

# Acupuncture Education Program Review Committee Terms of Reference

## 1. Purpose

The Acupuncture Education Program Review Committee (AEPRC) has roles outlined in the College's bylaws. The AEPRC is an advisory committee which provides recommendations to the Executive Director/Registrar (ED/Registrar) regarding acupuncture education programs in Alberta.

## 2. Membership

- The AEPRC members shall be appointed by the Council on recommendation from the Governance and Nominating Committee and shall be composed of no fewer than three (3) and no more than six (6) regulated members appointed by the Council, two (2) of those persons appointed by the Council as provided by the educational institutions delivering acupuncture education programs leading to entry to practice as a regulated member.
- Committee shall designate a member of the AEPRC as Chair. The committee Chair shall hold office for one (1) year and may serve a maximum of two (2) consecutive terms as Chair.
- The ED/Registrar and Director of Competency and Education shall be ex-officio members of AEPRC.
- No member of the AEPRC shall be a member of Council, the Registration and Examination Committee, Competence Committee, the Complaint Review Committee, or a Hearing Tribunal.
- Any member of the AEPRC that becomes the subject of a professional conduct investigation must recuse themselves from participating or attending any committee meetings until the outcome of the investigation or hearing. Should the allegations constitute unprofessional conduct as defined under the HPA, the committee member may be removed from the committee by motion from Council.

## 3. Term of Office

- The term of office of a member on the AEPRC is three (3) years and may be extended for an additional term of three (3) years.
- A member of the AEPRC continues to hold office after the expiry of the member's term until the member is reappointed or a successor is appointed.
- A member may be removed from the AEPRC where a motion to that effect is passed by the Council.

## 4. Roles and Responsibilities

The AEPRC performs the following roles and responsibilities, acting in the best interest of the public:

- Make recommendations to the ED/Registrar regarding approval of entry to practice programs of study for the purposes of registration requirements pursuant to section 3(1)(f) of the Act in accordance with the acupuncture education standards and criteria approved by the Council;
- Make recommendations to the ED/Registrar regarding removal or change of approval status of acupuncture education programs approved by the Council;
- Make recommendations to the ED/Registrar regarding minimum education standards and criteria for entry to practice acupuncture education programs, in order for an acupuncture education program to obtain or maintain the designation of an approved acupuncture education program;
- Conduct site visits of acupuncture education programs for the purpose of evaluating and reporting to the ED/Registrar with respect to such programs;
- Engage with acupuncture programs and other stakeholders having an interest in the development, delivery, and evaluation of acupuncture education programs in Alberta; and
- Carry out all other duties as specified by the ED/Registrar.

## 5. Role of Committee Chair

The responsibilities of the Chair include:

- Call committee meetings as requested by the ED/Registrar in accordance with the meeting policies and procedures;
- Draft/review recommendations on behalf of the AEPRC, to the ED/Registrar and Council;
- Work with the ED/Registrar to identify the resources required of the committee and suggest possible professional development opportunities; and
- Report to the Council on behalf of the committee as requested by the ED/Registrar.

## 6. Meetings

- Meetings shall be held virtually and, on a date, set in advance and shall occur at least twice a year or as necessary for the AEPRC to conduct its business.
- An agenda should be sent to committee members not less than seven (7) days before the date when the meeting is to be held.
- The College shall keep a copy of approved meeting minutes as record of committee activities.

## 7. Quorum

- A quorum for the AEPRC meeting is simple majority of members of the AEPRC.
- A decision of the AEPRC shall be by a majority vote. In case of a tie vote, the Chair shall cast a deciding vote.

## 8. Expenses and Remuneration

Members who are required to participate in meetings or perform other required duties will be reimbursed and compensated according to the College's approved policies.

## 9. Version History

Date	Notes
October 27, 2022	New document approved
May 24, 2023	Addition to address professional conduct investigations