

AFPC Program Evaluation Special Interest Group (PE SIG) Terms of Reference

Note: for the purposes of clarity across Terms of Reference, the term **assessment** refers to evaluation of persons' performance (e.g., students') and the term **evaluation** refers to evaluation of programs' performance.

Purpose

The AFPC Program Evaluation SIG is responsible to promote scholarship and collaboration in program evaluation and ongoing improvement efforts across the Schools of Pharmacy in Canada. The SIG achieves this through the coordination of both scholarly and educational opportunities (e.g., seminars or workshops) at least once per year. The Program Evaluation SIG will also work annually to support inclusion of program evaluation and ongoing improvement content in the annual AFPC meeting.

Members

At least one person, preferably the program evaluation lead(s), from each of the 10 pharmacy schools in Canada are invited to be members of the SIG. However, the SIG is open to all AFPC members.

Chair, Vice-Chair and Past-Chair to each serve a minimum of one-year term, progressing from Vice-Chair to Chair to Past-Chair. These positions are nominated by and selected by PE SIG members.

| Position | Activities / Responsibilities |
|-------------------|---|
| Chair | <ul style="list-style-type: none"> • Nominated and elected by the SIG membership • Sets agenda • Presides at scheduled meetings of SIG • Oversees SIG activities and provides midterm and annual reports to the AFPC Executive Director |
| Vice-chair | <ul style="list-style-type: none"> • Assumes duty of Chair if required • Keeps minutes of meetings |
| Past-chair | <ul style="list-style-type: none"> • Provide advice to the Chair and continuity to the Executive |

Meetings

The SIG will meet face to face annually at a joint meeting with the Educational assessment SIG to discuss business at the AFPC/CPERC conference. In addition, the SIG will meet via tele-or web-conference at least twice in the academic year for planning and collaborating purposes. One of these meetings is to be used to sponsor a seminar/workshop/presentation.

Decision Making

Decisions will be made by majority vote.

Revised October 2020

Approved by AFPC Council of Faculties Voting Members 29/10/20