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

1.0 Purpose

The purposes of the Student Progress Committee of the Physical Therapy Department of the College of Rehabilitation Sciences (CoRS), hereinafter known as the Student Progress Committee, is to:

1.1 Review the progress of each student and each student cohort; and

1.2 Identify issues that may arise with progression and make recommendations to address these issues.

1.3 Maintain student attrition/retention rate data

2.0 Composition

The Student Progress Committee shall be composed of:

2.1 Department Head

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 or designate, who will chair the meeting;

2.3 Faculty

2.3.1 Each full time and part time Professor, Associate Professor, Assistant Professor, Lecturer, Senior Instructors, Instructors II, Instructors I and Instructors in the Department of Physical Therapy.

2.3.2 One (1) faculty representative from one other CoRS academic department.

3.0 Termination of Membership

3.1 A person shall cease to be a member of the committee upon:
3.1.1 Ceasing to be a member of faculty as described in 2.3.1 and 2.3.2 above.

4.0 **Meetings**

4.1 **Presiding Officer**

4.1.1 The Dean of the College of Rehabilitation Sciences or designate shall be the presiding officer at the meetings.

4.2 **Frequency**

4.2.1 A minimum of two (2) meetings per academic year shall be held, after the end of each academic term;

4.2.2 Meetings shall be held at the call of the Head of the Department of Physical Therapy, as needed, in order to address progression issues for individual students.

4.3 **Notice**

4.3.1 Meetings of the Student Progress Committee may be called at the discretion of the PT Department Head.

4.3.2 Written notice of regular meetings shall be circulated at least fourteen (14) calendar days prior to the meeting; the notice shall be accompanied by an agenda and any supporting documents to be considered at the meeting.

4.3.3 At least 24 hours notice shall be given for any special meeting.

4.4 **Access**

4.4.1 Meetings shall be closed to non-members of the committee.

4.5 **Quorum**

4.5.1 The quorum shall consist of representation from CoRS Dean or designate, PT Department Head or designate, applicable PT Year Coordinator or designate, applicable PT Course Coordinator or designate, PT ACCE or designate, and one faculty member.

4.6 **Record of Proceedings**

4.6.1 Minutes shall be recorded at each meeting by the secretary and limited only by legitimate requirements of confidentiality.

4.6.2 Minutes will be distributed to CoRS Dean and PT Department Head within two weeks of the meeting.
5.0 **Powers to Recommend**

The Student Progress Committee shall have the power to recommend to the Department Head and/or appropriate bodies with respect to matters of proper concern to the committee and to make recommendations concerning:

5.1 All final grades of the Physical Therapy courses;

5.2 Changes to Progression policies and procedures.

6.0 **Powers to Act**

The Student Progress Committee shall have the power to:

6.1 Establish content, time and remedial action for supplemental exams or repeat of clinical placement courses as outlined in the Academic Progression document of the Physical Therapy Department;

6.2 Provide for the regulation and conduct of its business;

7.0 **Rules of Order**

7.1 Meetings of the Student Progress 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.

8.0 **Amendments**

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

8.1 A motion passed by a 2/3 vote of the members of the Student Progress Committee.

9.0 **Review**

9.1 These terms of reference will be reviewed every two (2) years.

Approved by PT Program Committee: November, 2013
Approved by PT Student Progress Committee: March 28, 2019;
Revised: March 28, 2019; September 30, 2015;
Review March 28, 2019; November, 2013