CPD SUB-COMMITTEE
TERMS OF REFERENCE

1. PURPOSE

1.1. The CPD Sub-Committee ("Sub-Committee") is a sub-committee of the Council of Deans created as a result of the University of Manitoba’s Academic Structure Initiative ("ASI") regarding the establishment of a new Faculty of Health Sciences ("FHS"), which includes the Colleges of Dentistry (including the School of Dental Hygiene), Nursing, Medicine, Pharmacy, and Rehabilitation Sciences.

1.2. The Sub-Committee’s purpose is to assist the COUNCIL OF DEANS with project and change management support related to Continuing Professional Development (CPD) in the FHS. Specifically, this includes:
   1.2.1 Complete an environmental scan of the existing CPD activities occurring in each of the Colleges and present a plan of action for next steps to the Faculty of Health Sciences Deans Council

2. REPORTING STRUCTURE

2.1. The Sub-Committee is a collaboration, consultation, planning and advisory sub-committee only, and is intended to further the goals and objectives of the FHS.

2.2. The Sub-Committee makes reports and recommendations to the COUNCIL OF DEANS, through the Dean assigned as the ISC Liaison, and the Project Team. The ISC Liaison may participate in meetings, and he/she shall act in a steering capacity.

2.3. Members of the Sub-Committee report to their respective Colleges.

3. LEAD AND MEMBERSHIP

3.1. The Sub-Committee Lead shall be Jeff Sisler, College of Medicine.
3.2. The membership of the Sub-Committee shall consist of:
   • Casey Hein, College of Dentistry;
   • Barb Shay, College of Rehabilitation Sciences;
   • Jo-Ann Sawatzky, College of Nursing;
   • Shawn Bugden, College of Pharmacy;
• Christine Polimeni, College of Medicine

3.3. A Project Manager will be provided to support the work of the Sub-Committee.

4. ROLE AND RESPONSIBILITIES OF THE SUB-COMMITTEE LEAD

4.1. The Lead is responsible for facilitating the work required to meet the Sub-Committee timelines and deliverables and its overall goals and objectives.

5. RESPONSIBILITIES AND CONDUCT OF SUB-COMMITTEE MEMBERS

5.1. Sub-Committee members are to act in the best interests of the FHS to assist in achieving the overall goals and objectives of the FHS.

6. GOALS AND OBJECTIVES OF THE SUB-COMMITTEE

6.1. The Sub-Committees goals and objectives are to consider and advise the COUNCIL OF DEANS on issues relating to CPD for the FHS and to develop and facilitate the implementation of strategies relating to:
   • Development of the scope and level of activities appropriate for successful coordination of efforts for all Colleges and CPD if applicable
   • Determine which processes/programs are discipline-specific and may need to be grandfathered (continued as they presently exist) and which processes/programs should follow the rules of the new FHS (need to be standardized across all units).
   • Consideration of opportunities to identify administrative efficiency, including recommending on resource/budget allocations required for necessary activities, academic/support staff, and facilities.
   • The principles of enhanced collaboration, including with respect to resource management and process improvement.
   • Respect of administrative expertise, professional identity/autonomy, research, scholarly work and other creative activities, teaching and service of the Faculty.

6.2. The Sub-Committee prepares an environmental scan for the COUNCIL OF DEANS that outlines the current CPD activities occurring in each of the Colleges and advises on the next steps as determined by the Committee. The Sub-Committee shall present its environmental plan and next steps (in writing) to the COUNCIL OF DEANS for approval by April 30, 2015. Recommendations will be subject to Faculty Council (or Faculty Executive Council) approvals, as required.

6.3. Administrative governance decisions fall outside the scope of this Sub-Committee’s goals and objectives. Any additions or changes to the goals and objectives of the Sub-Committee require the approval of the Council of Deans.

6.4. The Sub-Committee Lead shall facilitate responses to any questions or directions from the COUNCIL OF DEANS.
6.5. In order to meet its timelines, deliverables, goals and objectives, the Sub-Committee may contact its members between meetings for advice should the need arise. Uncontentious issues may be resolved through unanimous agreement communicated via e-mail or other written format.

