

Master of Fine Arts (MFA) in Craft Media Committee: Terms of Reference

1. Mandate and Role

The MFA in Craft Media Committee is a standing committee of General Faculties Council (GFC). It provides a faculty-driven forum for the admission, progress, supervision, and examination of graduate students; the development and review of curriculum; the development and review of graduate policies and procedures; and the discussion of other academic matters relevant to graduate programming.

2. Areas of Responsibility

- a. Recommends graduate admissions in the regular admissions cycle.
- b. Recommends graduate entrance scholarships and other internal awards in the regular admissions cycle.
- c. Reviews the progress of all students in its programs.
- d. Approves all arrangements for supervision and examination of graduate students.
- e. Receives and reviews program evaluation results.
- f. Recommends to GFC Curriculum Committee any curricular and other graduate program changes including those resulting from a review or evaluation.
- g. Recommends to GFC Academic Policy Committee any policy or procedural revisions, including those resulting from a review or evaluation.
- h. Reviews and confirms the eligibility of its programs' graduands as recommended by the Registrar.

3. Composition

a. Voting Members

- i. Associate Dean, Research, Internationalization, and Graduate Studies or Designate (Committee Chair)
- ii. Director, School of Craft + Emerging Media
- iii. One eligible MFA teaching faculty member (as outlined in Section 2: Graduate Faculty of the Consolidated Graduate Studies Procedure) typically from each disciplinary concentration (Ceramics, Fibre, Glass, Jewellery and Metals, Media Arts) for a two-year term, as assigned by the Associate Dean, Research, Internationalization, and Graduate Studies.
- iv. One faculty member from the School of Critical and Creative Studies

b. Non-Voting Members

- i. Graduate Faculty assigned to teach, interim supervise, or principally supervise within the graduate program in a given year.
- ii. One (1) graduate student appointed by the Students Association
- iii. Studio Manager
- iv. Educational Art Technicians who support a graduate program
- v. Dean, Academic Programs
- vi. The President

c. Other Members

- i. The Graduate Studies Committee shall call upon other faculty and external advisors as appropriate for consultation.

4. Quorum

- a. The Associate Dean, Research, Internationalization, and Graduate Studies or Designate and a simple majority of voting members.

5. Reporting to GFC

- a. This committee reports monthly to GFC via minutes.

Revised by General Faculties Council: January 19, 2022

6. Delegated Authority from General Faculties Council
 - a. Minor changes to existing curriculum (not more than 10%) including changes to:
 - i. Course titles
 - ii. Course descriptions
 - iii. Copy-edits and/or typographic errors
7. Limitations of Authority
 - a. Any curricular motions not identified under 5 (Delegated Authority) generated in Graduate Studies Committee to be submitted to the GFC Curriculum Committees appropriate for review and recommendation to GFC for approval.
8. Reporting to GFC
 - a. This committee reports to GFC via approved minutes.