 Status: Standing committee of the College of Rehabilitation Sciences  (CoRS) Council

1.0  **Purpose**

   In accordance with article 9 *Powers to Recommend* of the CoRS Council and articles 1 *Purpose* and 6 *Functions* of the CoRS Council Executive, the Department of Physical Therapy Program Committee advises and acts, with the delegated responsibility, as the Executive Committee on behalf of the Department.

   The purpose of the Program Committee is to:

   1.1 Review the activities of the standing committees of the Department and consider/approve recommendations on all matters related to:

       1.1.1 the curriculum of the MPT program
       1.1.2 admissions and selections policies for the MPT program
       1.1.3 awards, bursaries and scholarships
       1.1.4 policies related to the progression of students through the MPT program

   1.2 Review and consider/approve recommendations on all issues brought forward by standing committee chairpersons or designates on any matters pertaining to the MPT program.

2.0  **Composition**

    The MPT Program Committee shall be composed of:

    2.1 Department Head (Chair)

    2.1.1 The Head of the Department of Physical Therapy or designate

    2.2 Dean, CoRS

    2.2.1 The Dean of the College of Rehabilitation Sciences  (Ex-Officio)

    2.3 Faculty
2.3.1 One (1) faculty representative from each standing committee within the Department of Physical Therapy.

2.4 Representatives of Professional Bodies

2.4.1 One (1) representative appointed by the College of Physiotherapists of Manitoba.

2.4.2 One (1) representative appointed by the Manitoba Physiotherapy Association.

2.5 Students

2.5.1 Two (2) elected students or their alternates, one (1) from each year of the MPT Program.

3.0 Nomination of Members

3.1 Representatives of Professional Bodies

3.1.1 The association/agency appointed representatives shall be appointed by their respective associations/agencies and notice shall be given to the Department Head of Physical Therapy of the appointment. No member has the right to sit or act at meetings unless the appointment has been confirmed in writing.

3.2 Students

3.2.1 The method of selection and appointment of the student representatives shall be in a manner established by the College of Rehabilitation Sciences Students’ Association (CoRSSA).

4.0 Term of Office

4.1 Representatives of Professional Bodies

4.1.1 The term of office shall be for two (2) years and renewable.

4.2 Students

4.2.1 Student representatives shall serve for a one (1) year term and renewable.

5.0 Termination of Term of Office and Filling the Vacancy
5.1 When a vacancy occurs due to ceasing to be a member of the constituency or resignation from the committee, the represented constituency shall appoint another member to fill the unexpired term of office.

6.0 **Meetings**

6.1 **Frequency**

6.1.1 The MPT-Program Committee will meet a minimum of two (2) times one (1) time during the academic year.

6.1.2 Additional meetings can be convened at the discretion of the chair or at the request of four (4) members of the committee.

6.2 **Notice**

6.2.1 Meetings of the MPT-Program Committee may be called at the discretion of the Head of the Department of Physical Therapy or at the written request of any five (5) members of the Program Committee.

6.2.2 Written notice of regular meetings shall be circulated at least fourteen (14) calendar days prior to the meeting: at least forty-eight (48) hours’ notice shall be given for any special meeting. Normally, the notice shall be accompanied by an agenda and any supporting documents to be considered at the meeting.

6.4 **Access**

6.4.1 Meetings shall be open to non-members of the committee, subject to space limitations, and to the right of the committee to declare closed session by the vote of a simple majority of those members in attendance and voting. Closed sessions shall be held only for the purpose of discussing confidential business.

6.5 **Quorum**

6.5.1 The quorum shall consist of a simple majority (one half plus one) of the eligible members of this committee as identified in section 2 of the Terms of Reference.

6.6 **Voting**

6.6.1 Should a quorum not exist, the chair of the committee may determine that an issue be considered by electronic vote.
6.6.2 The outcome of decisions made via an electronic vote will be noted in the minutes of the next committee meeting.

6.7 Record of Proceedings

6.7.1 Minutes shall be recorded at each meeting by the support staff member assigned to the Program Committee and limited only by legitimate requirements of confidentiality.

6.7.2 All minutes will be distributed to members with the next agenda.

7.0 Powers to Act

The committee shall have the power to:

7.1 Provide for the regulation and conduct of its business;

7.2 Appoint such committees as it shall deem necessary and confer on them the power and authority to advise on its behalf;

7.3 Consider such matters as the Dean of the College of Rehabilitation Sciences or any other member of the MPT Program Committee shall bring before it.

8.0 Rules of Order

8.1 Meetings of the committee shall be conducted in accordance with simple parliamentary procedure as outlined in Herb Perry’s Call to Order or Robert’s Rules of Order.

9.0 Amendments

The amendment of the Terms of Reference shall be effected by:

9.1 A motion passed by a 2/3 vote of the members of the MPT Program Committee present and voting at a duly called and constituted meeting;

9.2 A subsequent ratification by a 2/3 vote of those present and voting at a duly called and constituted meeting of the CoRS Council.

10.0 Review

10.1 These terms of reference will be reviewed every two (2) years.
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<thead>
<tr>
<th>Approval Action</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Approved by SMR Council Executive</td>
<td>November 15, 2010</td>
</tr>
<tr>
<td>Approved by PT Program Committee:</td>
<td>June 24, 2019; November 5, 2013</td>
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<tr>
<td>Revised:</td>
<td>June 21, 2019; September 30, 2015; November 16, 2010</td>
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