

Committee Terms of Reference Continuing Professional Development

1.	Committee Name:	CE Directors and Leaders (CED&L)
2.	Type: (standing, ad hoc, advisory)	Standing
3.	Chairperson:	Dr. Suzan Schneeweiss, Hospital for Sick Children
4.	Responsible To:	Vice Dean, CPD and CPD Executive Committee
5.	Purpose: (be concise: why the committee was formed)	To foster a strong CPD community by inviting experts to present on a regular basis, providing updates from vice-dean, CE directors and leaders from the community regarding strategic issues and departmental CE activities
6.	Authority: (limited or active; agent or advisor)	Active
7.	Timeframes, Reporting and Deadlines: (duration, #mtg./month, milestones & report dates, date project is to finish)	Committee meets 5-6 times per year (every 8 weeks plus end-of-year reception)
8.	Composition: (total number plus number of Executive members, faculty, administrative staff, outside experts, students, etc.)	Dimitri Anastakis, Trevor Cuddy, Katrik Jhaveri, Terry Axelrod, John Axler, Brian Wong, Rita McDowall, Susan Wagner, Cathy Evans, Ronald Feld, Martina Trinkaus, Debbie Hebert, Kate Hodgson, Wai-Ching Lam, Karen Leslie, Leslie Vincent, Lee Manchul, Arnold Noyek, Sanjeev Sockalingam, Katherine Slater, Peter Slinger, Jane Tipping, Nadia Ismiil, Mark Feldman, Yvonne Chan, Rory Windrim
9.	Staff Support: (position and actual type(s) of support provided and time required)	Vashty Hawkins, administrative assistant to the Vice Dean – sets meeting dates, sends out date reminders/RSVPs, contacts presenters on behalf of committee, books space, AV equipment and catering, records and distributes meeting minutes
10.	Other Resources: (available experts, files from previous committees, workshops, office space, \$\$ from budget)	Meetings are conducted at CPD conference room, #650-500 University Avenue. Speakers come from both within and outside of the university
11.	Communication with Executive Committee Through:	Co-Chairs
12.	Specific Areas of Responsibility:	<ol style="list-style-type: none"> 1. Provide a forum for exchange of knowledge, ideas and innovations 2. Strengthen and grow the CPD network 3. Create greater interest and promote CPD as an academic pathway for promotion 4. Offering input and feedback to existing CPD FD/professional development activities 5. Develop CPD key performance indicators and specific outcome measures, and set benchmarks 6. Identify and bring forward common challenges across all portfolios to implementation of the CPD's vision, mission, values and strategic plan 7. Identify and bring forward new opportunities that may arise in relation to the CPD strategic plan

1.	Committee Name:	CE Awards Committee
2.	Type: (standing, ad hoc, advisory)	Standing
3.	Chairperson(s):	Dr. Miriam Weinstein, Hospital for Sick Children
4.	Responsible To:	Vice-Dean, CPD
5.	Purpose: (be concise: why the committee was formed)	Formed to review, rank and award the following awards to successful recipients on an annual basis: <ul style="list-style-type: none"> • Colin Woolf Excellence in Teaching • Colin Woolf Excellence in Course Coordination • Colin Woolf Contribution to Long-term CE • Fred Fallis Online Award • Dave Davis Research Award • David Fear Fellowship • Ivan Silver Innovation • IPE Health Care Team
6.	Authority: (limited or active; agent or advisor)	active
7.	Timeframes, Reporting and Deadlines: (duration, #mtg./month, milestones & report dates, date project is to finish)	Committee meets annually in January
8.	Composition: (total number plus number of Executive members, faculty, administrative staff, outside experts, students, etc.)	John Axler, Douglas Wooster, Suzan Schneeweiss, Wai-Ching Lam, Catherine Yu, Nicole Harnett, Debbie Hebert, Sanjeev Sockalingam, Douglas Moseley, Brian Wong
9.	Staff Support: (position and actual type(s) of support provided and time required)	Vashty Hawkins, administrative assistant to the Vice Dean – sets meeting dates, sends out call for nominations and follows up with reminders, compiles supporting documentation for nominations, distributes nomination materials to committee, informs all nominees re committee decision, provides honoraria for successful recipients liaises with Educational Achievement Awards Day committee re winners, updates CPD website re criteria changes/successful recipients
10.	Other Resources: (available experts, files from previous committees, workshops, office space, \$\$ from budget)	Meetings are conducted at Office of CPD, #650-500 University Avenue (with teleconferencing available for committee members if necessary)
11.	Communication with Executive Committee Through:	Vice Dean, CPD
12.	Specific Areas of Responsibility:	<ol style="list-style-type: none"> 1. Updating/revising awards criteria as necessary 2. Choosing award winners on annual basis 3. Raising the profile of CE in the university community via awards

