

**March 2024**

## **Plant Biology Steering Committee**

## **Standard Operating Procedure**

The Plant Biology Steering Committee (PBSC) shall be responsible for overseeing and reviewing the composition and operation of the CASNR Plant Biology Degree Program. The PBSC will report to the Heads of Agronomy and Horticulture and other participating departments.

The PBSC shall be composed of a Program director, at least two academic advisors, and representatives from Agronomy and Horticulture, Plant Pathology, Biochemistry, Entomology, School of Natural Resources, Biological Systems Engineering and School of Biological Sciences. Committee members are appointed for three years by the Head of Agronomy and Horticulture department head in consultation with heads of other participating departments. Three-year terms may be reduced or extended by mutual agreement between department heads and the committee member. PBSC members have roles as follows:

The Program Director (PD), who is appointed by the Head of Agronomy and Horticulture in consultation with CASNR dean, will:

- Call the committee meetings which will be scheduled monthly and held or canceled as necessary. Meetings will be scheduled for one hour for the whole year and will be held either in person or through zoom.
- Set the agenda based on needs arising from the committee, departments and CASNR.
- With input from the administrative assistant and the PBSC, the PD will compile and post the minutes of each meeting in the shared Teams Folder (or equivalent shared folder) where all committee files will be posted.
- Review and sign off on all course substitutions and waivers suggested by the advisors.
- Participate in recruiting during New Student Enrolment and throughout the year.
- Track and provide data on student retention, graduation, total degree enrollment, research participation at least once per year.
- Report updates to the Head of Agronomy and Horticulture and the CASNR dean.
- Compile biannual report to the academic planning committee (APC) which will be reviewed by the PBSC before submission to Department Head and Dean.

Advisors will be responsible for formal advising of all students. Students will be assigned to an advisor based on their option (Biotechnology or Ecology and Management) or by student preference. Advisors should meet with their advisees at least once per semester to discuss class selection and general progress and wellbeing. Advisors will participate in recruiting during New Student Enrollment and throughout the year. Advisors will work with students for substitutions and waivers, and the program director will sign off on them.

Committee member responsibilities include attending monthly meeting and productively engaging in discussions and voting relating to review and improvement of the catalog description, curriculum, student research opportunities, APC reports, student welfare, and recruiting. Committee members are encouraged to engage with and establish mentoring relationships with students. Committee members are expected to represent their department on discussions related to courses from their own department and report changes to the respective curriculum committee.