



## GRADUATE CURRICULUM COMMITTEE Terms of Reference

### **Preamble**

In relation to graduate programs, the role of the Graduate Curriculum Committee in the Temerty Faculty of Medicine, is to consider, review, approve and/or recommend to the Education Committee and, if necessary Faculty Council and/or the School of Graduate Studies, graduate curriculum matters, including program policy, new education-related developments, program changes, and updates/changes to the SGS Calendar. As such, the committee functions as a '*management*' committee, overseeing the Faculty-wide graduate enterprise as an approval mechanism for curricular changes and a forum to discuss Faculty-wide graduate issues. In this capacity, the Committee is also advisory to the Vice-Dean, Research and Health Science Education and the Dean of Medicine on management and budgetary issues as it pertains to graduate education. The powers and duties of Graduate Units and Graduate Chairs are unaffected by the establishment of this Committee, and remain, as prescribed in the SGS Constitution.

### **Membership**

1. Chair: Vice – Dean, Research and Health Science Education [1]
2. Faculty Graduate Affairs Officer (non-voting and recording Secretary) [1]
3. Faculty: Graduate Coordinators and Programs Directors across all 13 Graduate Units in the Faculty of Medicine [29]
4. Elected Student Representatives: 1 PhD, 1 Master's Doctoral Stream, 1 Professional Masters [3]
5. Administrative Staff [2]

### **Quorum**

One-third of voting members shall constitute a quorum (~ 8 members)

### **Term of Membership and Recruitment of Members**

- a) Faculty will remain members of this committee for the duration of their term as Graduate Coordinator/Program Director.
- b) Administrative staff (with the exception of the Faculty Graduate Affairs Officer), will serve for one year, with the potential to continue for an additional year. In the event that the position cannot be filled, the incumbent will be asked to serve for a third term.

When such a position is open, a general callout will be made to all graduate administrative staff. In the event there are more interested staff than positions available, the Faculty Graduate Affairs Officer will

meet with all interested parties separately, and then make recommendations to the Chair. The Chair will make the final decision based on these recommendations, and other sources as deemed appropriate (i.e., Graduate Coordinator, Chair).

- c) Graduate students will serve at least one year, with the potential to continue for an additional year. Graduate student representatives must be registered as a University of Toronto graduate student during their term of service.

When such a position is open, a general callout will be made to the appropriate graduate students, based on the type of representation needed. In the event there are more interested graduate students than there are positions available, the Faculty Graduate Affairs Officer will meet with all interested parties separately and then make recommendations to the Chair. The Chair will make the final decision based on these recommendations, and other sources as deemed appropriate (i.e., Graduate Coordinator, Chair, supervisor).

### **Frequency of Meetings**

- a) The Committee will meet 3 to 5 times per year, based on Faculty (i.e., Divisional) and University governance cycles.

### **Functions of the Graduate Curriculum Committee**

#### ***(a) Curriculum***

- i) The Committee will review and recommend to the ***Education Committee***, minor modification proposals from Graduate Units. At the discretion of the Chair, certain minor modifications may be placed on a “consent” portion of the agenda. Typically, such minor modification will be administrative in nature. Examples include but are not limited to changes in graduate course titles, reassigning graduate course codes for administrative purposes and including prerequisites to existing graduate courses. The consent agenda will be sent out with all meeting material; the **entire package will be distributed to members no less than 5 working days prior to a GCC meeting.**

Consent items will not require an oral presentation, unless a committee member makes this request (details outlined below). Members with questions, or requests for further information, should direct these to the Faculty Graduate Affairs Officer. Members with concerns about a consent item **and** would like it to be discussed by the GCC, should notify the Faculty Graduate Affairs Officer by email **at least 48 hours in advance of the meeting.** Upon the request of any member, the matter will be considered by the GCC in the usual manner.

Where a consent item requires a resolution of the Committee, and where no committee member has requested consideration of the item in the usual manner, the motion will be placed before the GCC for vote. Where a consent item is for information only, and where no member has requested consideration of the item in the usual manner, the item will normally be taken as received by the GCC without introduction or discussion.

- ii) The Committee will review, and, through the ***Education Committee***, recommend to Faculty Council, major modifications that require approval by Faculty Council and/or one or more

committees of Governing Council (e.g., Academic Policy and Programs). Such changes will also be referred to SGS and, as appropriate, to the Education Council for approval.

**(b) *New Initiatives***

- (i) The Committee will review and through the ***Education Committee***, recommend to Faculty Council, new initiatives, such as new graduate programs and joint interfaculty programs. Such initiatives will also be referred to SGS and its Graduate Education Council.

**(c) Infrastructure**

- (i) The Committee will consider and report back on any graduate educational issues arising from the External Reviews of Departments and Extra-Departmental Units referred to it by the Agenda Committee or the Speaker.
- (d) The Committee will advise and make recommendations to the Dean, Faculty Council and/or the School of Graduate Studies on any matters related to the Graduate Programs of the Faculty.
- (e) The Committee will submit an annual report to the ***Education Committee*** providing a list of all minor changes approved, as defined in (a) (i), above.
- (f) The Terms of Reference for the Graduate Curriculum Committee will be reviewed periodically, as appropriate.