1.	Committee Name:	CPD Executive Committee
2.	Type: (standing, ad hoc, advisory)	Standing
3.	Chairperson(s):	Vice Dean, CPD
4.	Responsible To:	Dean – Trevor Young
5.	Purpose: (be concise: why the committee was formed)	<ol style="list-style-type: none"> 1. Oversees and manages the portfolio's educational and research mandates as stipulated by internal University requirements and external accrediting body regulations 2. Strategic Planning and Implementation 3. Finance Control 4. Human Resources Recruitment and Retention 5. Organization Operations 6. Community Relations
6.	Authority: (limited or active; agent or advisor)	Decision making body of CPD
7.	Timeframes, Reporting and Deadlines: (duration, #mtg./month, milestones & report dates, date project is to finish)	<p>Meets 12 times per academic year, last Wednesday of every month Meeting duration 1 hour Meeting schedule to be published with CPD Academic Calendar Annual CPD Report Implementation Plan Status Report</p>
8.	Composition: (total number plus number of Executive members, faculty, administrative staff, outside experts, students, etc.)	<p>Chair: Dimitri Anastakis Director, CPD Portfolio: Trevor Cuddy Innovations & Education: Peter Azmi, Michael DiPaul CE Awards: Miriam Weinstein Academic Director: Suzan Schneeweiss SPP: Brian Simmons CPD Finance: Mariya Aksyonova CPD IT: Stefan Powell Business Development Officer: Melissa Lau</p>
9.	Staff Support: (position and actual type(s) of support provided and time required)	Vashty Hawkins, administrative assistant to the Vice Dean – sets meeting dates, sends out date reminders/RSVPs, contacts presenters on behalf of committee, books space, AV equipment and catering, records and distributes meeting minutes
10.	Other Resources: (available experts, files from previous committees, workshops, office space, \$\$ from budget)	<p>Education Consultants CPD administrative staff</p>
11.	Communication with Executive Committee Through:	N/A
12.	Specific Areas of Responsibility:	<ol style="list-style-type: none"> 1. Oversight of Accreditation 2. Strategic Planning and Implementation 3. Financial Control 4. Faculty Recruitment and Retention 5. Organization Operations 6. Community Relations

