



COMMITTEE TERMS OF REFERENCE STUDENT ADMISSIONS AND PROGRESSION COMMITTEE

A. Purpose	The purpose of the Student Admissions and Progression Committee is to consider and make recommendations to the Executive Committee of the School of Population and Public Health on all matters relating to Student Admissions and Progression within the jurisdiction of the School.
B. Reporting	The Student Admissions and Progression Committee is established under the direction and authority of, and reports to, the Full Faculty Committee of the School.
C. Mandate and Duties	<ol style="list-style-type: none"> 1. The Student Admissions and Progression Committee has the authority to: <ol style="list-style-type: none"> a. Evaluate its own performance b. Establish Sub-Committees and ad hoc Task Forces as it deems necessary 2. The Student Admissions and Progression Committee has the responsibility to: <ol style="list-style-type: none"> a. Provide a forum for open discussion of the progression of students enrolled in the School’s programs b. Make recommendations to the Full Faculty Committee regarding all aspects of Student Admissions and Progression for the School, taking into account the integration and cross-functional relationships of the Divisions and Programs that comprise the School, including but not limited to: <ol style="list-style-type: none"> i. Admissions ii. PhD Comprehensive Exams iii. Thesis Screening Panel iv. Student Progress v. Student Professional Development vi. Program Transfers c. Review its own Terms of Reference and report to the Full Faculty Committee regarding any recommended changes. 3. The Student Admissions and Progression Committee is accountable to: <ol style="list-style-type: none"> a. The Full Faculty Committee, to whom it reports b. The UBC Faculty of Graduate and Postdoctoral Studies
D. Membership	<p>Membership of the Student Admissions and Progression Committee shall include:</p> <ol style="list-style-type: none"> 1. The Associate Director of the School and Program Directors of each of the School’s graduate degree programs, for the duration of their appointments, as voting members 2. The Senior Education Manager, MHA, MHSc, MSC/PhD and MSc OEH/MPH Program Managers, ex-officio (non-voting) for the duration of their appointments 3. Chairs of Admissions, Thesis Screening Panel, and PhD Comprehensive Exam Committees 4. Such other members as the Committee may invite to participate with the agreement of the membership
E. Leadership	The Chair of the Committee shall be elected by the members of the Committee for a term of three years, renewable by mutual agreement.



COMMITTEE TERMS OF REFERENCE STUDENT ADMISSIONS AND PROGRESSION COMMITTEE

F. Operations	<ol style="list-style-type: none">1. The Committee's activities will be conducted according to Robert's Rules of Order, 10th Edition.2. The Committee will meet at least twice annually at the call of the Chair, to receive recommendations of its subcommittees.3. Meetings will normally be no longer than two hours in duration, unless otherwise agreed by the members.4. A majority of voting members (50% plus one) will constitute a quorum for the Committee.
G. Evaluation	A full review of the Terms of Reference, deliberations and effectiveness of the Student Admissions and Progression Committee will be conducted on an annual basis by the Committee or its designated representatives, with the results of that review to be presented to the Committee and to the Full Faculty Committee for discussion and action.
H. Recording	<ol style="list-style-type: none">1. Minutes will be recorded by the MPH Program Manager.2. Approved minutes will serve as the official record of the Committee's deliberations and will be saved on the SPPH shared drive.3. Draft minutes for each meeting will be presented at the next subsequent meeting for approval of the Committee.4. Following approval, minutes will be circulated to the Full Faculty Committee for their information.
I. Document Control	Original approved by the Full Faculty Committee: August 28, 2009 Amendment approved by the Full Faculty Committee: November 26, 2010 Amendment approved by the full Faculty Committee: September 25, 2015