



## Strategic Planning and Implementation Committee Terms of Reference

### 1.0 Responsibilities

- Monitor and review the College's Strategic Plan annually, including performance based on defined metrics and outcomes
- Compile evidence of performance
- Provide recommendations to the Executive Committee based on performance review of the Strategic Plan
- Report to faculty/staff/students on the progress of the Strategic Plan

### 2.0 Accountability

- The Strategic Planning and Implementation Committee is accountable to the Executive Committee and Faculty Council through the existing reporting structure

### 3.0 Members

- Program Evaluation and Assessment Coordinator (Chair and Permanent member)
- Dean (or designate) (Permanent member)
- One faculty member from the Division of Pharmacy
- One faculty member from the Division of Nutrition and Dietetics
- Research Facilitator (Permanent member)
- One undergraduate student from the Division of Nutrition and Dietetics (year 2)
- Two undergraduate students from the Division of Pharmacy (years 1 and 3)
- One graduate student from either program
- One representative from Saskatchewan College of Pharmacy Professionals (Permanent member)
- One representative from Saskatchewan Dietitian's Association (Permanent member)
- One representative from the Saskatchewan Health Authority, Pharmacy Services (Permanent member)
- One representative from the Saskatchewan Health Authority, Nutrition Services (Permanent member)
- One representative from the Pharmacy Association of Saskatchewan (Permanent member)
- Executive Assistant to the Dean (Permanent member)

### 4.0 Roles and Responsibilities

#### 4.1 Chair

- Call committee meetings
- Chair committee meetings
- Notify the Nominations Committee when a member of the committee has vacated their position
- Determine the agendas; review meeting notes
- Review and update committee Terms of Reference as needed
- When chair is unavailable, another member will be appointed to act 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 management for and tracking of initiatives undertaken
- Executive Assistant to the Dean arranges committee meetings and assists the chair in preparation and distribution of meeting materials and agenda



## 5.0 Term

- The following will be permanent members: Dean (or designate), Program Evaluation and Assessment Coordinator, Research Facilitator, and Executive Assistant to the Dean
- Student members remain on the Committee for up to a two year term
- The remaining members serve up to a three year term with the possibility of a 1-term renewal

## 6.0 Working Groups

- Develop working groups as needed
- Working groups must include at least one committee member who will provide oversight and direction to the working group

## 7.0 Meeting Schedule

- Beginning of September, end of term 1 (data review), end of term 2 (data review)
- As needed, called by the chair

## 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 (i.e. individual health or personal issues) shall be handled and stored in a secure manner
- Meeting minutes 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 with the Executive Assistant to the Dean

## 9.0 Reporting

- The committee reports to the Executive Committee and Faculty Council
- Written report provided to the Faculty Council meeting in May

## 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 consensus of the chair and members to be approved by Faculty Council
- Changes to TOR's and procedures to be submitted to the Governance Committee for review