

Committee on Educational Policy and Programs (CEPP)

School of Public Health

Terms of Reference

Approved by SPH Faculty Council: September 15, 2023

Mandate and Role of the Committee for Educational Policies and Programs

The Committee on Educational Policy and Programs (CEPP) is responsible for advising and supporting the education mandate for the School of Public Health. Specifically, CEPP will:

- Make recommendations regarding educational policy and programs within the School;
- Make recommendations regarding educational processes within the School;
- Assist in the implementation of educational policies and procedures (with students and faculty within programs).
- Review and approve proposals for new courses, Graduate Embedded Certificates (GECs) and Undergraduate Embedded Certificates (UECs) in the School.
- Review admissions guidelines
- Overseeing the quality management aspects of the School's graduate degrees (Master of Arts in Community Engagement (MACE), Master of Public Health (MPH), Master of Science (MSc), Doctorate (PhD), Undergraduate (UG), Graduate Embedded Certificates (GEC) and Undergraduate Embedded Certificates (UEC) programs.
- Provide guidance for ongoing quality improvement to all degree programs and for ensuring the delivery of quality educational experiences to students enrolled in the School of Public Health.
- Provide oversight, guidance, and support to meet internal (e.g., President's Review) and external accreditation (e.g., Council on Education for Public Health [CEPH]) requirements for the School of Public Health.

Reporting

The CEPP reports to the Faculty Council, making recommendations regarding educational policy and the implementation of educational policy and programs within the School.

Committee Composition

The committee will be made up of:

- Associate Dean Education (chair)
- MACE Program Director
- MPH Program Director
- MSc/PhD Program Director
- Undergraduate Program Director
- Student Representatives (1, MACE, 1 MPH, 1 MSc and 1 PhD) appointed through SPHSA
- Office of Education Programs Lead (non-voting)
- Ex-officio, non-voting members may include: Dean and Vice Dean, School of Public Health

Term

3-year term, unless holding a leadership role connected with the CEPP composition. Consideration for timing of appointment for degree program directors will be required to stagger turnover in committee membership. Student representatives may have reduced terms as required for SPHSA election cycles.

Quorum

2/3 of voting members will constitute a quorum.

Meetings

Meetings of CEPP would be held monthly throughout the academic year. Additional special meetings called by the Chair.

Agendas and related documents will be provided one (1) week in advance of meetings. Meeting materials and the Terms of Reference will be stored on the SPH intranet and will be accessible by the SPH community.

When appropriate, the work of the CEPP may be conducted virtually (e.g., by email or virtual meeting).

Committee members will review and adhere to the Terms of Reference of the CEPP, attend its meetings, and engage in candid and respectful discussion of matters under consideration. While participating on CEPP, members must comply with all relevant SPH procedures and the

University's policies and procedures regarding ethical conduct and conflict of interest. Members must declare conflicts of interest when they arise and be excused from discussion or adjudication of the matter at hand in those instances.

Staff Support

The committee will be supported (scheduling, agendas and minutes) by the Graduate Programs Advisors in the Office of Educational Programs.

Subcommittees may be created to accomplish the aims of CEPP. The membership of these subcommittees will include CEPP members, to provide continuity with the work of the committee.

For example:

- For review of new course proposals (Course Approval Subcommittee), as needed;
- Ad hoc working groups for GECs
- Curricular review
- Admissions (set policies, review guidelines, timelines for review and stats).