

## REPORT #3204

### ENGINEERING GRADUATE EDUCATION COMMITTEE

#### A Standing Committee of the Council of the Faculty of Applied Science and Engineering

##### **PREAMBLE**

The Engineering Graduate Education Committee (EGEC) has been created as a Standing Committee of the Faculty Council in response to changes in graduate governance arising out of the recommendations of the final report of the Task Force on Graduate Education at the University of Toronto (June 2005). One of the key recommendations was to align fiscal and governance responsibilities “to appropriately reflect Faculty and Graduate School responsibilities.”

In relation to doctoral-stream and professional graduate programs, the role of the EGEC is to review, consider and approve on behalf of the Faculty Council and/or recommend to Faculty Council and/or to the School of Graduate Studies, matters relating to graduate curriculum, policy, new initiatives, program and course changes. The existing Graduate Chairs Committee will continue to serve as a forum for discussion and action with respect to graduate education within the Faculty, while the EGEC will take on the responsibilities previously held by the four SGS Divisional Executive Committees to “consider and approve matters of policy, new development, program changes, graduate courses to be included in the calendar and calendar submissions.”

The School of Graduate Studies, its Council and the Governing Council of the University of Toronto and its Committees will retain their function in regard to new graduate programs and major initiatives, establishing new graduate units, setting University-wide graduate policies, and coordination of matters requiring OCGS review and approval.

##### **MEMBERSHIP OF THE GRADUATE EDUCATION COMMITTEE**

(unless otherwise noted, all members are voting members)

- 1 Vice-Dean Graduate Studies (Chair)
- 7 Graduate Chairs from Graduate Departments & Institutes\*
- 2 Graduate Administrative Staff from Departments & Institutes
- 3 Elected Graduate Students
- 1 Dean SGS, ex officio (non-voting)

Additional regular attendants include a recording secretary (usually a member of the Faculty Office or a member of the staff of the Office of the Vice-Dean Graduate Studies).

\*Graduate Departments and Institutes:

University of Toronto Institute for Aerospace Studies (UTIAS)  
Institute of Biomaterials & Biomedical Engineering (IBBME)  
Department of Chemical Engineering & Applied Chemistry (CHE)  
Department of Civil Engineering (CIV)  
Department of Electrical & Computer Engineering (ECE)  
Department of Mechanical & Industrial Engineering (MIE)  
Department of Materials Science & Engineering (MSE)

### **FREQUENCY OF MEETINGS**

The EGEC meets regularly, usually once per academic term

### **RESPONSIBILITIES OF THE ENGINEERING GRADUATE EDUCATION COMMITTEE**

1. Curriculum: The EGEC operates with the sanction of Faculty Council to grant approval on minor and major course changes and minor program changes.
2. The EGEC will report major course changes and minor program changes to Faculty Council for information. Major program changes will be reviewed by the EGEC with a report and recommendations brought to Faculty Council for approval.
3. The EGEC will consider and report back on any major graduate education and research issues including admission regulations or requirements arising from regular meetings of the Graduate Chairs Committee, external reviews of graduate departments, or other concerns referred to it by members of the Committee or the Speaker of Faculty Council.
4. The EGEC will advise Faculty Council on any matters related to governance of the graduate programs of the Faculty
5. The EGEC does not have responsibility for matters pertaining to Professional Development and/or the administration of non-degree Professional Development courses.
6. Graduate Appeals will continue to be dealt with according to SGS guidelines and are not within the responsibilities of the EGEC.
7. Graduate scholarships under the jurisdiction of the Faculty will be handled by this committee.

### **4. MAJOR POLICIES RELATING TO THE EGEC**

Major policies and procedures relating to graduate governance may be found on the web site of the School of Graduate Studies under “Policies and Procedures” <http://www.sgs.utoronto.ca> This site also provides links to additional University-wide policies of relevance to graduate education, such as the University policy on research ethics. Other relevant policies and procedures may be accessed through the web site of the Governing Council of the University of Toronto <http://www.utoronto.ca/govcncl/>

## **5. APPENDICES**

- 5.1. Report of the Graduate Education Task Force
- 5.2. Procedures for Minor Changes
- 5.3. Procedures for New Programs and Major Initiatives

## **6. INDEX OF REPORTS OF THE ENGINEERING GRADUATE EDUCATION COMMITTEE**