



COMMITTEE TERMS OF REFERENCE CONTINUING EDUCATION COMMITTEE

A. Purpose	<p>The purpose of the Continuing Education Committee is:</p> <ol style="list-style-type: none"> 1. To serve in an advisory capacity to the Continuing Education (CE) Program Director on direction and development of content and evaluation of CE curricula that aligns with the SPPH Strategic Plan, and 2. To interface with SPPH on issues pertaining to continuing professional development, including keeping SPPH informed of CE program activities 3. To advise the CE Director on strategies to support growth and financial sustainability of the CE Program.
B. Reporting	<p>This committee reports to the SPPH Executive Committee through the SPPH Associate Director who is an ex-officio member of this committee. The CE Director reports to the CE Committee Chair in preparation for these meetings.</p>
C. Mandate and Duties	<p><i>* Role of committee is to support and assist as necessary the CE Director who operationalizes these functions:</i></p> <ol style="list-style-type: none"> 1. Determine CE goals of SPPH vis-à-vis the SPPH Strategic Plan. 2. Develop assessment criteria for evaluating impact of CE program on SPPH. 3. Identify internal and external links to opportunities for development of new CE offerings (introduction to subject matter experts, topics/ideas, etc.) and partnership opportunities. 4. Advise on gaps in current CE curriculum and learning needs outside of SPPH; means of addressing these gaps. 5. Set policies applicable to CE program (e.g. hiring of instructors; access of courses, etc.) 6. Oversee budget/finances of CE program: <ol style="list-style-type: none"> a. Develop financial; goals, including review of human resources to meet priorities in a timely manner; b. Develop an annual budget: this includes review of budget goals; review course fee structure; review revenue sources and expenses; c. Review CE financial statements.
D. Membership	<p>Membership of the CE Committee shall include:</p> <ol style="list-style-type: none"> 1. 5 SPPH faculty are members: the Chair/Co-Chair, SPPH Exec Committee member, CE Director, and committee members. 2. At the discretion of the Chair, faculty with theme affiliation(s) may be invited to CE meetings as the appropriate need of their presence arises. 3. The Chair is selected from members to serve a 3-year renewable term. 4. Committee members serve for a rolling 3-year term and may be reappointed to a second term [max. # of 6 consecutive years].
E. Leadership	<p>The Chair of the Committee shall be chosen by the committee</p>



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F. Operations	<ol style="list-style-type: none">1. The Committee's activities will be conducted by consensus. Where there is dissention will us Robert's Rules of Order, 10th Edition.2. The Committee will meet at least five times annually (between September and May) and at the call of the chair.3. Meetings will normally be of 1 hour in duration, unless otherwise agreed by the members. Members may participate by teleconference.4. A majority of voting members (50% plus one) will constitute a quorum for the Committee.
G. Evaluation	A full review of the Terms of Reference, deliberations and effectiveness of the CE Committee will be conducted on an annual basis by the Committee or its designated representatives, with the results of that review to be presented to the Committee and to the School Executive Committee for discussion and action.
H. Recording	<ol style="list-style-type: none">1. Minutes will be recorded by the committee's designated administrative support.2. Approved minutes will serve as the official record of the Committee's deliberations.3. Draft minutes for each meeting will be presented at the next subsequent meeting for approval of the Committee.4. Following approval, minutes will be circulated to the Executive Committee for their information.
I. Document Control	Date approved by CEC: Date approved by Full Faculty: