



Nutrition Program Advisory Committee (NPAC) Terms of Reference

1.0 Responsibilities

The Nutrition Program Advisory Committee (NPAC) will oversee all matters related to the design, development, implementation, and review of the Undergraduate Nutrition program. To do this, the committee will provide ongoing oversight and recommendations related to:

- Ensure the Nutrition and Dietetics curriculum meets PDEP accreditation standards
- Ensure the Nutrition and Dietetics curriculum remains relevant and adaptive to the changing roles and scope of nutrition and dietetics practice
- Ensure appropriate teaching, learning, and assessment methodologies
- Make recommendations to the Nutrition and Dietetics Division Committee on matters related to the design, development, implementation, and review of the Undergraduate Nutrition and Dietetics program
- Establish working groups as needed
- Develop and review policies and procedures for the Nutrition Program Advisory Committee for review by the Undergraduate Academic Affairs Committee and for information to Faculty Council

2.0 Accountability

- The Nutrition Program Advisory Committee (NPAC) is accountable to the Undergraduate Academic Affairs Committee and Faculty Council through the existing reporting structure

3.0 Members

- *Voting*
 - Associate Dean, Academic (Chair and Permanent member)
 - Dean (Permanent member)
 - Assistant Dean of Nutrition and Dietetics (Permanent member)
 - Assessment and Program Evaluation Coordinator (Permanent member)
 - PDEP Program Director (Permanent member)
 - Two Nutrition and Dietetics Faculty members
 - One Academic Staff member (coordinator)
 - Student representative (one from each of Y1, Y2, Y3)
 - Undergraduate Affairs Administrative Officer (Permanent member)
 - Representative from SHA
 - Representation from SDA
- *Non-Voting*
 - Undergraduate Programs and Admissions Secretary (Permanent member)

4.0 Roles and Responsibilities

4.1 Chair

- Call meetings
- Chair meetings



- Notify the Nominations Committee when a member of the committee has vacated their position
- Determine the agendas; reviewing meeting notes
- Review and update Nutrition Program Advisory Committee (NPAC) Terms of Reference as needed
- Take recommendations to the Nutrition and Dietetics Division Committee
- Track initiatives undertaken for the college strategic plan
- When unavailable, another member will be appointed as chair

4.2 Members

- Provide agenda items to the Chair in advance of scheduled meetings
- Direct the work of specific working group(s) as needed and as assigned
- Provide project management for and tracking of initiatives undertaken
- Undergraduate Programs and Admissions Secretary arranges committee meetings and assists the Chair in preparation and distribution of meeting materials and agenda

5.0 Term

- Three years
- Approximately only one-third of the committee membership will turnover each year to allow for continuity of membership
- Student members up to a two-year term

6.0 Working Groups

- Create working groups as needed including at least one member of the Nutrition Program Advisory Committee

7.0 Meeting Schedule

- Monthly or when called by the Chair as needed

8.0 Notes

- Meeting notes shall be kept on file with the Executive Assistant to the Dean
- Meeting notes shall be available to all committee members
- Any information deemed to be confidential in nature (e.g., individual health or personal issues) shall be handled and stored in a secure manner
- Meeting notes are available upon request, but confidential information will be withheld from minutes at the discretion of the chair
- Confidential information recorded during meetings shall be kept on file with the Executive Assistant to the Dean

9.0 Reporting

- Reports to the Nutrition and Dietetics Division Committee

10.0 Review and Amendment of Terms of Reference

- Review the Terms of Reference once every 12 months
- Amendment may occur at any time by majority vote to be approved by Faculty Council
- Changes to TOR's and procedures to be submitted to the Governance Committee for review