

ACCREDITATION COMMITTEE

Terms of Reference

Preamble

Physiotherapy Education Accreditation Canada (PEAC), a federal not-for-profit Corporation, conducts accreditation reviews of Canada's physiotherapy education programs. PEAC also administers/oversees the Occupational Assistant and Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP) which conducts accreditation reviews of Canadian occupational therapist assistant (OTA) and physiotherapist assistant (PTA) education programs. The Board of Directors of PEAC acts to supervise, control, and direct the affairs and business of the Corporation, and is accountable to the Members.

Purpose

The Accreditation Committee (Committee) is a Standing Committee of the PEAC Board of Directors. The principal objective of the Committee is to make recommendations to the Board of Directors with respect to accreditation of physiotherapy education programs.

Composition and Appointment

1. All members of the Committee shall be appointed by the Board of Directors, taking into consideration the recommendations of the Governance Committee (see TOR-01).
2. The Chair shall be a current member of the Corporation, and shall not be an officer of the Board of Directors.
3. The Chair and Vice-Chair shall be elected by the members of the committee.
4. The Executive Director is also an ex-officio, non-voting member of the Committee.
5. The Committee shall be accountable to the Board of Directors.

Terms of Office

The term of office for the members of Committee shall be three years, renewable twice for a total of nine years. The term of office for the Chair and Vice-Chair shall be one year, renewable.

Responsibilities

The Committee's responsibilities are focused in three areas pertaining to the accreditation of physiotherapy education programs:

- Review and make recommendations for revisions to accreditation standards and criteria
- Review and make recommendations for revisions to processes, policies and procedures related to the accreditation of physiotherapy education programs
- Review accreditation reports and make accreditation award recommendations
- Present recommendations to the Board of Directors for approval

Meetings

1. The Committee members shall meet twice annually face to face in a mutually agreed upon location.
2. Additional meetings of the Committee members may be held by teleconference, if required.
3. PEAC staff will assist in scheduling of the meetings.

Quorum

Quorum at Committee meetings is a simple majority of members.

Voting

At all meetings of the Committee, every motion shall be decided by a simple majority of the votes cast on the motion, including that of the Chair. In case of an equality of votes, the motion shall be lost.

Minutes and Reports

Minutes of all meetings shall be recorded and a copy will be maintained in the PEAC office.

Expenses

Expenses of Committee members for any meetings of the Committee will be paid by PEAC in accordance with established policies and procedures.