

## **1.0 FACULTY COUNCIL**

### **1.1 ROLE**

Faculty Council is the governing body for the academic affairs of the Faculty of Graduate Studies (FGS). Faculty Council determines policy on academic matters, reviews performance of graduate programs, and formulates plans for the academic development of the Faculty of Graduate Studies. Faculty Council receives its business via its sub-committees, members of Council (including the Dean and Associate Deans), and individual members of the Faculty where appropriate. It reports on its activities to the Faculty, the Dean (who has overall accountability for program delivery and administration of the Faculty of Graduate Studies) and the Senate (which is the governing body for the academic affairs of the University). Faculty Council is accountable to the University Senate through the Dean.

### **1.2 MEMBERSHIP**

Faculty Council shall be comprised of 26 members plus two Officers: all of whom are eligible to vote. Members of Faculty Council under Sections a, b, and c below shall hold faculty appointments at Dalhousie University and be Regular Members of the Faculty of Graduate Studies.

- a) Representatives of the individual Faculties: 11 members of Faculty Council shall represent each of the Faculties which house graduate programs. These Faculties are: Agriculture, Architecture & Planning, Arts & Social Sciences, Computer Science, Dentistry, Engineering, Health, Law, Management, Medicine, Science. In particular, these members serve to bring business to Faculty Council from the individual Faculties and to act as conduits for information from Faculty Council back to those Faculties. It shall be the duty of the Dean of each Faculty to ensure representation at Faculty Council. Ordinarily, where a council of graduate program coordinators or equivalent is active in a given Faculty, a member of that council or its designate shall be named as the representative for that Faculty on Faculty Council. Where such a council is not active, individual Faculties, through the Dean, shall name a representative via their own mechanism.
- b) One member each shall represent the School of Journalism at the University of King's College, and the Interdisciplinary PhD Program. These programs shall be represented by their Directors or designates.
- c) Five members-at-large who are nominated via an open call to Members of the Faculty, and elected by those Members at the spring General Meeting of the Faculty of Graduate Studies. The members-at-large serve to both provide enhanced representation from the broad Faculty membership and, where appropriate, to better-balance the representation on Council based on the principles of diversity, equity and inclusion described by Dalhousie University Senate.
- d) Ex-officio members: Eight members shall be ex-officio and not subject to ratification or election by members of the Faculty of Graduate Studies:

- i. The Dean, the Associate Dean Academic and the Associate Dean Students;
- ii. The University Librarian or designate;
- iii. Three graduate students;
- iv. The President of the Dalhousie Postdoctoral Society or designate.

### **1.3 NOMINATION, RATIFICATION AND ELECTION OF MEMBERS**

Membership of Faculty Council under Sections 1.2a–c above shall be nominated and ratified or elected as appropriate by members of the Faculty of Graduate Studies at the spring General Meeting.

a) Ratification of representatives from the individual Faculties: The representative members per Section 1.2a and 1.2b shall be designated by the 11 Faculties, the School of Journalism, and the Interdisciplinary PhD Program. Representative members so-designated shall serve a minimum term of one year on Council, and ordinarily no more than three consecutive years. Vacancies occurring throughout the year may be filled by nomination to and ratification by Faculty Council.

b) The 5 members-at-large shall be nominated via an open call to members of the Faculty of Graduate Studies, prior to the spring General Meeting of the Faculty of Graduate Studies. This process shall ordinarily be a duty of the Governance Committee of Faculty Council, whose responsibility it is to ensure that a slate of nominations that supports the representation objectives in Section 1.2c is presented for election at the General Meeting. At that meeting, members shall elect by secret ballot up to 5 members-at-large from the slate of nominations brought forward. Vacancies occurring throughout the year may be filled by nomination to and ratification by Faculty Council.

### **1.4 TERM AND ABSENCES/VACANCIES**

a) Representatives of the individual Faculties may serve for up to six years at the discretion of the Dean of that Faculty. Members-at-large shall be elected for staggered three-year terms, and may serve no more than two consecutive terms.

b) Absences/Vacancies:

(i) Where a member other than the Officers will be absent, for instance for a sabbatical leave, for a period of six months or less, a replacement may be arranged for that period via the Chair. Where the member will be absent for a period of more than six months, a replacement for the duration of the member's term on Council shall be arranged via the usual procedures of the Governance Committee. (See below.)

