**Graduate Studies Committee of Senate**

Annual Report to Senate

By Dr. Mark Wallin, Committee Chairperson

Since our last report to Senate in April 2010, the Graduate Studies Committee has been very active. Specifically the committee has

* met eight times
* creative regular scheduled meeting times of 10:30-12:30 on the first Friday of every month, September-June
* in concert with the Registrar, developed a process for graduate student admissions
* Passed a handy reference document titled “Governance Structure of Graduate Studies”
* Passed a Guide to Graduate Student Supervision, and supporting forms
* Reviewed 25 applications from faculty seeking to be approved as graduate instructors and supervisors
* Approved revisions to the Master of Education program and new courses
* Approved changes to the campus MBA admission requirements
* Vetted and approved a new MBA to be delivered by the Open Learning division
* Struck sub-committees to look at
1. delineate capstone projects, creative works and inventions from a thesis
2. define graduate certificate, graduate diploma and masters degree
* developed, and at the behest of Senate proposed revisions to, policy ED 8-5 New Graduate Program Assessment Criteria to accommodate the needs of Open Learning
* approved a Graduate Student Handbook, to be available online and in hard copy, to be updated routinely as needed, and formally once per year
* developed a new graduate course proposal form, and a template for graduate course outlines