

## MI Admissions Committee

### Terms of Reference

#### 1. Composition

The members of the Committee are: the Master of Library and Information Studies (MI) Program Coordinator (chair), SIM Director, a representative from the Associated Alumni of School of Information Management (SIM), a returning student nominated by the School of Information Management Students' Association (SIMSA). The Administrative Assistant is the Secretary to the Committee.

#### 2. Term of Membership:

- a. Associated Alumni representative: two-year (September 1 to August 31)
- b. SIMSA representative (returning student): one-year (September 1 to August 31)
- c. All other members: permanent

#### 3. Responsibilities

The MI Admissions Committee serves as an advisory committee on matters of admission to the MI Program (including combined degree programs).

##### a. The Committee:

- Reviews all MI applications on a rolling basis
- Provides advice on:
  - admissions policies and practices
  - recruiting activities for the MI and combined programs
- Assists with recruitment activities.

#### 4. Meetings

##### a. Frequency

- The Committee meets early in the fall term to discuss admissions policies, procedures, practices and recruitment; otherwise, Committee members review the applications on a rolling basis.
- In order to facilitate the efficient processing of MI applications, Committee members are expected to independently evaluate applications in a timely manner during the application cycle.
  - It is expected that Committee members will establish a personal routine for the review of applications. For example, between December and April, one application review session per week is essential; whereas from May to November a monthly review session may be sufficient.

##### b. Mode

The Committee's deliberations concerning policy and procedural matters may be undertaken through any means including electronic conduct of business.

#### 5. Reporting

As a Standing Committee of the School Council, the Committee reports to Council. Recommendations concerning specific admissions and Faculty of Graduate Studies Scholarships are forwarded to the Faculty of Graduate Studies. Changes approved by School Council are amended by this Committee and added to all school promotional materials