



Nutrition Program Committee Terms of Reference

1.0 Responsibilities

- Clinical Placement and Affiliation Agreements
 - Reviews, revises and monitors Clinical Placement Agreements, including insurance provisions, between the University of Saskatchewan/College of Pharmacy and Nutrition and Saskatoon Health Region (SHR) and the Regina Qu'Appelle Health Region (RQHR).
 - Reviews, revises and monitors affiliation agreements, including insurance provisions between SHR and RQHR and the affiliated health regions, Tribal Councils and other agencies participating in NUTR 530.33.
 - Reviews and recommends Assistant Clinical Professor and Clinical Instructor appointments for the program to the College of Pharmacy and Nutrition.
- Financial Considerations
 - Reviews resource needs for the program (e.g., training needs, computers, office space, materials and supplies) and makes requests and recommendations to the three partners as appropriate.
 - Pursues fund-raising initiatives required to obtain operating funds for the program.
- Curriculum Development
 - Coordinates the professional practice courses within the program and monitors their effectiveness.
 - Monitors the interrelationship between the professional practice courses and the didactic course requirements (NUTR courses and required courses from other units) within the program.
 - Makes recommendations to the College of Pharmacy and Nutrition regarding changes to the professional practice and didactic course requirements.
 - Monitors the curriculum in light of trends in dietetics and nutrition, trends in health care and in related employment sectors, education equity content and changes in DC accreditation requirements.
- Admission of Students to the Program and Placement in Year 4 Site
 - Recommends size and composition of the student body to the College of Pharmacy and Nutrition's Undergraduate Affairs Committee (UAC).
 - Reviews selection criteria and makes recommendations to the College of Pharmacy and Nutrition regarding admission criteria.
 - Delegate's responsibility for admission decisions to the UAC.
 - Ensures education equity goals are monitored and appropriate steps are taken to achieve diversity in the program.
 - As requested, advises the UAC regarding cases of student requests to split years or take a leave from the program, and exchanges with other internship programs.
 - Establishes the procedures and selection criteria for determining the professional practice site for students in NUTR 530.33.



- Student Evaluation, Academic Performance and Graduation Standards
 - Reviews and makes recommendations regarding major changes in methods of student evaluation for both the didactic courses and professional practices courses prior to such changes going to the College of Pharmacy and Nutrition for approval.
 - Reviews academic performance standards and makes recommendations to the College of Pharmacy and Nutrition as appropriate.
 - Delegates to the Year 4 Subcommittee on Student Performance Issues the responsibility for addressing serious performance and professional behaviour issues of students, taking action as needed, and making recommendations to the Faculty of the College of Pharmacy and Nutrition regarding the awarding of the grade for the course.
- Program Evaluation and DC Accreditation
 - Reviews the student comments from the exit interview conducted by the Dean with the Year 3 class prior to entering Year 4 and makes recommendations as appropriate.
 - Reviews the student comments from the comprehensive program evaluation completed at the end of Year 4 and makes recommendations as appropriate.
 - Provides direction to the Ad Hoc Accreditation Self-Study Committee in preparation for accreditation reviews by DC.
 - Liaises with DC. on accreditation issues during periods between accreditation reviews, and regarding other issues as they affect the program.
 - Obtains feedback on the program from alumni working in both traditional dietetics settings and in non-traditional areas of employment and makes recommendations accordingly.
- Interrelationship with Stakeholders
 - Provides reports/updates to stakeholders.
 - Identifies education/training needs of all those involved in delivering the program and provides training/instructional development as needed. This includes training for the dietitian preceptors.
 - Liaises as appropriate with units (i.e., other colleges, departments) that provide required classes for the program, and determines if formal linkages would be appropriate.
 - Liaises with the Nutrition Graduate Faculty to determine opportunities for collaboration between the program and Nutrition graduate students.
 - Liaises with the College of Pharmacy and Nutrition, RQHR, SHR and others as appropriate to determine ways to encourage collaborative research projects among faculty, practitioners and students in the program.
 - Liaises with the College of Pharmacy and Nutrition, RQHR, SHR and others as appropriate to determine ways to facilitate continuing dietetics and nutrition education opportunities for faculty, practitioners and students in the program; and investigates the role of the partnership in providing a formal continuing education program for dietitians in the province.
 - Identifies and investigates opportunities for collaboration with other stakeholders that will provide mutually beneficial opportunities (e.g., dietetic internship programs, SIAST, employers, alumni, government).
 - Implements ways to show appreciation to clinical instructors (e.g., thank you letter from the College, certificate of appreciation, thank you reception, toast at graduation).



2.0 Accountability

- The Nutrition and Dietetics Program Committee is accountable to the Undergraduate Academic Affairs Committee, the Nutrition Division, and Faculty Council of the College of Pharmacy and Nutrition through the existing reporting structure.

3.0 Members

Voting

- Associate Dean Academic
- Dean
- Chair (Assistant Dean of Nutrition and Dietetics)
- Assessment and Program Evaluation Coordinator
- Program Director
- Practicum Director
- Practicum Director
- Director of Dietetics Services
- Skills Coordinator (from any year)
- One Nutrition and Dietetics student representative from any year

Non-voting

- Administrative Officer, Undergraduate Affairs

4.0 Roles and Responsibilities

4.1 Chair

- Provide leadership and oversight to the Nutrition and Dietetics Program Committee as well as priority setting and direction
- Chair meetings
- Determine the agendas; reviewing meeting notes
- Review and update Nutrition and Dietetics Program Committee Terms of Reference as needed
- Track initiatives undertaken for the college strategic plan
- When unavailable, another member will be appointed

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

- Student members up to a two year term; all other members are permanent

6.0 Meeting Schedule

- Two times per year (November and May), or when called by the Chair as needed

7.0 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 (i.e. individual health or personal issues) shall be handled and stored in a secure manner
- Request to review meeting notes can be made to the Nutrition Program Committee
- Confidential information recorded during meetings shall be kept with the Executive Assistant to the Dean

8.0 Reporting

- Reports to the Undergraduate Academic Affairs Committee, the Nutrition Division, and Faculty Council

9.0 Review and Amendment of Terms of Reference

- Review the Terms of Reference once every 12 months
- Amendment may occur at any time by consensus of Chair and members