

EDST ALGC Management and Admissions Committee Terms of Reference
(revised, Apr 24/24; approved at GPACC May 2/24, approved at EDST plenary Nov 21/24)

The MEd ALGC is a program within ALE that is delivered completely online with international partner universities. It has a binary structure consisting of (1) The International Management Committee (IMC) which includes representatives from collaborating institutions, and (2) The Management and Admission Committee (MAC).

The IMC is governed by a 5-year renewable Cooperative Agreement. ALGC course curriculum and teaching are determined in collaboration with partners, although any program changes (e.g., major course revisions) must also go through the normal curriculum change processes at UBC. The MAC Chair and Program Coordinator represent the program at the *International Management Committee (IMC)* meetings, which normally occur quarterly and also over one week each year at the collaborating institutions in rotation.

The MAC is the usual starting point for any policy, budgetary, or curriculum proposals. The Committee makes recommendations to the ALE group, the Graduate Programs Advisory and Curriculum Committee (GPACC), and the Department on student recruitment, admissions and orientation, and ALGC course instructors. This committee includes a Chair and Program Coordinator as well as two other departmental members. The Chair is appointed by the Head as part of their service responsibilities for a term of 3 years. The Program Coordinator is appointed for renewable 3-year terms as a .5 Lecturer and is responsible for the day-to-day management of the program. The specific responsibilities of the ALGC Coordinator and the Chair of this committee are described in the ALGC Task Force report (2020).

The MAC is tasked with Admissions to the program. The Chair works with the Program Coordinator and Graduate Program Assistant to assign committee readers to each application for review (see Responsibilities below for further information).

The Chair and Program Coordinator also develop curriculum enhancement proposals as part of budget planning. The MAC reviews the fiscal year's final budget, and reviews and approves each proposed budget prior to being submitted to the Head for departmental approval. This normally occurs in mid-June.

Responsibilities of the Committee Chair and ALGC Program Coordinator

- The Chair and Coordinator are expected to report at departmental meetings
- They are expected to serve as members of GPACC and to report at GPACC meetings
- They are expected to attend and report at ALE meetings and to consult with ALE members on decisions taken to GPACC that affect other ALE programs
- They recommend to the Head instructors for UBC taught courses in the program
- The Chair takes the lead on the Admissions process and the annual budgeting process in collaboration with the Coordinator
- The Chair consults with the ALE Coordinator and Head in suggesting program advisors for ALGC students

- The Program Coordinator oversees advertising and promotion to recruit ALGC students for the program with input from this committee
- The Program Coordinator takes the lead on welcome information materials for new students and program orientation activities.
- The Program Coordinator assists department staff to maintain and update the ALGC webpages on the EDST website
- The Program Coordinator, in collaboration with the EDST Graduate Program Assistant, responds to emails and inquiries seeking information about ALGC
- The Program Coordinator, in collaboration with the EDST Graduate Program Assistant, ensures alignment between UBC student registration and Learning Management System participants

Function of other Committee Members

- To participate in discussions about the program and to provide input on general decisions affecting the program
- To approve the draft Annual Budget before it is approved by the Head
- To evaluate and rank MEd applications to the ALGC program
- To act as advisors to students in the ALGC program if possible

Membership

The Committee is comprised of five members. These are:

- 4 EDST members in tenure-track or lecturer roles. These members include the ALGC Coordinator and Chair, who are usually from ALE. Normally, at least one other member should be in a program area outside of ALE
- 1 ALGC student representative

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

Meetings

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