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

1.0 Purpose

The Curriculum Committee of the Physical Therapy (PT) Department of the College of Rehabilitation Sciences (CoRS) hereinafter known as the Curriculum Committee is a standing committee of the Program Committee.

The purposes of the Curriculum Committee are to:

Monitor, review and further develop the MPT curriculum to ensure that:

Curriculum content reflects current PT theory, practice and research;

Curriculum design and delivery reflects relevant education theory and is consistent with the PT Curriculum Guide, as established by the PT Program Committee;

Curriculum is relevant to the changing health care environment and the needs of Manitobans:

Curriculum facilitates and contributes to the overall MPT program outcomes;

Curriculum meets the Physiotherapy Education Accreditation Canada standards and incorporates other professional standards as required.
Identify strengths/concerns with curriculum content/delivery such as content gaps/overlaps, flow, balance, sequencing, integration of content themes, student workload, fieldwork/academic integration, etc., to maintain and build on strengths, and to work toward resolution of any concerns.

Consider suggestions for curriculum/course changes (academic and fieldwork components) raised by individual course coordinators, faculty members, students and other stakeholders.

Receive and review all relevant material that informs curriculum review and renewal, including but not limited to individual course evaluations, minutes of curriculum review meetings, Faculty and Student Program Review meetings, feedback from Clinical Fieldwork Educators and Academic Clinical Education Coordinator, Alumni Survey results, Employer Survey results, PCE written and clinical exam results, PEAC Accreditation Review results.

Monitor the PT program curriculum and its compliance with the relevant PEAC accreditation standards on a continual basis

Formulate, review and make written recommendations to the PT Program Committee on all matters related to curriculum development, renewal and curriculum change.

2.0 Composition

The Curriculum Committee shall be composed of:

2.1 Committee Chair

2.1.1 The chair of this committee shall be a faculty member.

2.2 Department Head

2.2.1 The Head of the Department of Physical Therapy or designate

2.3 Faculty

2.4.1 Course Coordinator for each course

2.4.2 Academic Clinical Education Coordinator

2.4 Librarian

2.5.1 The Librarian of the Neil John Maclean Health Sciences Library

2.5 External Representatives
2.5.1 One (1) representative from the College of Physiotherapists of Manitoba

2.52 Two (2) representatives from the Manitoba Physiotherapy Association; one (1) each appointed from the Business Affairs – Private Practice Committee and Business Affairs – Public Practice Committee

2.7 Students

2.7.1 Two (2) elected student representatives or their alternates – one (1) from each year of the program.

3.0 Nomination of Members

3.1 Committee Chair

3.1.1 The chair of this committee shall be a faculty member appointed from among the constituent members of the Physical Therapy Department.

3.2 External Representatives

3.2.1 External representatives shall be appointed by their respective associations 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.

3.3 Students

3.3.1 The method of selection and appointment of the student representatives shall be in a manner established by the College of Rehabilitation Sciences Student Association (CoRS-SA).

4.0 Term of Office

4.1 External Representatives

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

4.2 Students

4.2.1 Student representatives shall serve for a one (1) or two (2) year term.

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 Curriculum Committee will meet a minimum of one time during the academic year

6.2 Notice

6.2.1 Meetings of the Curriculum Committee may be called at the discretion of the Chair of the Curriculum Committee or at the written request of any five (5) members of the Curriculum 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. The notice shall be accompanied by an agenda and any supporting documents to be considered at the meeting.

6.3 Access

6.3.1 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.

6.4 Quorum

6.4.1 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.

6.5 Voting

6.5.1 Should a quorum not exist, the chair of the committee may determine that an issue be considered by electronic vote.

6.5.2 The outcome of decisions made via an electronic vote will be noted in the minutes of the next committee meeting.

6.6 Record of Proceedings

6.6.1 Minutes shall be recorded at each meeting by the secretary and limited only by legitimate requirements of confidentiality.
6.6.2 All minutes will be distributed to members within two weeks of the meeting.

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 any other member of Curriculum 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 Curriculum 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 PT Program Committee.

10.0 **Review**

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

Approved by PT Program Committee: June 24, 2019; June 4, 2015; November 5, 2013; October 27, 2011

Approved by PT Curriculum Committee: June 11, 2019; April 22, 2015; October 30, 2013

Revised: June 11, 2019

Review: June 11, 2019; April 22, 2015; October 30, 2013