# Program Committee

## Terms of Reference

### Statement of Purpose

### The School Program Committees (B.Pharm(Hons) & ITP; MPIP; MClinPharm) are responsible for advising on curriculum content, and teaching and learning activities for the respective programs. The committee monitors the appropriateness and cohesiveness of the delivery and content of the courses within the program. As a subcommittee of the Teaching and Learning Committee, the committee will report on the outcomes of the curriculum and T&L processes back to the School Teaching and Learning Committee.

### Roles and Responsibilities

* To ensure alignment of the program and its constituent courses with School, Faculty and University policies and strategic objectives.
* To refine the program’s coherence, academic standards, and graduate outcomes through oversight of contemporary curriculum, assessment, and pedagogy.
* To review the amount, timing and type of student assessment and the balance between formative and summative assessment in accordance with University policy.
* To ensure liaison with external stakeholders, including professional associations, potential employers of graduates, graduates and alumni, secondary schools, and accreditation and registration authorities where appropriate.
* To monitor the student experience and graduate outcomes through internal and external quality assurance data sets and measures and in line with University quality assurance procedures.
* To work with students as partners in the planning and provision of curricula experiences.
* To operationalise the outcomes of the School Teaching and Learning Committee decisions
* To ensure electronic course profiles and Blackboard sites are updated as required and to support best practice use of these tools.
* To ensure that all substantial course and program changes are transparently discussed and appropriate academic approvals are sought for any changes.
* To provide strategic and operational assistance into student recruitment for the program.
* To ensure that equity, diversity and inclusion are a cornerstone of all activities of the Committee.

### Membership

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| Position | Name |
| Program Lead (Chair) | A/Prof Peter Cabot (MPIP)  Dr Adam LaCaze (B.Pharm(Hons) & ITP) |
| Course coordinators (from the specific program) |  |
| Academic Placement Coordinator (if appropriate) |  |
| Pharmacy Teaching Laboratories Representative (if appropriate) |  |
| Student representatives |  |
| Secretariat support (Student & Academic Services Team member) | B.Pharm (Hons) & ITP – Emma Best  MPIP- Marg Gorman  MClinPharm – Emma Best |
| Ex-Offico | HOS, School Manager |

Other School, Faculty and UQ staff may be invited to contribute to meetings on a case-by-case basis.

Meeting Frequency:

Meetings will be held at least monthly.

Quorum:

A quorum shall be half the members plus one.

Sub-Committees:

None

Meeting Records:

Committee records are subject to the Public Records Act 2002 Qld and therefore must be retained in accordance with the University’s records management policy. Responsibility for ensuring appropriate records management for the Committee rests with the Secretary under the direction of the Chair of the Committee. All Committee documentation will be retained on the School’s shared drive. Terms of Reference will be considered at the start of each calendar year.