

SCHOOL OF OCCUPATIONAL THERAPY
Dalhousie University

Entry Level Program Committee (ELPC) Terms of Reference
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Comments: Appendix A: ELPC working group descriptions and deliverables created August 2007, revised May 2008, August 2010, August 2012, 2015
Hard copies: Director's Terms of Reference Binder Entry Level Program Secretary Binder

Functions and Responsibilities of the Committee

The Entry Level Program Committee (hereinafter referred to as the Committee) exists to develop, plan, organize, implement, coordinate, and evaluate the various functions of the MSc (OT) – Entry Level Program. Responsibilities of the Committee include, but are not limited to: student recruitment, admissions, orientation to the entry level program (student, preceptor, and faculty), curriculum development and management, awards, program evaluation and accreditation, policy management, and student progression. Additionally, the committee communicates with and makes recommendations to the Director or Director's Delegate, Committee of the Whole and/or other key stakeholders related to financial, human, space, and learning resources for the entry-level program.

Membership and Voting

The Committee typically consists of 8 – 11 voting members. Faculty members constitute 5 to 7 members, as negotiated in annual workload agreements. The Committee will have representation for the following positions:*

Faculty Positions	Non-faculty Positions
Entry Level Program (ELP) Coordinator	Year 1 MSc(OT) Student Representative
Associate ELP Coordinator	Year 2 MSc(OT) student Representative
ELPC Fieldwork Representative	Occupational Therapy Practitioner – external to the School

ELPC Teaching Faculty Representative	
Lab Coordinator	
Director's Delegate	
Corresponding Members	Non-voting
Director	MSc(OT) program secretary
Faculty representative: Affirmative Action and Equity Committee	School Administrative Coordinator
Chair: Post-Professional Program	
All faculty teaching in the program	

Roles and Responsibilities

The Entry Level Program Coordinator will function as the Chair of this committee. This is a workload negotiated position and the term is three years. The specific responsibilities of the Chair are to be the liaison with Committee of the Whole, and the Post-Professional Program committee. The Chair is also responsible for the production of the annual report in cooperation with all ELPC members.

The Associate Entry Level Program Coordinator is also a workload negotiated position and the term is three years. The Associate ELP Coordinator will assume the Chair responsibilities in the absence of the ELP Coordinator. The terms for the Coordinator and the Associate Coordinator should be staggered to ensure continuity.

The Occupational Therapy Practitioner member may be any registered occupational therapist. The practitioner will be recruited through a call to the practice community for expressions of interest. The Director and the Program Coordinator will review applications and appoint the Practitioner. Preference will be given to someone who is an experienced preceptor, evidence of ongoing professional development activity and engagement in professional organizations. The term for this member is a two year term and an individual may serve two consecutive terms.

Each faculty member of the Committee will be appointed as a working group leader and/or working group member of at least one of the key functions of the Committee. Each working group will report to the ELP Coordinator (C) or the Associate Coordinator (A). Working group leaders will be assigned during annual faculty workload negotiations, and include, but are not limited to the following:

- MSc(OT) Student Recruitment (A)
- MSc(OT) Admissions (A)
- MSc(OT) Student Orientation (A)
- MSc(OT) Curriculum Development and Management (C)
- MSc(OT) Awards (A)
- MSc(OT) Program/Curriculum Evaluation (C)
- Accreditation (C)
- MSc(OT) Policy Management (C)
- MSc(OT) Liaison for School website development & maintenance (C)?

For a description of the responsibilities of the ELP working groups, please refer to Appendix A.

Quorum

A quorum consists of 50% of the voting members plus 1. The Chair will vote only in the case of a tie vote.

Observers

Faculty, students, staff and others who are not members of the Committee may observe and speak to the agenda upon prior notification to the MSc(OT) Secretary, with the exception of items which the Coordinator requests to be in camera.

Authority

The Committee holds decision making authority over matters concerning the Entry Level Program (see Functions and Responsibilities of the Committee), including governance of all MSc(OT) course objectives. Functions are carried out in accordance with the Committee Terms of Reference, policies, financial plans, reporting procedures approved by the Committee of the Whole, the Director, and, where necessary, Faculty Council or University Bodies.

Decisions requiring Committee of the Whole approval include changes in: (a) course number, name, description, learning objectives, and/or credit hours; (b) auxiliary fees for courses, or program/course structure revisions that also require Faculty or Senate approval; (c) proposals for new strategic directions; and (d) revisions of Committee Terms of Reference.

All plans or decisions with resource implications require discussion with the Director prior to submission for Committee of the Whole approval.

In camera

In camera Committee discussions occur without student members present. In camera sessions occur when the Committee must meet to discuss student waiver requests, student progression, and/or student performance. Separate minutes are recorded for in camera discussions and hard copies are circulated during the in camera discussion to faculty Committee members, the ELP Secretary, and the Administrative Coordinator. Hard copies of the in camera minutes will be disposed of (e.g., shredded) after the meeting has adjourned.

Operational Procedures

The Committee typically meets once per month

Minutes are recorded by the MSc(OT) Program Secretary, School Administrative Coordinator, or committee member. All members, including corresponding members, will receive the minutes in a timely fashion following the meeting.

The Entry Level Program Coordinator prepares an Annual Report of the Entry Level Program for submission to the October Committee of the Whole, and for use in the School Report to Full Faculty; the Annual Report integrates an overview from the Program Coordinator, as well as reports on: student recruitment, student admissions, student orientation, student awards, curriculum, program evaluation, and summary of policy waivers decisions.

The Program Coordinator or designate forwards Committee motions which require full School, Faculty or University approval to the Committee of the Whole; (Director arranges submissions to Faculty Council or Senate in collaboration with the Coordinator).

