

## Faculty of Graduate Studies Council

Approved by: Senate, October 28, 2005 meeting

### Meetings

The Council will meet on a monthly basis from September to May, excluding December.

Seven (7) days' notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the Council are able to be present and/or consent thereto.

### Quorum

Unless otherwise stated in the approved terms of reference, quorum is a simple majority of all filled positions. Committee members whose positions are listed as \* shall not typically be included in the total when quorum is counted.

### Composition

1. Vice-President (Academic) & Provost\*
2. Vice-President (Research)\*
3. Vice-President (Administration & Finance)\*
4. Vice-Provost (Student Affairs)\*
5. Vice-Provost (Aboriginal Initiatives)\*
6. Dean of Graduate Studies\*
7. Faculty Deans with a Graduate Program\*
- ~~8. Vice Dean (Research) NOSM\*~~ **8. Senior Associate Dean West NOSM\***
9. Director of Institutional Analysis & Government Relations\*
10. University Registrar\*
11. Chair, Senate Research Committee\*
12. University Librarian\*
13. One Graduate Coordinator/Chair from each Graduate Program (elected by and from the faculty members in the graduate program).
14. One Graduate Student from each academic Faculty with a graduate program (elected by the graduate students in that Faculty).
15. LUSU V.P. Student Issues (non-voting)
16. Calendar/Graduate Records Officer (non-voting)
17. Graduate Admissions Officer (non-voting)
- ~~18. International Studies Officer (non-voting) —Note- this position no longer part of Grad Studies~~
- 18. Graduate Funding Officer (non-voting)**
- ~~19. Graduate Studies Officer (non-voting)~~
- 19. Manager, Graduate Studies (non-voting)**

### Terms of Office

- |          |                           |
|----------|---------------------------|
| 1 to 12  | <i>ex officio</i>         |
| 13       | one-year term (renewable) |
| 14       | one-year term (renewable) |
| 15 to 19 | <i>ex officio</i>         |

### Organization

1. Chair – Dean of Graduate Studies
2. Secretary – ~~Graduate Studies Officer~~ **Manager, Graduate Studies**
3. Administrative Office – Office of the Dean of Graduate Studies

**Terms of Reference**

1. To promote graduate education.
2. To review all proposed new graduate programs and make recommendations to Senate.
3. To make recommendations to the University on policies affecting graduate education including, but not limited to, tuition fee policy, credit for graduate thesis/project supervision and courses, admissions policy and procedures.
4. To prepare responses to University, provincial, national and international policies that impact on graduate level education.
5. To carry out Senate-approved graduate program policies that include but are not limited to: approval of external examiners for theses, time extensions, leave of absences.
6. To review all proposed graduate program calendar changes and make recommendations to Senate.
7. The Council may establish such Standing Committees or ad-hoc committees as it considers necessary. The Council may delegate authority to its committees, but such committees will be responsible to the Council.

## Acting Dean of Graduate Studies Report

26 November 2008

- 1) The Acting Dean, Jane Crossman, and Sarah Browne are meeting with the Deans of Faculties and their Graduate Coordinators to discuss the results of the Canadian Graduate and Professional Student Survey. This process should be completed early in December.
  
- 2) A retreat for Graduate Coordinators is planned for Friday, November 28th from 9:00-1:00 to discuss issues relevant to the future of Graduate Studies.
  
- 3) The Acting Dean and the Manager of Graduate Studies met with Mr. John Singer, VP (Advancement) to discuss strategies for enhancing graduate awards at Lakehead. A future meeting is planned.
  
- 4) The Office of Graduate Studies will be actively involved in Research week (February 20-27). On February 26th, graduate posters will be displayed in the Agora and students will be on hand to answer questions. A panel of judges will choose 10 posters (5 SSHRC and 5 NSERC) and students selected will make a 15-minute presentation the following day based on their posters. Prizes will be awarded to winning participants as decided by a panel of judges with all participants receiving a certificate.
  
- 5) The FGS and the library are working together to move toward electronic submission of theses and dissertations. This initiative will not necessarily take the place of hard copies but rather be in addition to them. One unit has been selected to test this system. It is hoped that electronic submission for all units will be running by the spring.
  
- 6) The Graduate Council is now working through a new procedure for membership to the Faculty of Graduate Studies as initiated by the FGS and discussed at the latest LUFA negotiations.

Respectfully submitted,

Jane Crossman

Acting Dean

Faculty of Graduate Studies

Faculty of Graduate Studies Council  
 Report to Senate – Recommendations for Approval  
 November 2008

Graduate Program	Date of Referral	Recommendation
<p><b>Faculty of Graduate Studies</b>            To delete from the calendar, regulation – “Waiver of Fees During an Approved Time Extension”. This deletion is a result of a change in practice re waiver approval, i.e. it no longer goes to Grad Council. The link is at the bottom of this page</p>		<p>Recommend for referral to Senate Academic Committee</p>
<p><b>Faculty of Graduate Studies, Graduate Council</b>            To approve revised Terms of Reference; specifically re. staff positions in the Office of Graduate Studies, i.e. addition of Graduate Funding Officer, change in title to Manager, Graduate Studies and change in NOSM representative to Senior Associate Dean West. The requested version is attached to the report.</p>		<p>Recommend for referral to Senate Organization Committee</p>
<p><b>Faculty of Graduate Studies</b>            Proposed change to Period of Study Regulation. This change is to clarify the Flexible (Flex) Full-Time option and to emphasize the conditions related to part-time registration. The requested version is attached to the report. The original version can be accessed through the link at the bottom of this page.</p>		<p>Recommend for referral to Senate Academic Committee</p>
<p><b>Faculty of Engineering, Electrical and Computer Engineering</b>            Calendar entries regarding recent approval from MTCU for the M.Sc. Eng. in Electrical &amp; Computer Engineering.</p>	<p>Approved in principle, Senate, March 23, 2007</p>	<p>Recommend to Senate for Approval</p>

[http://calendar.lakeheadu.ca/current/programs/Graduate\\_Studies/gradregsmasters.html](http://calendar.lakeheadu.ca/current/programs/Graduate_Studies/gradregsmasters.html)