1.	Committee Name:	Faculty Council –Continuing Professional Development (FCCPD)
2.	Type: (standing, ad hoc, advisory)	Standing
3.	Chairperson(s):	Dr. Peter Slinger, Department of Anaesthesia, Faculty of Medicine
4.	Responsible To:	Dean – Trevor Young
5.	Purpose: (be concise: why the committee was formed)	The role of the committee is to safeguard the standards and quality of the courses and programs offered, certificates and diplomas awarded, and teaching awards. The committee also reviews and recommends to Faculty Council policies pertaining to research in continuing education.
6.	Authority: (limited or active; agent or advisor)	active
7.	Timeframes, Reporting and Deadlines: (duration, #mtg./month, milestones & report dates, date project is to finish)	Committee meets three times per year (September, January, and April)
8.	Composition: (total number plus number of Executive members, faculty, administrative staff, outside experts, students, etc.)	Six members elected by Council representing the constituencies of continuing education and professional development, including but not limited to: <ul style="list-style-type: none"> - research in CEPD/knowledge translation - CEPD program development - Faculty development - Community health professional education - Public education - International continuing education - Rehabilitation science - Clinical sciences - One post-professional trainee - One alumnus/alumna of the Faculty of Medicine - Director, CPD Portfolio
9.	Staff Support: (position and actual type(s) of support provided and time required)	Todd Coomber, administrative assistant – sets meeting dates, sends reminders, distributes agendas, records minutes
10.	Other Resources: (available experts, files from previous committees, workshops, office space, \$\$ from budget)	Meetings are conducted onsite and via teleconference
11.	Communication with Faculty Council Through:	Todd Coomber
12.	Specific Areas of Responsibility:	<p>(a) <u>Courses and Programs Offered</u></p> <p>I. The committee will receive and accept on behalf of Faculty Council annual reports from the Dean or her/his designate clarifying the extent to which the goals and objectives are being met in all aspects of the delivery of continuing education courses and programs, including the faculty development program, patient and public education programs and international continuing education programs</p> <p>II. The committee will review and recommend to Faculty Council major changes proposed by the Dean or her/his designate, in the goals</p>

		<p>and objectives of all aspects of the delivery of programs and courses prior to their implementation</p> <p>III. The committee will receive and approve on behalf of Faculty Council minor changes in the goals and objectives of all aspects of the delivery of all programs and courses prior to their implementation</p> <p><u>(b) Research Policy</u></p> <p>I. The Committee will review and make recommendations to Faculty Council issues of policy concerning research in continuing education and knowledge translation</p> <p>II. Research Policy</p> <p>III. The Committee will review and make recommendations to Faculty Council issues of policy concerning research in continuing education and knowledge translation</p> <p><u>(c) Certificates and Diplomas</u></p> <p>I. The Committee will review and approve on behalf of Faculty Council minor changes proposed by the Dean or his/her designate in the requirements for the certificates and diplomas offered in continuing education</p> <p>II. The Committee will review and recommend to Faculty Council major changes proposed by the Dean or his/her designate in the requirements for the certificates and diplomas offered in continuing education</p>
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1.	Committee Name:	CPD Portfolio Leadership Team
2.	Type: (standing, ad hoc, advisory)	Standing
3.	Chairperson(s):	Vice Dean, CPD
4.	Responsible To:	Dean – Trevor Young
5.	Purpose: (be concise: why the committee was formed)	Strategic and fiduciary oversight of all CPD Portfolio Divisions
6.	Authority: (limited or active; agent or advisor)	Decision making authority
7.	Timeframes, Reporting and Deadlines: (duration, #mtg./month, milestones & report dates, date project is to finish)	Monthly two-hour meetings
8.	Composition: (total number plus number of Executive members, faculty, administrative staff, outside experts, students, etc.)	Vice Dean, Director CPD Portfolio, SPP Director, Director CPD Academic, i+e, Business Development Officer
9.	Staff Support: (position and actual type(s) of support provided and time required)	Vashty Hawkins, administrative assistant to the Vice Dean – sets meeting dates, sends out date reminders/RSVPs, contacts presenters on behalf of committee, books space, AV equipment and catering, records and distributes meeting minutes
10.	Other Resources: (available experts, files from previous committees, workshops, office space, \$\$ from budget)	SPP Financial Analyst as required CPD Senior Financial Analyst as required Senior HR Consultant
11.	Communication with Divisional Executive Committees Through:	Respective Directors
12.	Specific Areas of Responsibility:	Academic strategic planning; Academic business planning, and Fiduciary responsibilities over all CPD Portfolio divisions
13.	Approval/Review Date: (the date on which the Executive Committee approves ToR/the date by which the committee is to review established ToR and forward recommended adjustments)	February 2015