

MSc and PhD Committee (MPC)

Terms of Reference

Approved by FC on May 21, 2020

The **MSc and PhD Committee (MPC)** is a standing committee in the Faculty of Health Sciences. The MPC is responsible for the development, management, and administration of FHS' MSc and PhD programs. As stated in the Faculty's constitution, all FHS committees are advisory to the Dean. The PPAC reports to the Education Programs Committee (EPC) and is supported by the work of the Graduate Awards Committee (GAC).

Tasks and Responsibilities

- Managing all matters related to the FHS funding policy for MSc and PhD students
- Overseeing the work of the GAC
- Coordinating and reviewing educational partnerships with domestic and international post-secondary institutions
- Developing recruitment and retention activities
- Critiquing and strengthening graduate programming and establishing and enforcing processes/procedures related to program benchmarks, including the comprehensive examination, thesis proposal, and thesis defense
- Applying and enforcing Faculty & University policies, including General Graduate Regulations
- Reviewing and making decisions on student appeals
- Approving program specific policies and processes
- Developing mechanisms for student feedback and seeking way to improve the student experience
- Managing the admissions process and approving recommendations for admission to Graduate and Postdoctoral Studies
- Adjudicating entrance funding to MSc and PhD students
- Ensuring regular review of syllabi
- Approving course changes for the SFU Calendar
- Managing program curriculum by regularly evaluating the program and recommending changes to the EPC
- Recommending major curriculum changes to the EPC, including new course proposals and course deletions
- Providing recommendations to EPC regarding course offering preferences; and allocation of teaching resources
- Operationalizing priorities identified by the EPC

Membership & Appointment Terms

The Director, MSc and PhD Programs is the Chair of the MPC and is a voting member. The Dean and Associate Dean, Education are ex officio members with no voting privileges.

The committee includes the following **voting members**:

- Director, MSc and PhD Programs
- Three (3) additional elected faculty members
- Manager, Graduate Programs
- One (1) member elected by the FHS Graduate Caucus to represent the MSc and PhD programs and study body

Non-voting members are those who are expected to attend meetings when appropriate. These include the Director, Education Programs and the Consultant, Educational Support and Innovation. Any other member of FHS may attend and, upon invitation, may participate in the committee's discussions.

Appointments of members are generally for three (3) years, starting July 1. Elected faculty members serve a three-year term, renewable for a maximum of two terms. The Director, staff, and ex-officio members serve in conjunction with their positions. Student appointments are in conjunction with their elected term to the FHS Graduate Student Caucus.

Responsibilities of the Chair

- Calling committee meetings and ensuring notices of meetings, draft agendas, and previous meeting minutes are provided to all committee members. Normally, this will be at least three business days in advance of regularly scheduled meetings and at least 24 hours in advance of meetings called for special consideration of committee business
- If the Chair is unable to attend a committee meeting, appointing an Acting Chair from the amongst the committee membership
- Ruling on points of order, using Robert's Rules of Order
- Maintaining order and decorum during discussions, and following the principles articulated in Policy A30.01: Code of Faculty Ethics and Responsibilities
- Ensuring that information about a student's identity, academic progress, personal life, financial status, personal views, etc. are kept in confidence and treated with respect and sensitivity. Meetings where information relating to individual students is discussed shall be closed to non-members.
- Ensuring that meetings are held on a timely basis and follow an agenda
- Ensuring minutes are recorded and available As needed reporting at the monthly meetings of the Faculty Executive Committee (FEC) and to the Faculty Council (FC)
- Carrying out additional activities as indicated in the job description for the Director, Master and PhD Programs

Voting & Quorum

Voting will be conducted by a show of hands, or by voice for telephone/video attendance, and is restricted by those in attendance (ie. no email or proxy voted accepted). Motions must be passed by a majority vote; in the event of a tie vote, the motion will fail.

A quorum is more than 50% of the voting members of the committee and a minimum of three faculty members including the Chair.

Meeting Frequency & Attendance

The MPC will meet as needed, normally once per month from September through July.

Operating Procedures

- Notification of the dates, times, and agendas of the MPC meetings will be sent to all faculty members a minimum of three business days prior to regularly scheduled meetings. Meetings or part of a meeting when confidential student and/or personnel matters are discussed will be restricted to MPC members.
- Minutes will be recorded by an appointed staff member; a voice recorder may be used to aid in the transcribing of minutes
- Items may be referred to the committee by the Dean or any other member of FHS, by the Education Programs Committee (EPC), by the Faculty Executive Committee (FEC), by Senate Committees, or by others within the University.
- Non-members may additionally bring matters to the attention of the MPC upon at least three-days' notice to the MPC Recording Secretary and the Chair of the Committee and attend that portion of the meeting.