In order to ensure the functions of the committee can be enacted, Committee member responsibilities are negotiated within Committee meetings and/or within faculty workload agreements.

Meeting Attendance –ELPC members are expected to attend all meetings. Use of teleconference and/or videoconference is permitted if in-person attendance is challenging due to demands that require the member to be out of the School at the time of the meeting.

Dispute Resolution – Disputes between members of ELPC that cannot be resolved will be directed back to the Committee of the Whole who may solicit advice from other parties

Conflict of Interest - If a member of ELPC is in conflict of interest with an agenda item they will be excused from the committee discussions and deliberations on the issue.

Decision Making – Decision making will occur by consensus. If consensus cannot be reached, a majority vote will be held. The Coordinator of the ELP will cast a deciding vote in the case of a tie.

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APPENDIX A

Entry Level Program Working Group Descriptions and Deliverables

I. Student Recruitment – Entry Level Program

Provide input to the Entry Level Program Coordinator and Committee on public relations materials and resource needs

Oversee student recruitment activities inside and beyond the School

Liaise with Open House Committee (Faculty, University)

Liaise with the leader of the Entry Level Program Admissions working group to review and revise documents related to applying to the program

Review and revise recruitment policies, procedures, calendar/website information re application to the program

Submit a written and oral Student Recruitment Report, annually at the June Committee meeting.

II. Admissions – Entry Level Program (also see *Entry Level Program Admissions Policy and Procedures*)

Provide input to the Entry Level Program Coordinator and Committee on admissions materials and resource needs

Liaise with School staff responsible for the administration of admissions

Liaise with the leader of the Entry Level Program Student Recruitment working group to review and revise documents related to applying to the program

Coordinate and participate in the annual admissions processes/procedures

Review and revise entry level policies, procedures, forms, calendar/website information re admissions

Coordinate with the School's equity chair regarding admissions policies and procedures

Submit revised documents (as noted above) to the Entry Level Program Coordinator who will bring the documents to the Committee for discussion and review, as needed

Submit a written and oral Admissions Report, annually at the November Committee meeting.

III. Orientation: Entry Level Program

Coordinate Entry Level Program student orientation activities. Also see Policy and Procedure Manual regarding specific content expectations of the incoming student orientation. Two MSc(OT) student orientation sessions occur annually – one in July for year 2 students and one in September for year 1 students).

IV. Curriculum Development and Management – Entry Level Program

Provide input to the Entry Level Program Coordinator and Committee on curriculum materials and resource needs

Liaise with leaders of the Entry Level Program Orientation working group to facilitate orientation of faculty, preceptors, and students to the entry level program curriculum

Liaise with the leader of the Entry Level Program Evaluation and Accreditation working group to facilitate evaluation of curricular and program objectives

As needed, provide information/education sessions to the Committee of the Whole re curricular planning, implementation, and management

Oversee the development and documentation of the curriculum map which shall include, but may not be limited to the following:

curriculum/program philosophy and conceptual framework

curricular competencies, goals, and objectives

integration and progression of academic and fieldwork courses toward the desired curricular competencies

Oversee the implementation of the curriculum

Review and revise curricular policies, procedures, and calendar/website information

Submit revised documents (as noted above) to the Entry Level Program Coordinator who will bring the documents to the Committee for discussion and review, as needed

Annually, at the January ELPC meeting, submit (a) an annual Curriculum Report, (b) updated curriculum map, and (c) yearly report of student retention/program completion.

Oversight of IPE (Interprofessional Education)

V. Awards – Entry Level Program (also see *Entry Level Program Student Awards Manual Terms of Reference*)

Provide input to the Entry Level Program Coordinator and Committee on student award materials and resource needs

Review annual roster of student awards

Implement award procedures and ceremonies with office staff

Review and revise awards policies, procedures, calendar/website information re awards, and needs for new or updated awards

VI. Evaluation – Entry Level Program

Provide input to the Entry Level Program Coordinator and Committee on evaluation materials and resource needs

Liaise with the leader of the Entry Level Program Curriculum Planning and Management working group to facilitate evaluation of curricular and program objectives

Organize and oversee routine program evaluation

Oversee program or curriculum revisions based on program evaluation

Liaise with the Director to organize and update the documentation and processes of national CAOT academic accreditation and FHP self-studies

Submit a written and oral Program Evaluation Report, annually at the December ELPC faculty workshop.

VII. Accreditation

Maintain currency with regard to accreditation standards

Communicate accreditation standards to Committee

Oversee program documentation (e.g., curriculum, program evaluation) to ensure clear articulation of how accreditation standards are being met

Liaise with Program Coordinator, Committee members and Director to develop accreditation documents

VIII. Policy Management and Waivers – Entry Level Program (see also *The School of Occupational Therapy Policy Manual*)

Provide input to the Entry Level Program Coordinator and Committee on policy management materials and resource needs

Oversee and coordinate efforts to update Entry Level Program Policies and Procedures

Academic policy review to be completed annually at the February Committee meeting – policy leader to coordinate this discussion

Fieldwork policy review to be completed annually at the March Committee meeting – policy leader, in collaboration with the fieldwork coordinator, to lead this discussion

Oversee and manage student policy waiver requests

Collect and distribute policy waiver requests to faculty members of the Committee (*in camera committee members*)

Communicate with the Entry Level Program Coordinator re monthly agenda items related to waiver requests

Communicate the committee's decision of the policy waiver request to student via a written letter

Ensure that all documents are placed into the student's file

IX. ELP Liaison for website development and maintenance

Review content on the School's website

Coordinate efforts to maintain up-to-date information on the website, as it relates to the ELP

Liaise with all ELP working group leaders to maintain up to date content on the website.