



Graduate Programs Advisory and Curriculum Committee (GPACC)

Terms of Reference, 2021-22

(Approved by GPACC—9 September 2021)

(Approved at EDST Department Meeting— 16 September 2021)

1. Mandate

- a. The Graduate Programs Advisory and Curriculum Committee (GPACC) is the operating committee that is charged with advising on all matters related to graduate education within the Department of Educational Studies (EDST).
- b. GPACC Members are responsible for reviewing, advising, and assessing the department's educational philosophy and curriculum development, coordinating student admissions and enrolments, and organizing student orientation initiatives and graduation activities.

2. Accountability and Reporting

- a. GPACC is chaired by the Graduate Curriculum Coordinator of the Department or the faculty member appointed by the Head of Department (HOD). GPACC's Chair:
 - i. reports to and updates the HOD through the Head's Advisory Committee (HAC);
 - ii. reports to, updates and submits all GPACC recommendations and GPACC-approved documents for discussion and approval to EDST's Plenary in its monthly meetings;
 - iii. ensures the liaison between EDST and the Faculty of Graduate and Postdoctoral Studies (G+PS);
 - iv. ensures the liaison between EDST and the Faculty of Education's Graduate Curriculum Advisory Committee (GCAC);
 - v. represents EDST on GCAC in all matters pertaining to GCAC's mandate, including the conduct of consultations regarding curriculum changes (Category 1 and 2);
 - vi. liaises with EDST's program area coordinators;
 - vii. liaises with EDST's Graduate Advisor on matters with implications for students and coordinates recommended actions.
- b. GPACC decisions are submitted by the Chair to EDST's Plenary monthly meetings as recommendations that must be discussed and approved by EDST's Plenary. EDST's Plenary in its monthly meetings provides feedback and requests

for revisions on GPACC recommendations which need to be reviewed and resubmitted for final approval at one of EDST's subsequent meetings.

- c. GPACC decisions submitted by GPACC's Chair to GCAC are recommendations subject to discussion and feedback. GPACC's Chair reports back to GPACC on these discussion and shares feedback and requests for revisions received before their resubmission to EDST's Plenary, and then to GCAC for subsequent action.
- d. GPACC must maintain its own records (minutes and all relevant archival records) and is supported to that end by the Graduate Programs Assistant who acts as its secretary.

3. Membership and Composition

- a. GPACC membership is defined as representatives of the various constituents in EDST (programs, committees, members of EDST's leadership team, and students).
- b. GPACC members are expected to inform the constituents they represent of pertinent issues discussed in GPACC. Similarly, they are expected to report back to GPACC on discussions, deliberations, recommendations, and proposals for action and change that took place in their constituent group.
- c. GPACC members are expected to participate in all deliberations and activities as applicable, except when specified leave, professional responsibilities, or emergencies prevent attendance. If unable to participate, a GPACC member will ensure an alternate member affiliated with their constituent group acts as an alternate representative to GPACC for the duration of the absence.
- d. Membership of Affiliated Constituents:
 - i. EDST's Graduate Curriculum Coordinator. In the absence of the GCC, the EDST Graduate Advisor serves as interim Chair.
 - ii. Voting Members:
 - Coordinator, Adult Learning and Education (ALE)
 - Coordinator, Higher Education (HIED)
 - Coordinator, Educational Administration and Leadership (EDAL)
 - Coordinator, Society, Culture, and Politics in Education (SCPE)
 - Coordinator, Adult Learning and Global Change (ALGC)
 - Coordinator, Ts"kel
 - Chair, PhD Management and Admissions Committee
 - Chair, EdD Management and Admissions Committee
 - Chair, MA Management and Admissions Committee
 - Chair, ALGC Management and Admissions Committee
 - Chair, Scholarships & Fellowships Committee
 - EDST Graduate Advisor
 - A representative of the GAA Team
 - Peer Academic Advisor

- PhD Student Representative
 - MA Student Representative
- iii. Non-voting Members:
- EDST's Deputy Head
 - The Graduate Program Assistant, who serves as GPACC's secretary.
- iv. Quorum: A quorum for a GPACC meeting shall consist of six (6) members, including the Chair.
- v. Meetings will normally be held monthly, from September thru June, unless decided otherwise by the GPACC plenary:
- Meetings follow the general procedures of *Roberts' Rules of Order*.
 - At its first meeting each September, GPACC can decide on the specific meeting dates agreed upon for the academic year.
 - At its first meeting, the Head of Department (HOD) can choose to address GPACC, in terms of sharing their general vision and areas of work priorities proposed for the year, and respond to questions, as applicable.
 - During its meetings, GPACC can invite the HOD to respond to matters under discussion, for further information and queries. The HOD can also request to appear at GPACC by formally approaching GPACC's Chair in advance and specifying the issues to be raised.

4. Roles and Responsibilities

- a. Internal governance structure:
- i. In addition to the Chair, GPACC can agree to allocate specific areas of responsibility (or portfolios) to different members, as applicable and warranted by circumstances and needs. These areas of responsibility can be permanent or for a specific period of time, as applicable.
 - ii. GPACC operates as a collegial and collaborative space in ways that promote participation, a healthy departmental culture, and a sound vision of EDST's vision and strategic goals.
 - iii. GPACC offers its members a space where information and knowledge about EDST, the Faculty of Education, and UBC is collegially shared, and where lines of communications with other units and constituencies are transparent, based on accurate information and documentary materials.
- b. Convening meetings and related matters:

- i. GPACC's Chair is responsible to convene meetings at the agreed upon dates and times.
- ii. GPACC's Chair is responsible to prepare and disseminate all documents relevant for meetings at least 4 days ahead of the scheduled date of a meeting.

5. Term and ToR Review

- a. The present, GPACC Terms of Reference can be amended within the rules set up by GPACC and for the explicit purpose of fulfilling its mandate and mission.
- b. At its first meeting every September, GPACC will devote time to collectively review and discuss the present Terms of Reference and introduce whatever amendments it considers warranted and necessary, whether at that first meeting or at any subsequent meeting. Any amendments must be submitted for review and approval at one of EDST's Plenary monthly meetings, as stipulated in clause 2(2). Discussions and voting on amendments to the present Terms of Reference should follow the general procedures of *Roberts' Rules of Order*.
- c. Requests for amendments can be proposed by any GPACC member, whether representative of a constituent group, or an ex-officio member.

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