1. **Purpose**

The purposes of the Curriculum Review and Renewal Committee (CRRC) are to:

1.1. Follow through with recommendations made by Program and Curriculum Committees;
1.2. Review the existing curriculum with consideration of stakeholders outlined in the program evaluation matrix;
1.3. Provide updated information to ensure that evidence-based education practices of teaching and assessment methodologies are relevant;
1.4. Review and update the MPT Program Guide to reflect changes in teaching and assessment methodologies;
1.5. Disseminate updated evidenced-based education practices to faculty and sessional instructors;
1.6. Receive and review discussion points (recommendations) brought forward by working groups, e.g. Clinical Skills Assessment, Clinical Education and Portfolio Working Groups;
1.7. Collaborate with the Program Evaluation Committee to contribute elements for departmental evaluation.

2. **Membership**

2.1. **Chairperson**
   2.1.1. The chair of this committee shall be a faculty member appointed from among the constituent members of the Department.

2.2. **Department Head**
   2.2.1. The Head of the Department of Physical Therapy or designate;

2.3. **Faculty**
2.3.1. Each Professor, Associate Professor, Assistant Professor, Lecturer, Senior Instructors, Instructors I and II holding academic rank in the Department of Physical Therapy;
2.3.2. Part-time/sessional instructors invited as appropriate.

3. Termination of Membership
   3.1. Ceasing to be a faculty member or part time instructor of the Department.

4. Meetings
   4.1. Frequency
       4.1.1. A minimum of 4 meetings per academic year shall be held in the Fall/Winter/Spring terms.
   4.2. Notice
       4.2.1. Meetings of the Curriculum Review and Renewal Committee may be called at the discretion of the chair of the Curriculum Review and Renewal Committee.
       4.2.2. E-mail notification will be sent by the committee chair two (2) weeks prior to the scheduled meeting date. This notification will include a meeting agenda, the most recent meeting notes, and any supporting documents to assist in the discussion and decision making process within the agenda.
       4.2.3. Faculty members are encouraged to submit agenda items for these meetings.
   4.3. Observers
       4.3.1. Visitors may be invited to attend meetings at the discretion of the chair of the CRRC.
   4.4. Quorum
       4.4.1. 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.
4.5. **Record of Proceedings**  
4.5.1. Recording of the meeting notes will be assigned on rotating basis by committee members.  
4.5.2. A first draft of the minutes will be distributed to the committee within two weeks of the meeting.

5. **Powers to recommend**  
The committee shall have the power to recommend to: The Curriculum Committee:  
5.1. Curriculum changes (e.g. content themes, degrees of emphasis, content of practice, role emerging clinical placements etc.)  
5.2. Changes to the MPT supplementary requirements;  
5.3. Changes to the MPT Program Guide; and  
5.4. Changes to the MPT admissions requirements.

6. **Powers to Act**  
The committee shall have the power to:  
6.1. provide for the regulation and conduct of its business;  
6.2. appoint such working groups as it shall deem necessary and confer on them the power and authority to advise on its behalf;  
6.3. ensure that the MPT curriculum fully meets the Physical Therapy Education Accreditation Canada Standards, National Association of Clinical Education in Physiotherapy Guidelines and the Essential Competency Profile.  
6.4. review the contribution of each course to ensure effective integration;  
6.5. review the assessment components of each course and the student workload distribution;

7. **Rules of Order**  
7.1. 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.  
7.2. 
8. **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 Curriculum Committee present and voting at a duly called and constituted meeting

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

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

9. **Review**

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

Approved by PT Program Committee: June 24, 2019; June 4, 2015
Approved by PT Curriculum Committee: June 11, 2019; April 22, 2015
Approved by Curriculum Review and Renewal Committee: April 16, 2019; February 18, 2015
Revised: April 16, 2019
Review: April 16, 2019