(ii) Members (including the Officers) who are unable to carry out their duties, or whose attendance or performance is deemed unsatisfactory by Faculty Council, shall be given the opportunity to resign and be replaced for the balance of their term. The replacement member/Chair/Vice-Chair is eligible to be re-elected to Faculty Council at the end of the partial term.

(iii) Where the Chair may be absent for a period of three months or less, the Vice-Chair may serve as Chair during that period. Where the Chair or Vice-Chair may be absent for a period of more than three months, a replacement for the remainder of the term shall be elected via open call from the Governance Committee as described in 1.5d below and in accordance with the terms of reference for the Governance Committee.

## **1.5 OFFICERS**

- a) **Role of Officers:** The Chair of Faculty Council provides oversight over the business of Faculty Council including its official correspondence, sets the agenda for Faculty Council meetings in consultation with the Dean, Associate Deans, and Vice-Chair, chairs Faculty Council meetings, and represents Faculty Council to Senate and its sub-committees as required. The Chair is an ex officio member of the Academic Planning and Curriculum Committee (APCC). The Vice-Chair of Faculty Council acts as Chair in the Chair's absence and serves as chair of the Governance Committee.
- b) **Qualifications:** The Chair and Vice-Chair must have served on Faculty Council, in a non-ex officio role, for a minimum of one year within the previous seven years. Nominees for election need not be current members of Council.
- c) **Term:** The Chair and Vice-Chair shall serve for a term of no more than two years. Either Officer may serve for one further, consecutive term in the same role if elected by Faculty Council after an open call from the Governance Committee. Ordinarily the Chair and Vice-Chair will not both be changed in the same year.
- d) **Election:** As required, the Chair and Vice-Chair are elected by Faculty Council from the nominations it receives. These nominations may come from any member of the Faculty in response to an open call from the Governance Committee. Self-nominations are also permitted. Nominations may not be accepted for candidates who plan for a sabbatical leave or other extended absence during the two-year term. Elections of the Chair and Vice-Chair shall take place by secret ballot at a meeting of Faculty Council. When a new Chair is to be elected, that meeting shall be chaired by the outgoing Chair.
- e) **Voting Status:** The Vice-Chair of Faculty Council shall have voting privileges, except in instances when acting in the Chair's role. The Chair (or acting Chair) is only permitted to vote to break a tie.

## **1.6 RESPONSIBILITIES**

In furtherance of its role, and subject to the approval of Senate where required, Faculty Council's responsibilities to the Faculty of Graduate Studies include, but are not limited to;

- i. Reviewing existing academic programs and approving new academic programs;
- ii. Creating sub-committees of Council, as well as reviewing and approving the terms of reference for those bodies;

- iii. Receiving reports on, and approving the activities of, its sub-committees;
- iv. Considering and approving nominations to its sub-committees;
- v. Delegating responsibilities to its sub-committees, subject to reporting back;
- vi. Establishing ad hoc committees as required from time-to-time (e.g. review committees for existing programs, new program proposals, and major program modifications);
- vii. Forwarding decisions and recommendations to Senate, to other University Offices, to Program leadership, and to other appropriate bodies;
- viii. Approving academic regulations, policies, and academic planning initiatives;
- ix. Responding to requests for input from the Faculty of Graduate Studies to initiatives from Senate and other University bodies;
- x. Other tasks related to its role as requested from time-to-time by Senate or the Dean;
- xi. Reporting annually to the members of the Faculty of Graduate Studies concerning the activities of Faculty Council and its sub-committees, and more frequently as required; and
- xii. Reporting to the Dean and to Senate as required.

## 1.7 CONDUCT OF MEETINGS

- a) Rules: Unless otherwise specified in these terms of reference, the Chair shall determine the procedures and rules of conduct for Faculty Council meetings. These procedures shall be guided by *Robert's Rules of Order (11th Edition, Da Capo Press, or later)*. Faculty Council may suspend a procedure or rule for a given meeting by a two-thirds vote in favour.
- b) Regular Meetings: Faculty Council shall ordinarily meet once a month. There shall be no regular meetings during July and August.
- c) Special Meetings: The Chair of Faculty Council may call a special meeting of Faculty Council at any time. Such a meeting may be requested by the Dean, or by a minimum of five non-ex officio members of Faculty Council. A minimum of two working days notice must be provided to members of Council for a special meeting.
- d) Notice of Documentation: For regular meetings, (i) the agenda, (ii) minutes of the previous meeting, and (iii) any documentation to be considered at the meeting shall be circulated no less than two business days before the meeting. For special meetings, the agenda and documentation to be considered shall be circulated with the notice of meeting.
- e) Quorum: Quorum for all votes, in meetings or via electronic voting, shall be a majority of members, excluding vacancies.
- f) Agenda: The Chair shall propose the agenda for all meetings. That agenda shall typically follow the following format:

