



Committee	What does it do?	How often does it meet?	Administrative support contact
<b>Graduate Faculty</b>	Membership includes all graduate faculty; members establish and approve policies governing the activities of the CGPS, its students and postdoctoral fellows, approve modifications to existing programs, and recommend the establishment of new programs.	annually (May)	<a href="#">Lori Lisitza</a>
<b>Graduate &amp; Postdoctoral Council (GPC)</b>	Membership includes department heads or designates of non-departmentalized colleges/schools and graduate chairs with regular graduate programs; the council conducts business on behalf of CGPS graduate faculty	bi-annually (Oct/Feb)	<a href="#">Lori Lisitza</a>
<b>Nominations Committee</b>	Recommends membership to populate CGPS committees	annually	<a href="#">Lori Lisitza</a>
<b>Executive Committee</b>	Reviews, advises and approves business (policy, curricular, programming) from its standing committees on behalf of GPC; reports annually to graduate faculty its standing committee activities	monthly	<a href="#">Lori Lisitza</a>
<b>Awards Committee</b>	Grants scholarships and awards which are open to all graduate students policies and issues	as needed	<a href="#">Peggy Naughton</a>
<b>Equity &amp; International Committee</b>	Develops and reviews policies, programming, and strategic directions for international activities and programming	monthly	TBD
<b>Graduate Programs Committee</b>	Coordinates with colleges/schools proposals for curricular/program and policy changes for Executive committee consideration. Coordinates outcomes with University Council ( <b>Academic Policy Committee</b> ) committees as appropriate.	monthly	<a href="#">Kelly Clement</a>
<b>Graduate Academic Affairs Committee</b>	Facilitates policy changes relevant to graduate academic affairs, special case students, acts on arising academic grievances (student and unit); reports in to the Executive Committee. Interfaces with University Council ( <b>Student Academic Hearing And Appeals Panel</b> ) as appropriate.	monthly	<a href="#">Kelly Clement</a>
<b>Postdoctoral Studies Advisory Committee</b>	Strategically plans and develops policy, provides oversight for monitoring career progress, career development and conflict resolution, and assists in advocating the enhancement of funding opportunities for Postdoctoral Fellows.	monthly	<a href="#">Chelsea Smith</a>
<b>Interdisciplinary Committee</b>	Acts as the management committee for the CGPS interdisciplinary program	monthly	<a href="#">Devin Backman</a>



<b>Earned D.Litt. Committee</b>	Manages nominations and process for the Earned D.Litt. degree; reports in to the Executive Committee	as needed	<a href="#">Lori Lisitza</a>
<b>Earned D. Sc. Committee</b>	Manages nominations and process for the Earned D.Sc. degree; reports in to the Executive Committee	as needed	<a href="#">Lori Lisitza</a>
<b>Distinguished Supervisor Award Committee</b>	Manages nominations for the distinguished supervisor award and process; reports in to the Executive Committee	as needed	<a href="#">Lori Lisitza</a>

### CGPS interfaces with the University Council and its standing committees in a variety of college matters. These include, but are not limited to:

- Approving academic degrees, diplomas and certificates;
- Approving convocation scholarships, prizes, fellowships, bursaries and exhibitions;
- Approving all academic programs, new programs and program deletions;
- Prescription of methods and rules for evaluating student performance;
- Disciplinary policy setting for student academic misconduct and hears student appeals;
- Prescription for qualifications for admission;
- Setting the academic schedule;
- Recommendations to the Board of Governor’s graduate tuition setting and policies; and
- Any other matters it considers to be in the interest of the university.

### General Guidelines for CGPS Committee Members

The composition and responsibilities of CGPS are provided in the CGPS Policies. In the absence of CGPS Governance Bylaws the college defers to the University Council Bylaws where applicable. The Standing Committees of CGPS serve CGPS Faculty by considering issues in depth and presenting their deliberations for consideration by CGPS as a whole. Committee members are vital to this process.

**Quorum:** Quorum is a majority of the voting members, with the exception of the Nominations Committee, where quorum is two-thirds of the voting members.

**Motions:** Motions can be made only if quorum has been attained. If quorum has not been attained, the meeting may proceed with the committee’s agreement on a discussion basis only, with the agenda received, but not approved.

**Rules of Order:** Most committee meetings are run in a relatively informal way, but if you feel a need for a reference work, Council uses Kerr and King’s Procedures for Meetings and Organizations, Third Edition, Chapter 17 of which concerns Procedures for Committees.

**Record of Meetings:** Committees are expected to keep formal agendas; notes or minutes; and a record of quorum. All of CGPS meeting records are archived and available to respective committee members on [SharePoint](#).

**Conflict of Interest:** In the absence of formal CGPS bylaws the college defers to the [University Council bylaws](#).

[Committee Terms of Reference](#)

[Meeting Schedules](#)