

## CCHRA Academic Community Consultation Project Team – Terms of Reference

<b>Approved by the SAC meeting of September 16<sup>th</sup>, 2013</b>	
<b>MANDATE OF COMMITTEE</b>	The Academic Community Consultation Project Team is an ad hoc project team mandated to define the kind of academic preparation that would be consistent with the requirements of the CHRP as described by the 2013 Body of Knowledge in consultation with the academic community.
<b>REPORTING RELATIONSHIPS AND REQUIREMENTS:</b>	<p>The Project Team Leader reports to the Board through the Chair of the SAC.</p> <p>The Project Team Leader is responsible for developing a project plan for the project. This plan is to be submitted to the SAC by mid-January 2014.</p> <p>The Project Team Leader is responsible for seeing that the project team completes its assignment as set out in the project plan by the end of September 2014.</p>
<b>COMMITTEE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• The project team is responsible for delivering a report to the Standards Advisory Committee which would define a single common academic requirement which could be applied as an eligibility requirement for the CHRP in all provinces,</li> <li>• The academic requirement is to be consistent with the most recent description of the profession as provided by the 2013 practice analysis,</li> <li>• The academic requirement is to be consistent with the requirements of a ‘Level 4’ profession,</li> <li>• The project team is to make recommendations that are evidence-based wherever possible The project team is to make recommendations not only the content of the academic requirement (topics) but also the level at which the material must be taught,</li> <li>• The project team is to make recommendations as to alternative approaches such as course-by-course vs. program-based accreditation,</li> <li>• The project team is to make recommendations as to whether there are to be alternatives to the academic requirements,</li> <li>• The project team is to assess the current status of academic programs across all provinces to evaluate how many programs would presently meet the requirements, and how many could meet the requirements within a reasonable amount of time.</li> </ul>
<b>COMMITTEE TERM AND THE APPROVAL PROCESS</b>	<p>The Project Team Leader will be appointed by the Chair of the SAC and will be a committee member of the SAC.</p> <p>Project Team members are recommended by Member Associations. Each Member Association will have one member to a maximum of three on the Project Team.</p> <p>The term of the appointment is the duration of the project (until the end of September 2014).</p>
<b>MEMBERSHIP:</b>	<p>Membership will consist of a minimum of one member to a maximum of three members from each Member Association.</p> <p>Membership should consist of academics, Senior Human Resources professionals, and program design coordinators.</p> <p>All members of the Project Team have voting privileges.</p>

<p><b>MEETINGS:</b></p>	<p>Meetings of the Project Team shall be held at the call of the Project Team Leader and a majority of the members of the Academic Community Consultation Project Team shall form a quorum.</p> <p>The Project Team Leader is responsible for ensuring that it's approved Project Team minutes are submitted to the Executive Director of CCHRA as well as to the Chair of SAC.</p> <p>All meetings will be conducted via teleconference and or by webinar.</p>
<p><b>BUDGETARY AUTHORITY:</b></p>	<p>Any budget for the Project Team would be submitted in advance to the Chair of the SAC and approved by the Board.</p>
<p><b>STAFF SUPPORT:</b></p>	<p>The CCHRA Executive Director is responsible for providing the required staff support to the committee. The staff support person or designate shall act as Secretary of the meetings of the Project Team.</p>