6.6. From time to time, the Sub-Committee may request the advice or participation of individuals or organizations with a particular area of expertise relating to a matter under consideration.

6.7. From time to time, working groups may be formed to work on specific issues as appropriate and shall report back to the Sub-Committee.

7. DOCUMENTARY RESOURCES

7.1. The Sub-Committee shall be informed by, without limitation, the following documents:

7.1.1. *The University of Manitoba Act.*
7.1.2. The current Faculty Council bylaws for the Dentistry, Medicine, Nursing, Pharmacy and Rehab Sciences.
7.1.3. The current School Council by-laws for Dental Hygiene.
7.1.4. The proposal to establish the FHS.
7.1.5. Any relevant University Policies and/or Collective Agreements.
7.1.6. Other foundational strategic documents of the University that the Sub-Committee deems relevant to its goals and objectives.
7.1.7. The advice of facilitators and/or consultants retained by the University to facilitate the work of the Sub-Committee.
7.1.8. The Implementation Framework documentation created by the Project Team.
8. TERM OF OFFICE

8.1. The term of office of each member of the Sub-Committee shall continue until otherwise determined by his/her appointing College. All terms end when the Sub-Committee ceases to exist.

9. MEETINGS

9.1. The Sub-Committee shall meet bi-weekly commencing in February 2015. Meetings may be called more frequently subject to the call of the Lead.

9.2. While minutes will be taken of business occurring at meetings, the Sub-Committee may move “in camera” to deal with items if the subject matter being considered relates to personal matters about identifiable individuals, litigation or potential litigation, advice that is subject to solicitor-client privilege, labour relations or employee negotiations, or matters described as exempt from disclosure under The Freedom of Information and Protection of Privacy Act (Manitoba).

9.3. All Sub-Committee meetings will be open only to members of the Sub-Committee and members of the Project Team unless the Lead otherwise grants his or her prior approval for certain individuals to attend all or a portion of a meeting. Such individual’s attendance should then be noted on the agenda distributed to members prior to the meeting.

10. PROJECT SUPPORT

10.1. Project Management will be provided to support the Sub-Committees by developing the project plan, monitor schedule, attend meetings, prepare the agenda and take action log minutes of Sub-Committees; ensure the Sub-Committees are working to meet objectives within their Terms of Reference, meet with Sub-Committee Leads, as required, to review progress and elevate any critical or significant issues to the Project Director for resolution by Council of Deans.

11. NOTICE OF MEETINGS AND MINUTES

11.1. Agenda items must be sent to the Sub-Committee Project Manager at least 24 hours in advance of the meeting.

11.2. The agenda shall be prepared and distributed (once approved by the Lead) to the members of the Sub-Committee prior to the meeting.

11.3. Action log minutes of the Sub-Committee meetings (and any other approved materials) shall be sent to Sub-Committee members, for approval.
12. **QUORUM and VOTING**

12.1. A simple majority of the members of the Sub-Committee shall constitute a quorum for any meeting.

12.2. It is expected that recommendations and resolutions will be made by consensus, however, they may be passed by agreement of a simple majority of the members of the Sub-Committee present at quorum.

13. **CONFIDENTIALITY and COMMUNICATIONS**

13.1. All Sub-Committee members are required to protect and keep confidential the discussion, documents and information received through participation in the Sub-Committee and the Sub-Committee meetings, unless such information is otherwise approved as public information by the Chair.

13.2. The minutes, once approved by the Chair, shall be shared with the Sub-Committee members, and the Sub-Committee members shall be free to share the minutes, as the official communication coming out of the meetings, within their respective Colleges

14. **REFINEMENT OF TERMS OF REFERENCE**

14.1. Amendments to these Terms of Reference, including membership, are at the direction of the COUNCIL OF DEANS.

14.2. Amendments to the Terms of Reference (other than membership) may be proposed by the Sub-Committee, to the COUNCIL OF DEANS for approval.

Approved by the COUNCIL OF DEANS:

Sub-Committee Contact:
Christa Ferreira, Project Manager
Email: Christa.Ferreira@umanitoba.ca