



Pharmacy Program Advisory Committee Terms of Reference

1.0 Responsibilities

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

- Ensure the PharmD curriculum meets Canadian Council for Accreditation of Pharmacy Programs (CCAPP) accreditation standards
- Ensure the PharmD curriculum remains relevant and adaptive to the changing roles and scope of pharmacy practice
- Ensure appropriate teaching, learning, and assessment methodologies
- Make recommendations to the Pharmacy Division Committee on matters related to the design, development, implementation, and review of the PharmD program
- Develop and review policies and procedures for the Pharmacy Program Advisory Committee for review by the Undergraduate Academic Affairs Committee and for information to Faculty Council

2.0 Accountability

- The Pharmacy Program Advisory Committee is accountable to the Undergraduate Academic Affairs Committee and Faculty Council through the existing reporting structure

3.0 Members

- *Voting*
 - Associate Dean Academic (ADA) (Chair and Permanent member)*
 - Dean (Permanent member)*
 - Assistant Dean (AD) of Pharmacy (Permanent member)*
 - Four Practice faculty members (can include the ADA, AD)*
 - Two Pharmaceutical Sciences faculty members (can include the ADA, AD)*
 - Experiential Learning Associate Director (Permanent member)*
 - One Pharmacy Skills Coordinator*
 - Student representative (1 from each of Rx1, Rx2, Rx3)
 - Undergraduate Affairs Administrative Officer (Permanent member)*
 - Representative from PAS, SCPP, SHA, and SaskPolytech
- *Non-Voting*
 - Undergraduate Programs and Admissions Secretary (Permanent member)*

**denotes core Committee members*

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; review meeting notes
- Review and update Pharmacy Program Advisory Committee Terms of Reference as needed
- Take recommendations to the Pharmacy Division Committee
- 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

- 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 Pharmacy Program Advisory Committee

7.0 Meeting Schedule

- The core Committee will meet monthly or when called by the Chair as needed. The full Committee will meet twice yearly, 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 Pharmacy Division Committee

10.0 Review and Amendment of Terms of Reference

- Review the Terms of Reference once every 12 months
- Amendments 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