1. **GOALS AND OBJECTIVES OF THE SUB-COMMITTEE**

1.1 The Sub-Committees goals and objectives are:
   a) To work collaboratively to bring the departments of CHS and FSS together in a manner that engages and empowers colleagues within both departments.
   b) To identify implementation processes and define the sequencing of these processes.
   c) To identify and develop subcommittee structures, as necessary.
   d) To receive and review recommendations presented by subcommittees.
   e) To make implementation recommendations to the Faculty of Health Sciences Implementation Steering Committee.
   f) To ensure that an adequate and comprehensive communication strategy is observed.

1.2 The Sub-Committee shall firstly provide a prioritization and sequencing of its work, to be completed within the first month of its meeting (please reference the Action Plan template), and to be provided to the ISC for approval.

1.3 The Sub-Committee shall advise on issues, develop and facilitate an implementation plan for the ISC that addresses the Sub-Committee goals and objectives. Recommendations will be subject to Faculty Council (or Faculty Executive Council) approvals, as required.

1.4 The Sub-Committee Lead shall facilitate responses to any questions or directions from the ISC based on its implementation plan.

1.5 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.

1.6 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.
1.7 From time to time, working groups may be formed to work on specific issues as appropriate and shall report back to the Sub-Committee.

Approved by the ISC: September 10, 2014

Sub-Committee Contact (Administrative Support): Kathy Bell