

## TERMS OF REFERENCE

### AFPC Education Committee

#### **Purpose:**

To coordinate national initiatives related to pharmacy education.

#### **Responsibilities:**

Committee members:

- Oversee the work of the special interest groups (SIGs) addressing topics that are mainly related to pharmacy education.
- Make recommendations on the creation of new SIGs.
- Identify new opportunities for special interest groups (SIGs) or networks addressing topics that are mainly related to pharmacy education.
- Engage with external organizations such as CPhA, CSHP, CCAPP, PEBC, NAPRA and others to create national synergy in pharmacy education.
- Improve the visibility of national educational initiatives by supporting the creation of white papers, publications or reports based on the work from SIGs or other sources.
- Develop, update and evaluate the relevance of national educational outcomes or similar frameworks to support the professional degree programs. This responsibility should involve a representation from all schools.

#### **Membership and chair:**

The Chair of the Education Committee will be sought by the Council of Faculties' chair and be confirmed at the annual meeting of the Council of Faculties Voting Members. The Committee Chair will serve for a 2-year term that can be renewed by the Council of Faculties.

The Chair shall seek members from within the Council of Faculties or other AFPC non-voting members, aiming for a good representation of schools across the country. The committee shall consist of at least 5 members, including the Chair. Committee members will be appointed by the Council of Faculties Voting Members upon the recommendation of the committee chair. The committee nominates a co-chair to substitute the chair when required. Committee members serve for a 3-year term and are eligible to continue to serve at the request of the Awards Committee Chair.

The executive director is an ex-officio (non-voting) member of the committee.

#### **Voting:**

Committee decisions will normally be made by consensus. If a vote is required, the decision will be made by a simple majority. In the case of a tie, the Chair will cast the deciding vote.

#### **Reporting:**

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The Education Committee reports to the Council of Faculties in advance of the annual meeting. The report should contain a summary of its own activity and a summary of the educational SIGs activities and any recommendations to be considered by the Council.

### Operating Budget:

Funds are provided to cover the cost of meeting conference calls. Additional funds for specific initiatives must be requested in advance through the annual operating budget process (Deadline of October of each year).

### Staff Liaison / Support Person:

Executive Director or Executive Assistant

*Revised March 11, 2025: AFPC Executive Director*  
*Approved June 16, 2025: AFPC Council of Faculties*  
*Approved June 17, 2025: Board of Directors*

## APPENDIX I: Education Committee Membership

Role	University	Name	Year start
<b>Co-chair</b>	UBC	Theresa Chrrois	2025
<b>Co-chair</b>	U Toronto	Jamie Kellar	2025
<b>Member</b>	U Waterloo	Wasem Alsabbagh	2025
<b>Member</b>	Memorial U	John Hawboldt	2025
<b>Member</b>	U Toronto	Minh-Hien Le	2025
<b>Member</b>	UBC	Alex Tang	2025
<b>Member</b>	U Saskatchewan	Andrea Tang	2025
<b>Member</b>	U Saskatchewan	Erin Yakiwchuk	2025