



Senate Graduate Studies Committee Terms of Reference

Last review: April 2025	Next review: April 2026
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1. Reporting

The Senate Graduate Studies Committee (SGSC) is a standing committee of Senate that makes recommendations to the Senate.

2. Mandate

The SGSC provides leadership and oversight for the development, implementation, and continuous improvement of graduate-level programs and associated policies and procedures. The committee ensures that graduate education aligns with the University's academic mission, strategic priorities, and quality assurance standards.

The mandate of the committee is to:

- advise Senate on
 - all matters related to graduate educational programs of the University within Senate's jurisdiction;
 - policies, procedures, criteria, residency, and other requirements for the admission, evaluation, withdrawal, and promotion of graduate students;
 - the criteria for awarding graduate certificates, diplomas, and degrees in accordance with the requirements of external regulatory bodies, i.e. The Degree Quality Assessment Board (DQAB), in collaboration with Academic Initiatives and Planning (AIP);
 - policies and procedures for review and approval, of new and existing graduate programs, or other graduate curricular changes, and approve graduate curricular matters as delegated by Senate;
 - Academic Planning & Program Review in proposals for new graduate courses and programs and graduate curricular changes that require Senate approval;
 - the policy and requirements of the Degree Quality Assessment Board (DQAB) regarding the credentials and experience required of graduate program faculty members, i.e. doctorally prepared;
- verify that new graduate degree program proposals effectively meet degree quality

standards and quality curriculum principles and are aligned with the University's fiscal priorities;

- make recommendations to Senate on resolving concerns/aligning priorities between departments and other academic divisions related to graduate course and program development and delivery towards continuous improvement of graduate-level programs;
- establish such subcommittees as needed to fulfill the committee's responsibilities; and
- carry out other duties as assigned by Senate.

3. Membership

The composition of the membership of the Committee includes:

Members

Ten (10) voting members:

- The Chair or Vice-Chair of the Senate
- Seven (7) faculty members, at least one of which must be a Senator, preferably from schools, departments, or programs that offer a graduate program or have a graduate program in development
- Two (2) graduate students (or undergraduate students if the university does not have graduate students at the time of the committee approval)

The **non-voting resource/ex officio members** consisting of:

- Associate Vice-President, Creative Activity, Research & Graduate Studies (*ex officio*)
- Provost & Vice-President, Academic (or designate)
- Director (or designate) of Indigenous Education and Affairs (*ex officio*)
- Director, Academic Planning and Quality Assurance (*ex officio*)
- University Librarian (or designated librarian)

Terms of Office

Faculty and **student voting members** serve one-year terms between August 15 and June 15. Members may be reappointed for subsequent terms.

When a vacancy occurs, the Chair will follow the procedure outlined in the Senate Bylaws, section 8.7, to fill the vacancy.

The Chair

The Chair of the SGSC is a member of Senate elected by the SPGC from among its voting faculty members for a one-year term.

The Chair is normally non-voting but may vote where their vote could change the result.

In addition to the duties set out in Section 8 of the Senate Bylaws, the duties of the Chair are to:

- chair the meetings of SGSC;
- prepare agendas; and
- ensure that the recommendations of the SGSC are taken to Senate

The Vice-Chair

The Vice-Chair of SGSC is elected by the SGSC from among its voting members for a one-year term. The Vice-Chair will fulfill the duties of the Chair in their absence.

4. Conduct of Meetings

Schedule

Meetings of the committee are held monthly between August 15 and June 15, and preferably two weeks before the monthly Senate meeting.

Quorum

Six (6) voting members (including the Chair).

Decision Making

Decisions will be made by a 2/3 vote of members present.

Attendance

In accordance with Section 8.8 of the Senate Bylaws, to be fair to the committee's other members, members who are absent for three (3) committee meetings per appointment year, with or without notice, will be deemed to have resigned from the committee by the Chair.

Visitors to Meetings

Meetings are usually open to visitors of the Capilano University community whom the Chair may recognize to speak to specific issues.

5. Resources

[Quality Assessment Process and Criteria: BC Public Post-Secondary Institutions](#)
[Senate Bylaws](#)
[University Act](#)

6. Review of Terms of Reference

SGSC will review and update these Terms of Reference one year after they are initially approved by the Senate and as necessary at least every three (3) years thereafter (Senate Bylaws, section 8.4). Upon presentation of the committee's Terms of Reference to the Senate, a 2/3 vote of members present is required for approval. (*University Act*, Section 37(1)(a)).