

Revised September 30, 2015

## **EDST MA Management Committee Terms of Reference**

The MA Management Committee is charged with managing the Department's Master of Arts Program. The Committee makes recommendations to the Graduate Programs Advisory and Curriculum Committee (GPACC) and the Department on (a) student recruitment, funding, admissions and orientation, (b) the MA course curriculum, and (c) the selection of MA course instructors.

### **Functions**

- support and encourages the recruitment of MA students for the program
- assist support staff to maintain and update the MA webpages on the EDST website
- evaluate and rank applications
- identify MA supervisors among EDST faculty for all accepted students before students are admitted
- allocate MA student funding
- assess requests for transfers into the MA program
- evaluate existing curriculum and develop new curriculum as needed
- identify and select instructors for EDST 571 and EDST 572 in cooperation with EDST Program Area Coordinators

### **Responsibilities of the Committee Chair**

- The Committee Chair is expected to report at departmental meetings
- The Committee Chair is expected to serve as a member of GPACC and to report at GPACC meetings

### **Membership**

The Committee is comprised of seven members. These are:

- ☐ 4 EDST faculty members, normally from each of the program areas (where a program area is defined broadly as also including those who have taught core courses or supervised students in a program over the past five years)
- ☐ 1 first year MA student representative
- ☐ 1 second or third year MA student representative
- ☐ 1 EDST Graduate Programs Assistant

The Committee Chair and members are appointed by the EDST Head in consultation with the Deputy Head. The student representatives are recruited by the Committee from among current MA students. Student members and the Graduate Programs Assistant do not normally participate in admissions or funding decisions.

### **Quorum**

Quorum is 4 members.

### **Meetings**

The meeting season normally runs from September to June. A regular time slot for meetings shall be agreed upon by all members shortly after the Committee is constituted in late August or early September of each year. Any member may call a meeting, including the Chair.