



**COMMITTEE TERMS OF REFERENCE
PROGRAM AND CURRICULUM INTEGRATION COMMITTEE (PCIC)**

A. Purpose	The purpose of the Program and Curriculum Integration Committee is to consider and make recommendations to the Full Faculty Committee of the School of Population and Public Health on all matters relating to Program and Curriculum Integration across the School, its Divisions and Programs.
B. Reporting	The Program and Curriculum Integration Committee is established under the direction and authority of the Senior Executive Committee of the School and reports to the Full Faculty 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 Divisions and Programs. b. Review and make recommendations to the Full Faculty 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 Divisions 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, Divisions and concentrations iii. Course delivery planning iv. Requests for new courses and for Directed Studies c. Review its own Terms of Reference and report to the Full Faculty Committee regarding any recommended changes 3. The Program and Curriculum Integration Committee is accountable to: <ol style="list-style-type: none"> a. The Full Faculty Committee, to whom it reports b. All students and Faculty of the School c. Provide the Full Faculty Committee with all PCIC approved Category 1 Curriculum requests (to be voted on), and Category 2 requests (for information only)



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<p>D. Membership</p>	<p>Membership of the Program and Curriculum Integration Committee shall include:</p> <ol style="list-style-type: none"> 1. The Program Directors of the School’s graduate degree programs (MSc/PhD, MPH, MSc OEH, MHSc and MHA), for the duration of their appointments, or a delegate if unable to attend. 2. One representative from each of the School’s four Divisions, as designated by the Division Head.¹ 3. Other faculty representatives may participate, with the agreement of the committee and chair, up to a maximum membership that shall not exceed 15 voting-members. 4. Graduate Program Student Representatives of the School’s Programs as elected by the students in the MSc, PhD, MPH, MSc OEH, MHSc, MHA and Residency Programs, for the duration of their appointments (non-voting). 5. The School’s Senior Administrator, the Education Program Managers, and the Curriculum Coordinator² for the duration of their appointments (non-voting). 6. All voting members must be full time faculty members of SPPH; members must be approved by the committee chair, and will serve for a mutually agreed upon time. 7. Members who are absent for 3 consecutive meetings will have their membership reviewed.
<p>E. Leadership</p>	<p>The Chair of the Committee is the faculty member holding the role of SPPH Associate Director. Should an alternative chair be required, 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.</p>

¹ In some circumstances the Program Director may also serve to represent the Division.

² This position is assigned currently under MSc OEH Program Coordinator.



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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. 5. A majority vote requires greater than 50% of the meeting attendees.³
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 Full Faculty Committee for discussion and action.</p>
H. Recording	<ol style="list-style-type: none"> 1. Minutes will be recorded by the by a representative of the Education Team.⁴ 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 Full Faculty Committee for their information.
I. Document Control	<p>Original approved by Full Faculty Committee: September 18, 2009 This revision approved by Full Faculty Committee: March 18th 2016</p>

³ For example, 15 voting members = 8 required for quorum, and of that 8, a majority vote required would be 5.

⁴ Typically, this task falls under the MSc OEH Program Coordinator.