



## MEMORANDUM

**To:** Executive Committee of Faculty Council

**From:** Professor Chris Damaren  
Vice-Dean, Graduate Studies

**Date:** November 1, 2011 for December 2, 2011 Faculty Council Meeting

**Re:** **Revisions to Procedures for Committees of Council regarding Graduate Student Appointments**

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### REPORT CLASSIFICATION

This is a Major Policy Matter: Regular Motion that will be considered by the Executive Committee for endorsing and forwarding to Faculty Council for vote as a regular motion (requiring a simple majority of members voting to carry).

### BACKGROUND

On October 6, 2011 Faculty Council approved a motion to revise the *Procedures for Committees of Council of the Faculty of Applied Science and Engineering*, allowing the Engineering Society Executive to select unelected undergraduate students directly from the student body to sit on the Faculty's Standing Committees. (Previously, only those undergraduate students elected to the Engineering Society could be members of Standing Committees.)

At that meeting, Council directed that the *Procedures* be further revised to clearly reflect the process for nominating graduate students to the Committees of Council.

### CURRENT PROCESS FOR APPOINTING GRADUATE STUDENTS TO GOVERNANCE BODIES

Each of the Faculty's units offering graduate programs has a graduate students association consisting of students enrolled in that unit's graduate programs. These graduate students associations are:

- Aerospace Students Union (UTIAS)
- Association of Mechanical and Industrial Engineering Graduate Students (MIE)
- Biomedical Engineering Students Association (IBBME)
- Chemical Engineers Graduate Student Association (CHE)
- Civil Engineering Graduate Students Association (CIV)
- Electrical and Computer Engineering Graduate Students Association (ECE)
- Materials Science and Engineering Graduate Students Association (MSE)

Each unit's graduate students association elects an executive, which then nominates from within its executive:

- (a) Two members to serve on the Faculty's Council.
- (b) One member to be considered for service on the Executive Committee, representing all of the Faculty's graduate students. The Speaker of Faculty Council will appoint the graduate student member from all of the nominees submitted by the Faculty's graduate students associations.
- (c) As many members as required to be considered for service on those Standing Committees of Council that require graduate student representation (e.g. Community Affairs and Gender Issues Committee, Engineering Graduate Education Committee, and Teaching Methods and Resources Committee). The Standing Committee Chairs will appoint the required graduate student members to their respective committees.

The following motion reflects a change in the process of nominating graduate student members to serve on **Standing Committees** by allowing the elected executives of each unit's graduate students association to select its nominees not only from within its elected executive, but also from the general membership of its graduate students association.

Each unit's graduate student representatives on Faculty Council and the Executive Committee will continue to be nominated from the pool of students that were directly elected to serve on that unit's graduate student associations' executive.

## **PROPOSAL/MOTION**

THAT the Executive Committee recommend to Faculty Council the following motion –

“THAT the *Procedures for Committees of Council of the Faculty of Applied Science and Engineering* (approved October 6, 2011) be revised from:

P1.1 Committees shall be appointed at the Spring meeting of Faculty Council.  
Undergraduate student representatives shall be appointed by the Engineering Society Executive by the end of September.

to:

P1.1 Committees shall be appointed at the Spring meeting of Faculty Council. **By the end of September**, undergraduate student representatives shall be **nominated** by the Engineering Society Executive, and **graduate student representatives from each unit shall be nominated by that unit's graduate students association executive. In both cases, nominees may be selected from the elected and unelected student bodies.**

**Nominees for Faculty Council and the Executive Committee shall be selected from the elected members of the undergraduate students' Engineering Society, and from the elected members of the Faculty's graduate students associations executives, respectively.”**