1.0 **Purpose**

The purposes of the Program Evaluation Committee of the Department of Physical Therapy are to:

1.1 disseminate the program evaluation plan to the relevant committees and personnel in the Department

1.2 respond to feedback on the plan

1.3 report on outcomes of evaluation deemed relevant to the Program Evaluation Committee;

1.4 make recommendations to the Physical Therapy Program Committee on all matters related to the Evaluation Program;

1.5 Monitor compliance with the relevant PEAC accreditation standards on a continual basis.

2.0 **Composition**

The Program Evaluation Committee shall be composed of:

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 Chair of the Curriculum Committee

2.3.2 Chair of the Admissions Committee

2.3.3 Three (3) members of the faculty appointed from among the constituent members of the Department
3.0 **Nomination of Members**

3.1 Method of selection and nomination of the representative shall be in a manner established by the Department of Physical Therapy.

4.0 **Term of Office**

4.1 The term of office shall be for (3) years and renewable.

5.0 **Termination of Membership**

5.1 When a vacancy occurs due to a member 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 A minimum of two (2) meetings per academic year shall be held.

6.2 **Notice**

6.2.1 Meetings of the Program Evaluation Committee may be called at the discretion of the Chair of the Program Evaluation Committee or at the written request of any five (5) members of the Program Evaluation Committee.

6.2.2 Written notice of regular meetings shall be circulated at least (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 closed to non-members of the committee.

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.

6.5 **Record of Proceedings**
6.5.1 Minutes shall be recorded at each meeting by the secretary and limited only by legitimate requirements of confidentiality.

6.5.2 All minutes will be distributed to members within two (2) weeks of the meeting.

7.0 **Powers to Recommend**

The committee shall have the power to recommend to the Physical Therapy Program Committee with respect to matters of proper concern to the committee and to make recommendations on all matters related to the Evaluation Program.

8.0 **Powers to Act**

The MPT Program Evaluation Committee shall have the power to:

8.1 Provide for the regulation and conduct of its business;

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

8.3 Consider such matters as any other member of the Program Evaluation Committee shall bring before it.

9.0 **Rules of Order**

9.1 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.

10.0 **Amendments**

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

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

10.2 A subsequent ratification at a duly called and constituted meeting of the PT Program Committee.

11.0 **Review**
11.1 These terms of reference will be reviewed every two (2) years.

Approved by PT Program Committee: June 24, 2019; November 5, 2013; October 27, 2011
Approved by PT Evaluation Committee: November 1, 2013
Revised: November 1, 2013
Review: June 12, 2019; November 1, 2013