Email Communication to GPD's

October 2009

October 7: Graduate Calendar Submissions - 10/11 Graduate Calendar
Forwarded on behalf of Gail Pepper
(included attachments: OCGS Defns.CoreFaculty)

Graduate Program Directors and Administrative Assistants,

Over the last few weeks Chande and Gloria of the Registrar's Office have offered two training sessions to review the new Graduate Academic Calendar Revision/Submission process. Hopefully you or a program representative was able to attend. If you were not able to attend, Chande (ext. 5321or mchande@brocku.ca) will be available to assist you on a one-to-one basis as needed.

The training session reviewed the newly developed electronic system that will be used to edit and submit Graduate Calendar changes/proposals for the 10/11 Graduate Calendar. Very shortly small changes to the various 09/10 Graduate Calendar entries will be completed and the system will be released to you for the preparation of your 10/11 Graduate Calendar submission. Chande will be in touch with you directly to inform you that the system is open to your program.

I am writing to touch base with you regarding the deadline for submission and some important tips and reminders. The deadline for submission to my office is Friday November 6th. This means that you will have by this date obtained all relevant electronic approvals (GPD and Faculty Dean) and the submission is ready electronically for me and the Senate Graduate Studies Committee to review it. Please also forward to me by this date all relevant supporting hard copy documentation that at this point in the system development cannot be attached to the electronic submission.

This past June, Senate approved a new FHB regulation which requires all graduate programs to identify their core and participating graduate faculty when listing their Graduate Faculty in the Graduate Calendar program entry. (14.3.6 Graduate Faculty - As part of their yearly Calendar entry graduate programs will identify the program's core and participating faculty members.) This means that you must categorize your Graduate Faculty listings under two main sub-headings, Core Faculty and Participating Faculty, and then list under these two main headings the faculty names grouped by Professor, Associate Professor, Assistant Professor sub-titles. I have attached the OCGS definitions of Core Graduate Faculty to assist you in determining the categorizations of your faculty members.

Please note that the correct wording to use when adding Exclusions to course descriptions is - Note: Completion of this course will replace previous assigned grade and credit obtained in (course name and number). When you are adding a new course please select the number that you wish to use for the course. The new course number cannot be a number that has been used for a course over the past five years.

Don't hesitate to contact me with any questions/concerns you may have.

Best regards,
Gail