

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



OKANAGAN SENATE SECRETARIAT

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May 19, 2010

To: Okanagan Senate

From: Academic Policy Committee

Subject: Endorsement of Memorandum on Interdisciplinary Graduate Studies
and the Recently Approved College of Graduate Studies Governance
Structure (approval)

At its April 2010 Meeting, Senate approved Policy O-4: *Governance of the College of Graduate Studies*. As a result of that policy, the Interim Director of the Interdisciplinary Graduate Studies (IGS) program drafted a memorandum to the College to elaborate upon the relationship between the two entities set out in the policy. This memorandum was reviewed by the Academic Policy Committee at its meeting in May, and being of the view that it properly reflects the relationship between the College and IGS recommends to Senate that its contents be endorsed as guidance to the College, the IGS program, and the faculties.

Motion: *That Senate receive and endorse the attached memorandum on the relationship between Interdisciplinary Graduate Studies and the College of Graduate Studies.*

Memorandum

To: Academic Policy

CC: Dean Krank, Graduate Studies

Dr. Alaa Abd-El-Aziz, Provost and Vice Principal Academic and Research

From: Daniel Keyes

Date: 5/6/2010

Re: Interdisciplinary Graduate Studies (IGS) and the Recently Approved College of Graduate Studies (COGS) Governance Structure

On April 28th 2010 Senate approved a governance structure for the College Graduate Studies (COGs) that clearly delineated the division between the duties and responsibilities of the COGs and Faculties. A footnote in “06a O-4 Governance of COGs package” notes “Faculties in these references shall be taken to include the Interdisciplinary Graduate Studies Program for the purposes of the administration of the program” (14). The following defines how IGS operates as a program within COGs and how in select number of administrative aspects it operates like a faculty. If the Senate Academic Policy Committee deems it necessary to codify this relationship as policy it is free to adapt the statements below that reflect the current state of IGS/COGs relationship.

Faculty Feature

IGS’s reporting structure, whereby the director reports directly to the Provost while consulting with the Dean of COGs, gives it a faculty-like feature.

On April 7th 2010, COGs delegated to the newly constituted IGS committee the ability to set and review its program’s policy, manage awards and scholarship, and manage its curriculum like any other faculty.

IGS relies on other faculties’ ability to assess applicants, but ultimately IGS makes recommendation to COGs for admissions.

Program Features

This committee operates within COGs as a subcommittee of COGs (see the governance structure below in the Appendix). Decisions made by the IGS committee continue to flow through to COGs. In the case of curriculum as with all Graduate level curriculum, new and revised IGS courses and themes approved by IGS council will flow through COGs to Senate's Curriculum committee.

Unlike other faculties, IGS relies on other faculties via its unit and departmental program coordinator for faculty level funding, space and human resources for program delivery. Given the integration of COGs and IGS website and reliance on COGs for administrative assistance, IGS will continue to draw on COGs for clerical support.

If you have questions, contact me at daniel.keyes@ubc.ca.

Appendix: IGS Subcommittee of Graduate Studies

In order to avoid duplication of governance structures, the Interdisciplinary Graduate Studies Program shall be governed as a subcommittee of the College of Graduate Studies.

Membership

1. Director of IGS- Chair
2. Faculty Members

One graduate coordinator from each academic unit

One graduate coordinator from each IGS theme
Directors of IGS programs (e.g., Indigenous Summer School)

3. Student Members Appointed by the College of Graduate Studies Council (2 year terms)
 - a. One master level student elected by and from graduate students in the IGS masters program
 - b. One student elected by and from the graduate students in the IGS graduate doctoral program
4. Continuation of Membership
 - a. Notwithstanding the terms set above, elected members shall cease to be members of the Council if they cease to be a member of the constituency they represent.

IGS Council – Terms of Reference

COGs Curriculum that is IGS related (e.g. themes and IGS courses) is delegated to this subcommittee

1. Establish, review and amend as needed guidelines, policy, and procedures for IGS
 - a. Develop rules and regulations for the IGS
 - b. Review the structure of IGS and recommend changes as required.
 - c. Periodically review all policies and procedures for the IGS and recommend amendments.
2. Provide on-going Curriculum review
 - a. Recommend IGS courses of instruction and thematic programs to the UBC Okanagan Senate in conjunction with the regular approval of curriculum via units/departments and faculties.
 - i. Review and recommend all new IGS themes, curriculum changes, and IGS courses.
 - ii. Periodically review standards for IGS courses and themes
3. Meetings of the IGS Council
 - a. Schedule for regular monthly meetings to be set by the Director of IGS, with the schedule distributed to members and posted at the start of fall term.
 - b. Extraordinary meetings may be called by the Director of IGS provided that five (5) days notice is given to members of the Council.
 - c. Quorum – 7 voting members
 - d. Deadline for submission of agenda items – one week prior to meeting. The meeting agenda shall be circulated to members of the Council a minimum of two (2) days prior to the meeting.