

EDST PhD / MA Management and Admissions Committee Terms of Reference

Approved by GPACC on February 1, 2024

The PhD/MA Management and Admissions Committee is a pilot reconstitution of the PhD Management and Admissions Committee and the MA Management and Admissions Committee into a single committee during the 2023-2024 academic year. The reconstituted Committee is led by two faculty co-chairs who had previously chaired the separate committees. It is charged with managing the department's Doctor of Philosophy (PhD) and Master of Arts (MA) programs. The Committee makes recommendations to the Graduate Programs Advisory and Curriculum Committee (GPACC) and to the department plenary on matters pertaining to (a) student recruitment, funding, admissions and orientation, (b) the respective course curriculum, and (c) the selection of course instructors for both programs. This pilot reconstitution does not dissolve the prior two committees. It tests whether the department's agility on graduate funding is increased by having a single committee for both programs. After the 2024-2025 academic year, this pilot will be revisited and evaluated, resulting in either another pilot year of this reconstitution or another reconfiguration, a motion to make the reconstitution permanent, or a return to the two separate committees.

Functions

- Supports and encourages the recruitment of students for both programs
- Assesses, evaluates, and ranks applications to both programs
- Identifies supervisors among EDST faculty for all accepted students before students are admitted
- Develops a clear approach to student funding, and how it ought to be distributed between the MA and the PhD programs
- Allocates funding to new and existing students
- Assesses requests for transfers into the MA and PhD programs
- Evaluates existing curriculum and develop new curriculum as needed
- Identifies and recommends instructors for EDST 571, EDST 572, EDST 601A, EDST 601B, and 602A, and in cooperation with EDST program area coordinators and the deputy head
- Assists support staff to maintain and update the respective webpages on the EDST website

Responsibilities of the Committee Co-Chairs

- The Committee Co-Chairs are expected to report at departmental meetings
- The Committee Co-Chairs are expected to serve as a member of GPACC
- The Committee Co-Chairs are expected to work closely with the Graduate Programs Assistant

Membership

The Committee is comprised of eight (8) members. Members are:

- Five (5) EDST faculty members, including the two co-chairs, normally from each of the program areas, including those who have taught core courses or supervised students in a program over the past five years
- 1 MA student representative
- 1 PhD student representative
- 1 EDST Graduate Programs Assistant

Committee Co-Chairs and members are appointed by the EDST Head in consultation with the Deputy Head. Student representatives are recruited by the Committee from current MA and PhD students. Student representatives do not participate in admissions nor funding decisions but are, otherwise, voting members. The EDST Graduate Programs Assistant is a non-voting member.

Quorum

Quorum is five (5) members, including Co-Chairs.

Meetings

Meetings are normally held from September to June. Co-Chairs will call meetings periodically and as issues arise.