



SIMON FRASER UNIVERSITY  
ENGAGING THE WORLD

**TO:**

Senate

**FROM**

Joy Johnson

Chair – Senate Committee on Agenda and Rules (SCAR)

**DATE:**

May 9, 2025

**SUBJECT:**

Membership Changes to Senate Graduate Studies Committee

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**Motion:**

That Senate approve membership changes to the Senate Graduate Studies Committee (SGSC).

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**MEMORANDUM**

**ATTENTION** Senate Committee on Agenda  
and Rules (SCAR)  
**FROM** Mary O'Brien,  
Chair of Senate Graduate  
Studies Committee (SGSC)  
**RE:** Revision to SGSC Membership

**DATE** April 23, 2025

**Motion:**

That SCAR approve revisions to the Senate Graduate Studies Committee (SGSC) Membership.

**Rationale:****#1 – Addition of UCIL Representative**

The addition of a UCIL representative aligns SGSC membership with the membership of SCUS, where the Director University Curriculum is an ex officio member. Including a representative from UCIL will be beneficial for SGSC because quite often, questions regarding new programs, ministry requirements, and degree determinations come up at SGSC meetings. The UCIL representative will be the most knowledgeable to answer those questions when decisions are being made. Having the clarity around those questions will make curricular decisions more efficient for programs, as well as Graduate Studies. Not having this representative has meant that curricular changes have frequently been delayed until UCIL insights could be obtained.

**#2 – Three Associate Deans represented by one vote**

The SGSC membership always had one vote for the Associate Dean. In 2024, Graduate Studies welcomed two additional Associate Deans to manage other key areas. Including all three Associate Deans (Policy & Curriculum; Scholarship; Students) within the SGSC membership ensures that additional knowledge and perspectives are represented in the discussions and decisions that are made by the committee. By sharing a single vote, it is not possible for the Associate Deans to outnumber other SGSC members.

## SGSC Membership List

Members	Conditions	Term	Expiry Date
Dean and Vice Provost, Faculty of Graduate Studies	Chair Ex-officio		
<b>Associate Dean, Graduate Studies</b> • Policy & Curriculum • Scholarship • Students	<b>Ex-officio (only one vote)</b>		
Associate Director, Graduate Admissions, Records and Registration	Ex-officio		
University Librarian (or designate)	Ex-officio		
Applied Sciences	Chair, Faculty Graduate Curriculum Committee (or designate)		
Arts & Social Sciences			
Business Admin.			
Communication, Art & Technology			
Education			
Environment			
Health Sciences			
Science			
Graduate Student	Elected annually in the Spring Semester by and from graduate students. Post-election vacancies will be filled by election by Senate.	1 year	
Graduate Student			
Graduate Student (Alternate)			
Graduate Student (Alternate)			
GSS Executive representative	Ex-officio		
<b>UCIL Representative</b>	<b>Ex-officio (non-voting)</b>		
Manager, Graduate Curriculum and Policy	Secretary, Ex-officio (non-voting)		
Secretary to the Dean	Recording Secretary, Ex- officio (non-voting)		