



Mandate

The mandate of the Graduate Program Support Team (GPST) is to advise and support academic units offering graduate degree programs, graduate certificates, and/or diplomas on the development of new program proposals, the modification of existing programs, as well as the introduction, deletion, or modification to credit and non-credit courses. GPST is a standing advisory committee constituted and acting under the authority of the GFC Programs Committee.

Working in collaborative partnership with academic units across campus, the GPST informally endorses and/or recommends items it has reviewed to move forward for formal consideration and approval by several university governance committees. For graduate programs, those committees include in their respective order for review as follows:

- Step 1 - GPST (not required but recommended; see section on limits to authority)
- Step 2 - the unit's Faculty Council
- Step 3 - FGSR's Policy Review Committee (for new programs/program modifications)
- Step 4 - FGSR Council (for new programs/program modifications)
- Step 5 - GFC Programs Committee
- Step 6 - other GFC committees (e.g. APC) as required and/or GFC

Key Responsibilities and Duties of the GPST:

1. Review and provide support on proposals for the following:
 - Course and minor program changes
 - New academic programs
 - Substantive changes to existing programs
 - Non-credit programs
 - Admissions, transfer and academic standing regulation
 - Changes to existing academic units
2. Provide detailed advice to faculties on factors including but not limited to the following:
 - University policy on admissions, academic standing, and graduation
 - University Calendar, Campus Solutions and reporting to Advanced Education
 - University policy on course and minor program changes
 - Internal and External approval processes
 - Budgetary impacts of programs
 - Indigenous peoples, perspectives, knowledge systems, and ways of knowing
 - Equity, Diversity and Inclusivity
 - Best Practices in teaching and learning
 - Student experience and academic success

Limits to the Authority of the GPST:

- Like its undergraduate counterpart, the GPST is an informal advisory committee meant to work in concert with academic units offering graduate education at the University of Alberta
- Academic units are not required to route proposal through the GPST but it is highly recommended to ensure that FGSR institutional requirements are met to, and to identify any potential shortcomings before proposals reach the GFC Programs Committee; this will help avoid instances where proposals are returned to academic units for revisions that could have been identified sooner in the approvals process

Team Composition

Core Members (14)
Vice-Provost and Dean, FGSR, Chair (1)
Vice Dean, FGSR (1)
Associate Dean, FGSR (1)
Vice-President Academic, GSA (1)
*Associate Deans Graduate/Research (2)
*Associate Chairs, Graduate (2)
*Graduate Administrator (2)
*Graduate students members at large, GSA (2)
University Calendar Editor (1)
Office of the Ombuds Representative (1)
Invited Members (depending on type of proposal)
Vice-Provost, Programs, or delegate
Vice-Provost, Indigenous Programming and Research, or delegate
Vice-Provost, Learning Initiatives, or delegate
Vice-Provost and Registrar, or delegate
Associate Dean, Dean of Students, or delegate
University Secretary and Manager of GFC Services, or delegate
Director, Continuing and Professional Education, Faculty of Extension
Director, Academic Budgets and Planning, Office of the Provost and Vice-President (Academic)

Nominations and Terms

* Core members identified with “*” will be appointed via a nomination process by the oversight committees they are affiliated with as follows:

- Associate Deans, Graduate/Research nominated via FGSR’s GEFAC
- Associate Chairs, Graduate nominated via FGSR Council
- Graduate Administrators nominated by FGSR’s GPAC
- Graduate students at large nominated by GSA Nominating Committee

Those core members nominated by their respective oversight committees shall serve on the GPST for two (2) terms.

Core members may be reappointed with the approval of the Vice-Provost and Dean, FGSR in consultation with the GPST continuing core members serving at the time.

Graduate student team members shall serve on the GPST for one year (1).

Terms of service will start on July 1 each year, and end on June 30 each year.

Schedule of Meetings

- Monthly
- Committee members may be asked to review and provide advice through a digital forum for consultation

Grad Program Support Team (GPST)	August 26	10:00 AM - 12:00 PM	Virtual
Grad Program Support Team (GPST)	September 23	10:00 AM - 12:00 PM	Virtual
Grad Program Support Team (GPST)	October 21	10:00 AM - 12:00 PM	Virtual
Grad Program Support Team (GPST)	November 4	10:00 AM - 12:00 PM	Virtual
Grad Program Support Team (GPST)	December 9	10:00 AM - 12:00 PM	Virtual
Grad Program Support Team (GPST)	January 27	10:00 AM - 12:00 PM	Virtual
Grad Program Support Team (GPST)	February 24	10:00 AM - 12:00 PM	Virtual
Grad Program Support Team (GPST)	March 24	10:00 AM - 12:00 PM	Virtual
Grad Program Support Team (GPST)	May 5	10:00 AM - 12:00 PM	Virtual
Grad Program Support Team (GPST)	June 2	10:00 AM - 12:00 PM	Virtual

Resources/Staff

- Committee support provided by Office of the Vice-Provost and Dean, FGSR

Reports

- To the Faculty Council of the academic unit who has brought forward those items considered by the GPST regarding specific program recommendations
- To [GFC Programs Committee](#) regarding the advice given