

AFPC's Assessment SIG Terms of Reference

Mission:

AFPC's Assessment SIG shall promote evidence-based solutions for Canadian Pharmacy Schools key assessment challenges.

Goal :

To exert leadership and to foster collaboration between Canadian Pharmacy Schools in order to address common and upcoming key assessment challenges in pharmacy education.

Objectives:

- To foster dissemination of knowledge on assessment related issues
- To enable sharing of ideas and scholarly collaborations
- To support innovation and to foster excellence
- To advise the council of faculties and the council of deans on the matter of assessments.

Membership:

Open to all Pharmacy Schools faculties, staff and collaborators with interest in assessment.

Term:

One year term of office with annual renewal.

Decision Making:

Wherever consensus is not possible, and where required, a vote may be called by the Chair. A two thirds majority will carry a motion.

Organization:

Chair – sets agenda, presides at scheduled meetings of the SIG, assigns charges and oversees SIG activities, and develops annual budget.

Vice-chair/secretary – assumes duty of Chair if required and keeps minutes of meetings.

Secretary - Minutes will be taken by attendees on a rotation basis.

Project Leaders - Will be appointed by the attendees.

SIG subcommittees/work groups – at the discretion of the Chair, subcommittees or work groups may be created for routine or special purposes.

Communications – Website, listserv, dropbox repository and teleconferences will be the primary means of communication between SIG members.

Meetings:

The SIG will hold at least 1 annual conference call meeting and 1 in person meeting in conjunction with the AFPC Annual meeting. Other meetings (teleconference preferred) may be held at the call of the Chair. Meeting minutes should be prepared and distributed to the Executive Director.

Reports:

The SIG Chair will provide progress reports and an annual report to the Executive Director (e.g. current activities, implications to AFPC, recommendations, and future activities). The reports will be circulated to the Council of Faculties and Council of Deans for information and review.

Sub committees and working groups will set their own agenda under SIG chair coordination. They are expected to provide, to the SIG Chair, a mid year progress report and an annual report.