

SCHOOL OF OCCUPATIONAL THERAPY
Dalhousie University

Committee of the Whole Terms of Reference	
Location: S:\OccTherapy\COMMITTEES\Committee Terms of Reference\Last Approved Terms of Reference\COWTERMS Dec 2014-1.rtf	
Date Reviewed: COW: -December 4 th , 2014	Date Approved/Revised: COW: December 4th, 2014
Date of Approval: COW: April 14, 2005	
Comments: Committee of the Whole Terms of Reference previously approved: <ul style="list-style-type: none"> • Revised: January 4, 2001 • Revised: February 7, 2002 • Revised: April 8, 2003 • Revised: April 7, 2005 • Revised: April 14, 2005 • Revised: Dec 4, 2014 	

Functions and Responsibilities

The Committee of the Whole (hereinafter referred to as the Committee) is the School's central academic governing body. Major functions of this standing body are to:

- < approve the School's strategic vision, mission, directions and plans;
- < approve the School's governance structures and processes, including Terms of Reference and Annual Reports for all standing committees of the School;
- < approve new academic programs or major academic program revisions presented prior to submission for Faculty or University approval;
- < approve program reviews or reports prior to submission to bodies beyond the School, e.g., Faculty level reviews, national accreditation bodies;
- < nominate faculty representatives as needed for School, Faculty and University functions;
- < advise the Director on administrative functions such as strategic directions, public relations, marketing, human resource development, student support, alumnae development, research development, partnership and stakeholder linkages, program development, consulting, revenue generation, financial priorities, or other initiatives.

Membership and Voting

All full and 50% or greater part-time faculty who are members of the Dalhousie Faculty Association (DFA). Effective September 2003, two persons selected by the Dalhousie Occupational Therapy Student Society (DOTSS) and a minimum of one, and maximum of two, community members. The DOTAA and DOTSS representatives are selected for two year terms (staggered terms to allow only one position from each to expire each year).

In special circumstances to draw on particular experience, and in consultation with the Committee of the Whole, the Director may include Committee of the Whole voting membership in the workload of a non-DFA faculty member (CUPE).

Quorum

A quorum consists of 50% plus 1 of faculty members.

Observers

Faculty or students who are not members of the Committee may observe and speak to the agenda, with the exception of items which the Chair requests to be “in camera”.

Authority

The Committee is authorized as the highest academic authority within the School of Occupational Therapy. Academic decisions requiring higher level approval are referred to the Faculty of Health Professions, Faculty of Graduate Studies, or other appropriate bodies within the University, or to appropriate external bodies. Academic decisions are made with financial information provided by the Director.

In Camera

In camera faculty-only sessions may occur for agenda items that require discussion of materials or issues that require confidentiality. In camera sessions do not include student members. Community members are included at the discretion of the Chair.

Operational Procedures

1. The Committee normally meets twice a month, with additional meetings or cancellations as required in the judgment of the Chair.
2. The Chair prepares the agenda in consultation with the Coordinators of the entry level and post-professional programs, and other School program leaders.
3. Minutes are circulated to all voting members, and the Presidents of the DOTSS following each meeting. In camera items are not included in minutes.

Executive

The Director or designate is the Chair of the Committee. Secretarial duties are shared between the other members on a rotational basis, or by the School Administrator.