



COMMITTEE TERMS OF REFERENCE PROGRAM AND CURRICULUM INTEGRATION COMMITTEE

A. Purpose	The purpose of the Program and Curriculum Integration Committee is to consider and make recommendations to the Executive Committee of the School of Population and Public Health on all matters relating to Program and Curriculum Integration across the School, its Themes and Programs.
B. Reporting	The Program and Curriculum Integration Committee is established under the direction and authority of the Full Faculty Committee of the School and reports to the Executive Committee.
C. Mandate and Duties	<ol style="list-style-type: none"> 1. The Program and Curriculum Integration Committee has the authority to: <ol style="list-style-type: none"> a. Evaluate its own performance b. Establish Sub-Committees and ad hoc Task Forces as it deems necessary 2. The Program and Curriculum Integration Committee has the responsibility to: <ol style="list-style-type: none"> a. Provide a forum for open discussion of all matters relating to Program and Curriculum Integration for the School, its Themes and Programs. b. Review and make recommendations to the Executive Committee regarding all aspects of Program and Curriculum Integration for the School, with the goal of supporting and strengthening integration and cross-functional relationships of the Themes and Programs that comprise the School, including but not limited to: <ol style="list-style-type: none"> i. Course offerings and curriculum ii. Integration of courses across the school core, Themes and streams iii. Course delivery planning iv. Requests for new courses and for Directed Studies c. Review its own Terms of Reference and report to the Executive Committee regarding any recommended changes 3. The Program and Curriculum Integration Committee is accountable to: <ol style="list-style-type: none"> a. The School Executive Committee, to whom it reports b. All students and Faculty of the School



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D. Membership	<p>Membership of the Program and Curriculum Integration Committee shall include:</p> <ol style="list-style-type: none"> 1. One representative of each of the School’s Themes, as designated by the Members of the Theme, for a term of three years renewable by mutual agreement. 2. The Program Director of the Residency Program and of each of the School’s graduate degree programs, for the duration of their appointments. 3. A representative of a School Program may be asked by the full-time faculty affiliated with his/her theme to serve as a member of the Program and Curriculum Integration Committee in both capacities (as a theme representative and as a representative of the Program). If the individual does not consent, then that individual will serve on the Committee in his/her Program representative role only, and a separate representative will be designated by the Theme to represent the Theme. Each individual in this circumstance shall declare to the Committee the role or roles in which they have consented to serve as a Committee member at the time they join the Committee. 4. Graduate Program Representatives of the School’s Programs as elected by the students in the Residency, MSc/PhD, MPH, MHSc and MHA Programs, for the duration of their appointments (non-voting). 5. The School’s Senior Administrator, the MSc/PhD Program Manager, and the MPH program Coordinator, for the duration of their appointments (non-voting). 6. Such other members as the Committee may invite to participate with the agreement of the membership.
E. Leadership	<p>The Chair of the Committee shall be elected by the members of the Committee from amongst those members of the Committee who are also SPPH faculty members, for a term of one year, renewable by mutual agreement. The Chair will also serve as a member of the SPPH Executive Committee.</p>



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F. Operations	<ol style="list-style-type: none"> 1. The Committee’s activities will be conducted according to Robert’s Rules of Order, 10th Edition 2. The Committee as a whole will meet a minimum of twice annually, and at the call of the Chair. 3. Meetings will normally be no longer than three hours in duration, unless otherwise agreed by the members. 4. A majority of members (50% plus one) will constitute a quorum for the Committee.
G. Evaluation	<p>A full review of the Terms of Reference, deliberations and effectiveness of the Program and Curriculum Integration 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.</p>
H. Recording	<ol style="list-style-type: none"> 1. Minutes will be recorded by the MSc/PhD Program Manager, and the MPH program Coordinator, on a rotating basis. 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	<p>Original approved by Full Faculty Committee: September 18, 2009 This revision approved by Full Faculty Committee:</p>