

BY-LAW 2: COMMITTEES OF THE SCHOOL COUNCIL

2.4 *Graduate Professional Programs Committee*

The Graduate Professional Programs Committee ensures that program quality meets the standards set by the Senate under the auspices of the Institutional Quality Assurance Process (IQAP), and by the School's accrediting bodies (AACSB, EQUIS, AMBA).

2.4.1 Mandate

The Graduate Professional Programs Committee:

1. Reviews and assesses admission policies and their implementation;
2. Reviews suggestions, issues and/or concerns from professors or students about courses/curricula and student experience;
3. Participates and assists in program reviews and appraisals;
4. Reviews admission requirements, structure, content, and learning objectives of the interdisciplinary programs in which the School takes part;
5. Suggests and assesses new pedagogical initiatives such as team-teaching, non-classroom teaching, online teaching, seminar series, etc.;
6. Introduces policies and initiatives for graduate students to receive proper financial assistance;
7. Reviews the graduate professional program's relations with faculties, schools and institutes of the University of Ottawa with interests common to the School's programs and with professional bodies with whom the School chooses to associate the professional programs (CMA, CMC, etc.);
8. Monitors the satisfaction level of the students and uses this feedback in regular revision of the curriculum and pedagogy;
9. Monitors the progress of students in meeting the learning goals of the graduate professional programs, and making appropriate changes to the programs curriculum and pedagogy in order to make sure that a high percentage of students meet the programs' learning goals;
10. Makes recommendations to the School Council concerning:
  - a. Admission requirements and transfer credit guidelines of the School's graduate professional programs;
  - b. Structure, content, and learning objectives of the School's graduate professional programs;
  - c. Program creation and changes;
  - d. Implementation of policies and initiatives that promote academic success and enhance students' university experience;
  - e. Course creation, abolition or modification;
  - f. Internationalizing graduate professional programs and developing opportunities for student mobility.

2.4.2 Membership of the Graduate Professional Programs Committee

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Subject to Article 163 of the University Government, the members of the Graduate Professional Programs Committee are:

- a. Vice-Dean (Undergraduate and Professional Programs), ex-officio member and chair of the committee (non-voting; tie breaker);
- b. One (1) regular professor selected from each Section, who teaches or supervises a graduate student in at least one of the School's graduate professional programs to serve for a two-year term, renewable. It is the responsibility of the Section representatives to adequately represent all the fields within their section;
- c. All Program Directors of graduate professional programs;
- d. One (1) full-time graduate student from one of the School's graduate professional programs, selected by the Student Association, who serves a one-year term;
- e. One (1) alumnus of one of the School's graduate professional programs, chosen by the Vice-Dean Undergraduate and Professional Programs for his/her professional or academic competence, who serves for a two (2) year term, renewable at most once, for a maximum of four (4) years;
- f. The Executive Administrator, Graduate Programs, Secretary of the Committee.

The terms of office for selected professors are staggered so that, normally, no more than two (2) members' terms terminate each year.

Members who anticipate to be absent for a given meeting may be replaced. However, the member must inform the Chair of his/her absence and make the necessary arrangements for his/her substitute to be prepared for the meeting.

**2.4.3 Quorum at Graduate Professional Programs Committee Meetings**

Quorum is 50% plus one (1) of the total number of members excluding vacancies.

**2.4.4 Meeting Schedule**

- a. The Graduate Professional Programs Committee shall hold at least five meetings annually.
- b. Specific dates and times are determined by the Chair and announced no later than in September.
- c. The Chair may convene special meetings when required.
- d. Upon written request of at least one third of the members, the Chair will schedule a special meeting.
- e. The Secretary of the Committee shall notify all members of the Committee of each meeting five (5) working days prior to the meeting. The notice shall include the agenda of the meeting.

**2.4.5 Agenda**

- a. Requests for items to come before the Graduate Professional Programs Committee should be submitted in writing to the Secretary of the Committee ten (10) working

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days before a regular meeting.

- b. The Secretary of the Committee, in consultation with the Chair, shall prepare the agenda, a copy of which is to be sent to all members along with all supporting documents five (5) working days prior to each meeting. Items of an urgent nature may be added to the agenda by the Chair on the day of the meeting, with the consent of the majority (50% plus one) of the voting members present.

2.4.6 Conducting Meetings

The articles concerning "Points of Order", "Motions", "Minutes", and "Virtual Participation" described in [Appendix I](#) of these By-Laws apply to the Graduate Professional Programs Committee.