-Degree Studies Sub-Committee/LCS

3 EQUITY, DIVERSITY & INCLUSIVITY

The Committee recognizes the importance of cultivating a culture of fairness, equity, diversity and inclusion. The Committee ensures that these essential principles are integrated into the School's/Committee's policies, programs, operations and practices.

4 COMMITTEE MEMBERSHIP

4.1 Membership

The membership of GLCS shall be as follows:

| Title | # of Members | # of Votes |
|--|--------------|------------|
| Ex Officio Membership | | |
| Dean (non-voting) | 1 | |
| Vice Dean (or designate, such as the Associate Dean, Graduate) | 1 | 1 |
| Chair of Faculty Council (non-voting) | 1 | |
| Librarian (non-voting) | 1 | |
| Membership | | |
| Designate from each graduate program (GPD can be a designate) | 5 | 5 |
| Faculty at large | 2 | 2 |
| Students (1 PhD, voting; 1 MSc, non-voting) | 2 | 1 |
| Secretary to Committee (non-voting) | 1 | |
| TOTAL | 14 | 9 |

4.2 Period of Appointment

The faculty at large member will be elected for a two-year rolling cycle with an option to renew. Graduate students are appointed to a one-year term with an option to renew. The Chair and Vice-Chair of the Committee are selected by the voting members of the Committee for a two-year term.

4.3 Elections/Nominations

The Committee will call for a faculty-at-large and/or graduate student(s) to be nominated to serve on this committee.

The faculty-at-large members must be appointed graduate faculty members and must hold an appointment with the Faculty of Graduate Studies. There must be representation from more than one program.

The graduate student(s) must be full-time and will be registered active students for the one-year term. There must be representation from more than one program. The voting member cannot be from the same program as either of the faculty at large. The graduate student(s) are filled via a centralized process which will be managed by the Executive Committee. The election process is conducted by each department's respective graduate student associations.

4.4 Representation by Proxy

Unless provision has been made for a designated alternate, elected and ex officio members shall not be entitled to designate a substitute or to vote by proxy

4.5 Dismissal of Members

Should an elected member resign from the committee, the Chair will endeavor to find a replacement. In the event a replacement cannot be found, a call will go out from the Executive Committee to solicit a replacement from Faculty Council.

Any member may be dismissed for any of the following reasons: 1) missing three consecutive meetings (except in cases of illness or other weighty grounds); and/or 2) for other cause for which the committee finds to be just.

5 MEETINGS & PROTOCOLS

5.1 Meetings and Protocols

The Lassonde Faculty Council has adopted “The Senate Handbook – Rules & Procedures” to guide and inform its governance structure and operations.

5.2 Chair & Vice-Chair

In the case of the absence or illness of the Chair and the Vice-Chair, the committee may appoint one of the members of the Council to act as Chair pro tempore and for such period the member so appointed shall act as, and have all the powers of, the Chair.

5.3 Quorum

At least half of the voting members of the Committee, the majority of whom are full-time faculty members, constitutes quorum.

5.4 Timing and Frequency of Meetings

GLCS meetings will be scheduled monthly.

5.5 Standing Orders

The conduct of the business of the meeting shall be subject to the Senate of York University Rules, Procedures and Guidelines.

5.6 Agenda, Administration, and Minutes

1. GLCS shall be supported by the Secretary to the Committee.
2. All records of the meetings, including the minutes, shall be retained in accordance with the Common Records Schedule (CRS) for Faculty Councils ([ADG15](#)) and Faculty Council Committees ([ADG17](#)) under York University’s Information, Privacy and Copyright Office.
3. The Committee Administrator shall be responsible for ensuring correspondence and decisions made by the Committee are available to relevant people or bodies, including the membership of sub-committees and secretaries of relevant Faculty Councils.
4. Please refer to individual Sub-Committees/Task Forces for specified procedures and/or policies.

6 REPORTING

- Reports and receives guidance from Senate’s Committee on Academic Standards, Curriculum & Pedagogy (ASCP);
- Reports to Executive (to Council);
- Reports items requiring concurrence between GLCS & PARR;
- Academic Standards (concurrence);
- Annual Report in Spring to the Faculty Council;

7 DOCUMENT CONTROL

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|----------------|-----------------|
| Version Number | 1.0 |
| Approved by: | Faculty Council |
| Date: | June 5, 2020 |