- i. Approval of the agenda
  - ii. Approval of the minutes from the previous meeting
  - iii. Business arising from those minutes
  - iv. Reports from the Dean, Associate Deans, Post-doctoral Fellows (PDFs), and the Dalhousie Association of Graduate Studies (DAGS)
  - v. Sub-committee reports as necessary
  - vi. Other business as may arise
- g) Submission of Agenda Items: The Dean, any member of Faculty Council or any member of the Faculty, may submit an item to the Chair for inclusion in the agenda, and may ask to present the matter or motion to Faculty Council. The Chair has the discretion of determining whether the item is appropriate for consideration by Faculty Council and, if so, at which regular meeting the matter shall be considered—or whether a special meeting is required. Such requests must include a succinct description of the action requested of Faculty Council together with sufficient background information for appropriate consideration. If a proposed item is not accepted for consideration by the Chair, reasons shall be given to the requester, along with avenues via which the matter might otherwise be considered by FGS.
- h) Duration: Meetings shall not exceed one-and-a-half hours in length unless two-thirds of the members present agree to an extension of defined length.
- i) Voting: Voting shall be by show of hands unless directed by the Chair or approved motion by majority vote for secret ballot to be held. No tally shall be recorded in the minutes unless requested by a member. Members may vote for or against a motion, with abstentions permitted. Where requested by the member(s), the name of the abstaining member(s) may be recorded in the minutes. The Chair shall not vote except in the case of a tie. Vote by proxy is not permitted.
- j) Motions: All motions must be seconded (except those coming from sub-committees), debated by the members present and put to a vote. The presenter of a motion shall be given opportunity to speak to the motion, following which the Chair shall allow open discussion of the motion. The presenter may also address Faculty Council for a second time when all those who wish to speak have done so.
- k) Open and Closed Sessions, Confidential Material: Meetings are generally open to any members of the Dalhousie University community. In camera sessions may be identified by the agenda or otherwise directed by the Chair. Non-members shall be asked to leave the room during in camera discussions. At the end of an in camera session there may be a motion concerning whether any motions passed during the in camera session, or any part of them, shall be made public. Members are required to treat the proceedings of in camera sessions as confidential unless specifically allowed by a motion of Council.

- l) Decisions: Decisions shall be made by a majority vote of those present except where a change to Faculty governance is proposed, in which event a two-thirds majority decision is required.
- m) Challenges to Faculty Council Decisions: A decision by Faculty Council may be challenged by petition of no fewer than fifty members of Faculty, submitted to the Chair, and within 21 working days of delivery of the approved Faculty Council meeting minutes recording the decision in issue. The petition shall clearly identify petitioner names and shall identify a contact person. The Chair and Dean shall attempt to resolve the matter through the contact person; however, if the resolution remains unsatisfactory to two-thirds or more of the petitioners, the matter shall be brought back to Faculty Council for consideration at a special meeting. If two-thirds of the petitioners remain unsatisfied with the outcome of the special meeting, the petitioners may forward their petition to the Chair of Senate for consideration by a committee or delegate of Senate to address the issue.
- n) Electronic Voting: Where the Chair determines that a matter (i) is time-sensitive and (ii) is either routine in nature or has been the subject of substantive discussion by Faculty Council in previous meetings, and (iii) where quorum for Faculty Council is lacking at the meeting where the item is to be considered, the Chair may call for an electronic vote. The motion and supporting documentation, together with instructions and the timelines for voting, shall be circulated to all Faculty Council members by email, a website link to a posting, or other electronic means. Members shall be provided with three working days notice to register a vote. Members may vote for or against a motion, with abstentions permitted. The outcome shall be reported at the next regular meeting of Faculty Council.
- o) Reporting: Minutes of all meetings shall be prepared under the direction of the Chair and kept by the Office of the Dean. Minutes shall be posted on the website of the Faculty of Graduate Studies.

## **1.8 REPORTING**

Faculty Council shall report at least annually to members of Faculty, and shall report to the Dean or Senate as requested.

