

Education Program Committee

Policy Section: Terms of Reference	Policy Number: TR-10	Approved By: CEO/Registrar
Regular Policy Review Frequency: Every five years	Date Approved: May 30, 2002	Date Reviewed/Revised: October 5, 2023

Committee Purpose & Mandate:

The Education Program Committee is a CEO/Registrar Committee. They make recommendations to the CEO/Registrar regarding matters pertaining to nursing education programs. This includes the review of Nursing Education Program annual reports, requests of the Council, letters of intent indicating a significant program change, or the approval, withholding or withdrawal of approval for nursing education programs.

Committee Authority:

The Education Program Committee (EPC) will provide recommendations with reasons regarding nursing education programs. They have no decision-making authority to approve programs.

Before the Council can approve, withhold, or withdraw approval from a nursing education program, The Regulated Health Professions Act clause 139 requires consultation with and consideration of comments from the Minister of Health and the Minister responsible for The Advanced Education Administration Act. As such, the CEO/Registrar provides the EPC recommendations and reasons to these Ministers for their review and comment.

On motion, the decision of whether to approve a program shall be made by the Council. The options available to the Council are to:

- a. Grant approval if the program meets the requirements. A program may be approved for up to five years;
- b. Grant conditional approval if the program substantially meets the requirements and the program can be expected to meet any conditions in a reasonable period of time; or
- c. Withhold approval or withdraw approval of a program which does not meet the requirements.

Composition:

The CEO/Registrar shall appoint the following committee members:

1. Three registered nurses in good standing from a variety of practice areas.
2. One public representative with experience in curriculum development or education.
3. One educator of a regulated health care profession familiar with curriculum development.
4. One employer of registered nurses.
5. One graduate level nursing student.

Chair:

One of the registered nurses in good standing will be appointed by the CEO/Registrar to be the Chair.

Quorum:

Quorum shall be a simple majority of Committee Members.

Term of Office:

The term is for three years. No more than two consecutive terms are permitted.

An individual's term may be extended to the Council meeting immediately following the expiration of their term as determined by the committee chair.

Reporting:

The Education Program Committee reports to the CEO/Registrar of the College.