

Faculty of Education
GRADUATE ACADEMIC AFFAIRS COUNCIL
(GAAC)

1. Terms of Reference

- 1.1 Examine and approve proposed calendar changes prior to submission to GFC for approval.
- 1.2 Examine and approve proposed new programs and program changes prior to submission to Faculty of Graduate Studies and Research for approval.
- 1.3 Review teacher salary implications of proposed changes to graduate programs in relation to Teacher Qualifications Service Guidelines.
- 1.4 Monitor and respond to changes in graduate programs in relationship to the Faculty of Graduate Studies and Research.
- 1.5 Support coordination of graduate programs and initiatives to increase complementarity and cooperation across units in the Faculty.

Operation Direction: At the stage of the motion to receive Graduate Academic Affairs Council (GAAC) minutes in Faculty Council, any member of Faculty Council may question or challenge an action of GAAC. A majority vote at Faculty Council to bring the question or challenge to Faculty Council at the next Council meeting for consideration would provide opportunity for Council to review GAAC decisions.

2. Composition

2.1 *Statutory Members*

- 2.1.1 The Associate Dean, Graduate Studies, who shall be Chair. (FC Oct 1 2013)
- 2.1.2 The Vice Dean/Associate Dean, Academic of the Faculty. (GAAC Oct 3 2011) (FC Oct 1 2013)
- 2.1.3 The Graduate Coordinators of each department and the School of Library and Information Studies.
- 2.1.4 The Director of the MEd in Educational Studies program.
- 2.1.5 The Chair of the Teacher Qualifications Committee.

2.2 *Elected Members*

- 2.2.1 One full-time continuing academic staff member from the Departments of Educational Policy Studies, Educational Psychology, Elementary Education and Secondary Education.

2.3 *Appointed Members* (voting) (FC Oct 1 2013)

2.3.1 One graduate student from each of the Departments of Educational Policy Studies, Educational Psychology, Elementary Education and Secondary Education, and the School of Library and Information Studies selected annually by the graduate students of that unit.

2.4 *Appointed Member* (non-voting)

2.4.1 At the discretion of the Council a member knowledgeable in particular aspects pertaining to GAAC may be appointed to facilitate the operation of the Council.

3. Quorum

3.1 A quorum shall consist of eight members five of whom must be faculty members.

4. Meetings

4.1 Monthly meetings will be convened by the Associate Dean, Graduate Studies. (FC Oct 1 2013)

5. Committees of GAAC

5.1 The GAAC may strike ad hoc committees to study and make recommendations on specific issues.

5.2 Membership of ad hoc committees will be on the basis of relevant expertise.

6. Procedures

6.1 Email voting (GAAC Jun 10 2013) (FC Oct 1 2013)

6.1.1 Email voting may take place as follows:

- only for *Motion to Approve*
- only if during *Notice of Motion*, no substantial feedback was provided within the meeting or via subsequent emails e.g. a suggestion for presenter to discuss with instructor or department council, etc
- minutes that outline the Notice of Motion discussion will be included with the e-vote request
- results of the evote will be included in the appropriate set of minutes.

History:

Faculty Council Oct 1 2013

GAAC Jan 16, 2006 / GAAC Sep 18, 2006 / Faculty Council Nov 7, 2006

GAAC Jan 17, 2005 / Executive Council Mar 15, 2005

GAAC Jan 20, 2003 / Executive Council Mar 18, 2003

GAAC April 6, 2009 / GAAC June 1, 2009 / Faculty Council Sep 8, 2009

GAAC Jan 21, 2007 / Faculty Council Feb 5, 2008

Executive Council Apr 20, 1999

Faculty Council Feb 2, 1999