## **1.9 STANDING SUB-COMMITTEES AND AD HOC COMMITTEES**

- a) Standing Sub-committees: Faculty Council carries out its business not only through its own meetings, but also through the activities of a set of standing sub-committees with defined structure and duties. These sub-committees are made up of both (i) members of Council and (ii) other Regular Members from the Faculty membership, post-doctoral fellows, or graduate students. This composite structure extends the outreach of Council, and presents opportunities for participation in its work to the broader university community.

The standing sub-committees of Faculty Council shall include the following:

- i. Governance Committee

- ii. Policy Committee
- iii. Scholarships and Prizes Committee
- iv. Academic Programs and Curriculum Committee (APCC)
- v. Academic Appeals Committee

The terms of reference for each standing sub-committee (except the Academic Appeals Committee) are defined in separate documents. The terms of reference for the Academic Appeals Committee are defined in a separate document that has been approved by Dalhousie University Senate.

The standing sub-committees receive business from Council, from the Chair, from the Dean, or from the Associate Deans as appropriate. Each standing sub-committee reports to Faculty Council via its Chair, who is a member of Council.

b) Ad Hoc Committees: Faculty Council or its Standing Sub-committees may from time to time establish Ad Hoc Committees and their terms of reference, either by their own volition, or at the request of the Dean or Senate. Faculty Council has responsibility for reporting on the work of the Ad Hoc Committees.

## **TERMS OF REFERENCE FOR THE GOVERNANCE SUB-COMMITTEE OF FGS FACULTY COUNCIL**

The Governance Committee is a standing sub-committee of Faculty Council as described in the Terms of Reference for that body.

The Governance Committee has responsibility for the membership of Faculty Council and its sub-committees, including its Officers: the Chair and Vice-Chair. As well, where necessary, it considers revision of the structure and function of Faculty Council through (i) its terms of reference including membership make-up, (ii) its sub-committee structure, rules of reporting, and delegation of functions, and (iii) its relationship to the Dean's office and to Senate.

- a) Membership: The Governance Committee shall consist of four members plus its ex officio Chair. Two members of the committee shall be members of Faculty Council and two shall be Regular Members of the Faculty of Graduate Studies who need not currently sit on Council. Members shall be elected by Faculty Council following an open call from the Chair of Faculty Council. Term of membership shall ordinarily be three years, staggered such that at least one member is turned over each year.
- b) Chair: The committee shall ordinarily be chaired by the Vice-Chair of Council who is an ex officio member of the committee.
- c) Meetings: The committee shall meet as required to carry out its duties. Quorum shall be three members, including the chair. All members may vote.
- d) Responsibilities: The responsibilities of the Governance Committee include, but are not limited to:
  - i. In consultation with the graduate councils or Deans of the eleven Faculties with graduate programs, identification of vacancies in representative members of Council and reception of nominations of new members from the respective Faculties;
  - ii. Managing open calls for nominations of members-at-large for Council, identifying and encouraging possible nominees, and presenting a slate of appropriate nominees for election at the spring General Meeting;
  - iii. As required, managing open calls for nominations of Officers of Council and presenting the slate of nominees for election to Faculty Council;
  - iv. Seeking, by recruitment as necessary, to ensure that the membership of Faculty Council and its sub-committees are complete, representative and in compliance with the principles of diversity, equity and inclusion as described by Dalhousie University Senate;
  - v. Annually surveying the structure and functioning of Faculty Council, its standing sub-committees, and ad hoc committees, making recommendations to Council for changes as required.
  - vi. As required in sub-section v above, drafting and recommending to Faculty Council changes to its Terms of Reference.



## **TERMS OF REFERENCE FOR THE POLICY SUB-COMMITTEE OF FGS FACULTY COUNCIL**

The Policy Committee is a standing sub-committee of Faculty Council as described in the Terms of Reference for that body.

The Policy Committee serves to consider, with consultation as deemed necessary, issues which are deemed by Faculty Council to be too complex for appropriate consideration in a regular meeting.

