



COLLEGE OF REHABILITATION SCIENCES

INTERPROFESSIONAL EDUCATION COMMITTEE

Terms of Reference

1. PURPOSE AND MANDATE

Purpose/Mandate: The Interprofessional Education Committee (“**Committee**”) of the College of Rehabilitation Sciences (“**College**”) Council, Rady Faculty of Health Sciences (“**RFHS**”) is established to:

- (a) Oversee and coordinate faculty and student interprofessional education (“**IPE**”) opportunities throughout the College;
- (b) Communicate with the curriculum committees of the Departments of the College on IPE matters of mutual interest, and in particular matters that impact curriculum content and structure;
- (c) Communicate and collaborate with the RFHS Office of Interprofessional Collaboration (“**OIPC**”);
- (d) Communicate with faculty members through faculty meetings;
- (e) Review, provide feedback and/or recommend on items needing other level(s) of approval (College Executive Council/College Council, Faculty of Graduate Studies Faculty Council/Faculty Executive Council, RFHS Faculty Executive Council/Faculty Council, Provost, Senate, Board of Governors)
(its “**Mandate**”).

2. REPORTING AND ACCOUNTABILITY

2.1. **Accountability:** The Committee is a standing committee of the College Council.

2.2. **Reporting:** The Committee, through the Chair, shall report to the College Council respecting academic matters and decisions rendered by the Committee, at least once per calendar year. In addition, the Committee may provide information and request approvals from the Faculty of Graduate Studies, as needed. The Committee may also provide reports to the leadership/administrative Committee of the College respecting decisions rendered by the Committee, informing on operating/administrative matters.

3. CHAIRPERSON AND COMMITTEE MEMBERSHIP

3.1. **Chair:** The Chair of the Committee shall be the College representative to the OIPC. The Chair is responsible for the following at Committee meetings:

- (a) Calling the meeting to order;

- (b) Establishing an agenda and ensuring agenda items are addressed;
- (c) Ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);
- (d) Facilitating discussion to reach consensus on matters under consideration in a professional manner;
- (e) Adjourning meetings after business is concluded; and
- (f) Acting as the main representative of the Committee.

3.2. **Membership:** The Committee membership shall then consist of the following members, including the Chair:

- (a) Up to two (2) faculty members from each Department of the College (with at least one member from each Department also a member of its Department curriculum committee), for a two (2) year term, which is renewable once;
- (b) One second-year student from each Department of the College, appointed or elected by its student body, for a one (1) year term.

3.3. **Equitable, Inclusive and Diverse Membership:** The College strives to achieve equitable, inclusive and diverse membership on its committees that is reflective of its commitment to equity, diversity and inclusion and this should be considered in the appointment of Committee members.

3.4. **Liaisons:** Committee members shall serve as liaison persons with others in the areas from which they are appointed.

3.5. **Best Interests:** Committee members shall deal with matters before the Committee in such a way that the best interests of the College take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.

3.6. **Consultation:** In carrying out its role, the Committee may call upon various resources as it deems required.

4. **TERM OF OFFICE**

The term of office of each Committee member shall be until the first of the following occurs:

- (a) the individual no longer holds the position noted in 3.2;
- (b) the term of the appointment ends;
- (c) the appointment is rescinded by the appointer;

(d) the member resigns from the Committee.

5. FUNCTIONS AND ACTIVITIES OF COMMITTEE

5.1. As part of its Mandate, the Committee will engage in the following activities:

- (a) **Review:** The Committee will review all University of Manitoba IPE opportunities open to faculty and students of the College to:
 - a. Determine if engagement in these opportunities would contribute to meeting the College's mission in education, research and scholarship, and service; and
 - b. Evaluate each IPE opportunity's contribution to build knowledge, skills and attitudes that prepare the students of the College to be collaborative practitioners.

- (b) **Make Determinations:** The Committee will apply a developmental approach to determine the most appropriate level of student for each IPE opportunity available.

- (c) **Identify Gaps:** The Committee will identify developmental gaps in IPE learning opportunities for students of the College.

- (d) **Review Accreditation Standards:** The Committee will review annually any changes to accreditation standards that may impact IPE and provide recommendations.

6. MEETINGS

- 6.1. **Number of Meetings:** The Committee shall meet at least four (4) times during the academic year, or subject to the call of the Chair.

- 6.2. **Notice of Meetings:** Notice of a Committee meeting should be provided to Committee members, at least five (5) business days in advance of the meeting, unless waived by the Committee members at the meeting.

- 6.3. **Agenda:** Agenda items should be sent to the Committee administrative support at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Committee prior to the meeting.

- 6.4. **Quorum:** A simple majority of the voting members of the Committee shall constitute a quorum.

- 6.5. **Decision-Making:** The preferred model for decision-making is consensus. If consensus cannot be reached, the varying recommendations may be taken to a vote. A majority of the votes cast by Committee members in attendance at the meeting is required to be in favour of the issue under consideration in order to definitively decide the issue. The Chair shall only vote in the case of a tie.

- 6.6. **Committee Meeting Guests:** All Committee meetings will be limited to members only unless the Chair otherwise grants approval for certain individuals to attend all or a portion of the meeting.

- 6.7. **Telephone Meetings and Email Discussion:** The Chair may consult with Committee members by email or arrange telephone meetings, instead of in-person meetings, as the circumstances may require.
- 6.8. **Confidentiality:** All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information. Student members shall not participate in, and shall recuse themselves for, those parts of meetings where discussions relate to students' personal and confidential matters.
- 6.9. **Minutes & Confidentiality:** Minutes are to be taken of business occurring during Committee meetings. However, the Committee may move "in camera" to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy legislation. Once approved by the Committee, meeting minutes shall be publicly available, in accordance with applicable legislation.

7. COMMITTEE ADMINISTRATIVE SUPPORT

The Committee shall receive administrative support from the College. The administrative support shall be provided through an individual whose duties shall include:

- (a) Assisting the Chair with preparation of Committee meeting agendas and distributing notification of meetings;
- (b) Ensuring follow-up of Committee action items;
- (c) Information gathering;
- (d) Preparation and distribution of meeting material;
- (e) Minute-taking; and
- (f) Maintaining Committee records.

8. SUBCOMMITTEES or WORKING GROUPS

- 8.1. **Referral to Subcommittees or Working Groups:** The Committee may refer issues to one or more subcommittees or working groups as the circumstances require. Each subcommittee shall have its own terms of reference that sets out its mandate, which terms of reference shall be approved by the Committee.
- 8.2. **Subcommittee/Working Group Reports:** A report from its subcommittees or working groups shall be a standing item on the Committee meeting agenda.

9. AMENDMENTS TO TERMS OF REFERENCE

Amendments to these Terms of Reference may be proposed by the Committee to the College Council for approval.

10. DATES OF APPROVAL, REVIEW AND REVISION

10.1. **Date approved:** College Council – October 15, 2019

10.2. **Review:** Formal review of these terms will be conducted every five (5) years. In the interim these terms may be revised or rescinded if the College Council/College Executive Council deems necessary.

10.3. **Supersedes:** College of Rehabilitation Sciences Interprofessional Education Committee – Terms of Reference (September 12, 2016)

10.4. **Committee Administrative Support:** Program Assistant, Department of Respiratory Therapy

10.5. **Effect on Previous Statements:** These terms shall supersede all previous College terms on the subject matter herein.