

**Faculty of Education**  
**Master's of Education in Educational Studies**  
**Advisory Board**

**1. Terms of Reference**

- 1.1 Advise the Dean of Education and the Master's of Education in Educational Studies Director in all matters related to the Master's of Education in Educational Studies program.
- 1.2 Review new Courses or Programs prior to submission to the Graduate Academic Affairs Council.
- 1.3 Review Calendar changes prior to submission to the Graduate Academic Affairs Council.

**2. Composition**

2.1 Statutory Members

- 2.1.1 Director, Master's of Education in Educational Studies, who shall be Chair
- 2.1.2 Associate Dean (Research and Graduate Studies) Faculty of Education
- 2.1.3 Department Chairs from Educational Policy Studies, Educational Psychology, Elementary Education and Secondary Education
- 2.1.4 The Dean of Education

**3. Procedures**

- 3.1 An annual report will be presented to the Dean of Education in July of each year.
- 3.2 The terms of reference shall be reviewed on an annual basis with revisions presented to the Dean of Education.
- 3.3 Quorum will be those in attendance
- 3.4 The Advisory Board will meet a minimum of two times per year, more if required.

Approved  
MES Advisory Board November 22, 2011  
Faculty Council December 6, 2011  
(Board reports directly to the Dean for future revisions)