- a) **Membership:** The Policy Committee shall ordinarily consist of five members. Four members shall be Regular Members of the Faculty of Graduate Studies, but not necessarily members of Faculty Council. The committee shall ordinarily be chaired by the Associate Dean Students, who is an ex officio fifth member of the committee. Term of membership shall ordinarily be three years, staggered so that at least one member is turned over each year. At the discretion of the Chair, additional members (including post-doctoral fellows or graduate students) may be added to the committee on an ad hoc basis to enable appropriate consideration of a given matter.
- b) **Meetings:** The committee shall meet as required to carry out its duties. Quorum shall be four members, including the Chair. All members may vote.
- c) **Responsibilities:** The responsibilities of the Policy Committee shall include, but are not limited to:
  - i. As assigned by Faculty Council, its Officers or the Dean, consideration of issues of importance to the Faculty of Graduate Studies, its relationships with the university at large, other universities and external agencies;
  - ii. As necessary, consultations in person or by other means of communication with graduate students, post-doctoral fellows, members of the Faculty of Graduate Studies, university administration, or other concerned parties concerning the issues in i above;
  - iii. Carrying out of such research as is necessary to effectively carry out informed consideration of the issues in i above;
  - iv. Preparation of policy white papers or reports addressing the issues in i above, circulation of drafts for comment as necessary, and submission of those documents with recommendations where appropriate to Faculty Council or the Dean for consideration and action;
  - v. Appearance by the Chair or members as appropriate at meetings of the Faculty Council to make presentations, answer questions, and support further discussion of prepared documents and recommendations;
  - vi. Identification of policy matters of emerging importance to the Faculty of Graduate Studies, and recommendation to Faculty Council or the Dean of further action required.

## **TERMS OF REFERENCE FOR THE SCHOLARSHIPS AND PRIZES SUB-COMMITTEE OF FGS FACULTY COUNCIL**

The Scholarships and Prizes Committee is a standing sub-committee of Faculty Council as described in the Terms of Reference for that body.

The Scholarships and Prizes Committee acts as a college of reviewers for scholarship applications and prizes which require adjudication or support from the Faculty of Graduate Studies. This committee is intended to ensure adequate continuing support to the Associate Dean, Academic, in carrying out such reviews and support as are necessary to (i) complying with funding agency regulations and (ii) sustaining and improving the success rate for graduate scholarship and post-doctoral fellowship applications. The year-over-year stability of this panel will also reduce the burden of ad hoc recruitment of reviewers to review panels.

- a) Membership: The Scholarships and Prizes Committee shall consist of 23 Regular Members of the Faculty of Graduate Studies: (i) two members each from the following 10 Faculties, Agriculture, Architecture & Planning, Arts & Social Sciences, Computer Science, Engineering, Health, Law, Management, Medicine, and Science), and (ii) one member from each of Dentistry and the Interdisciplinary PhD Program. Members may be, but need not be, members of Faculty Council. The committee shall ordinarily be chaired by the Associate Dean, Academic, who is an ex officio member of the committee. Term of membership shall ordinarily be two years, staggered so that at least 11 members are turned over each year. Where voting is required by individual review panels (see b below) or by the committee as a whole, all members may vote.
- b) Meetings: The committee will typically not meet as a whole. Instead, sub-groups of the committee will act as members of panels to review and make recommendations around graduate scholarship and post-doctoral fellowship applications to the Tri-Councils, the Killam Trust, provincial and federal programs, and other such bodies as require rankings or recommendations from the Faculty of Graduate Studies. The membership (including additional members as required) and the duties of these panels shall be the purview of the committee chair and FGS administrative staff. Duty assignments for scholarship reviews shall be made in such a manner as to optimize use of member expertise, minimize conflicts of interest, and fairly distribute workload between members. Committee members may also be asked to participate in reviewing, editing, providing advice, and making other contributions toward the successful submission of major scholarship applications and large-scale graduate student training programs.
- c) Responsibilities: The responsibilities of the Scholarships and Prizes Committee shall include, but are not limited to:
  - i. As assigned by the committee Chair, carrying out of reviews of graduate scholarship or post-doctoral fellowship applications, medal or thesis prize nominations, providing review documentation, recommendations or ranking of applicants where required;
  - ii. Where required, providing members to scholarship and fellowship panels governed by donor agreements, and, where election of such panels are required under regulations of the granting agency, provide a list of nominated members satisfying those regulations for election

by Faculty Council or the Faculty of Graduate Studies at its annual Spring meeting;

iii. As assigned by the committee Chair or the Dean, receive nominations and provide recommendations for medals, thesis prizes, faculty prizes, and distinguished service awards;

iv. As assigned by the committee Chair, providing review, advice, and recommendations to graduate students, post-doctoral fellows, and members of the Faculty of Graduate Studies who are seeking to apply for major scholarships or large-scale graduate student training programs;

v. Assisting in the promotion of scholarship applications across the university, especially in members' home Faculties;

vi. Acting as contact points and resources to members' home Faculties on best practices in preparation of applications for graduate student scholarships and post-doctoral fellowships, and participating in training presentations around best practices;

vii. On an annual basis, reviewing the scholarship review practices within the Faculty of Graduate Studies and making recommendations for improvement.

## **TERMS OF REFERENCE FOR ACADEMIC PROGRAMS AND CURRICULUM SUB-COMMITTEE OF FGS FACULTY COUNCIL**

The Academic Planning and Curriculum Committee, APCC, is a standing sub-committee of Faculty Council as described in the Terms of Reference for that body.

APCC provides academic oversight to the development of new graduate programs, major and minor modifications to existing programs including curriculum changes, and development or modification of graduate coursework. It is essential to the carrying out of the core duties of the Associate Dean, Academic. Where appropriate, APCC carries out some of its work in parallel with the work of Faculty Council, (i) rendering approvals or requesting revisions on behalf of Council (graduate courses, minor modifications), and (ii) making recommendations for approval directly to the Senate Academic Programs and Research Committee, SAPRC, on behalf of Faculty Council (concept papers for new programs, major modifications to existing programs). That work is reported for information only to Faculty Council through the regular reports of the Associate Dean, Academic. Other work, such as review of proposals for new programs, results in motions to Faculty Council made by the Associate Dean on behalf of the APCC.

- a) **Membership:** The Academic Planning and Curriculum Committee shall ordinarily consist of 12 members. Four members of the APCC shall also be members of Faculty Council. Four additional members of the APCC shall be Regular Members of the Faculty of Graduate Studies, but not necessarily members of Faculty Council. One member shall be a representative of the Centre for Learning and Teaching and another shall be a representative of the Libraries. The committee shall ordinarily be chaired by the Associate Dean, Academic, who is an ex officio member of the committee. The Chair of Faculty Council shall also be an ex officio member of the committee. Term of membership shall ordinarily be two years, staggered so that at least 3 members are turned over each year. Quorum shall be 6 members. All members may vote.
- b) **Meetings:** The committee shall regularly meet on a monthly basis, except for July and August, two weeks ahead of the Faculty Council meetings. Special meetings of the APCC may be called as deemed to be necessary based on workload.
- c) **Duties of the Chair:** The Chair is responsible for proposing the meeting agenda and for ensuring that (i) the proposed agenda, (ii) minutes of the previous meeting, and (iii) any documentation necessary for proper consideration of agenda items is made available to members no less than two business days in advance of the meeting. The chair is also responsible for inviting guests as required for consideration of agenda items and for any necessary correspondence between APCC and Faculty Council, SAPRC, senior university administration, program leadership, and any other bodies necessary.
- d) **Responsibilities:** The responsibilities of the Academic Planning and Curriculum Committee shall include, but are not limited to:
  - i. Approval of proposed new graduate courses or significant changes to existing graduate courses;

- ii. Approval of minor modifications to existing graduate programs or certificates and, where minor modifications affect admission criteria to a program, forward recommendations to the Senate Learning and Teaching Committee, with report to Faculty Council for information via the Chair;
- iii. Review of major modifications to existing graduate programs or certificates, followed by recommendation for approval to SAPRC, and report to Faculty Council for information via the Chair;
- iv. Review of concept papers for new programs or certificates, followed by recommendation for approval to SAPRC on behalf of Faculty Council, and report for information to Faculty Council via the Chair;
- v. Review of proposals for new graduate programs (including certificates or combined degrees with no new exit credentials), with associated internal and external review documentation as available, followed by APCC recommendation to Faculty Council via the Chair for its further consideration and approval;
- vi. Review of proposals to suspend or terminate existing graduate programs or certificates, followed by APCC recommendation to Faculty Council via the Chair for its further consideration and approval;
- vii. Where appropriate, consideration of coordinated curricular changes which transcend individual programs, with recommendation for approval or further consideration to the body determined to be appropriate by the Chair: for instance, senior administration, SAPRC, or Faculty Council;
- viii. Annually, review the internal functioning of APCC, including its responsibilities and relationship to Faculty Council, with recommendation for changes for changes to Faculty Council where appropriate;
- ix. Recommendation to Faculty Council regarding adoption of policies or procedures which may arise for new program categories or changes in Senate or MPHEC policies.
- x. Other duties regarding consideration of courses, curriculum, and programs, as may be assigned to it by the Chair or by Faculty Council.

In the text above, a “graduate program” is taken to mean a graduate academic program at any level, for instance leading to a certificate, diploma or degree.