



Master of Physician Assistant Studies Progress Committee Terms of Reference

1. Purpose

- 1.1. The Progress Committee oversees the application of policies and procedures regarding the Master of Physician Assistant Studies (MPAS) learner academic progression and remediation, and be responsible:
 - 1.1.1. To develop the terms for promotion and failure at all stages of the curriculum
 - 1.1.2. To develop, implement, and review evaluation policy
 - 1.1.3. To provide oversight of Physician Assistant Student Evaluation process.
 - 1.1.4. Approve the recommendation for Promotion and Graduation.
 - 1.1.5. To aid development and management plans for student remediation

2. Definitions

- 2.1. Faculty: A Faculty is the major organizational unit of the University responsible for the development and offering of academic programs at the undergraduate and graduate levels (MPAS Supplemental Regulations are under the auspices of the Faculty of Graduate Studies).
- 2.2. Faculty Member is a member of the Academic Staff (Instructor or Professor Appointment) of the University of Manitoba who provides instruction to the Physician Assistant Students.
- 2.3. Bona Fide Academic Requirements: A bona fide academic requirement is a component of an academic program which is determined to be an essential course, skill, experience, item of knowledge or outcome for the program, i.e., those components of a program that, in the reasonable view of the unit, cannot be waived without fatal consequences for the academic integrity of the program.
- 2.4. Unit: Unit means the academic unit that has immediate and primary responsibility for the administration of courses and programs. This will normally be a department or equivalent unit in departmentalized Faculty and the Faculty in a non-departmentalized Faculty.
- 2.5. Master of Physician Assistant Studies (MPAS), known also as the Physician Assistant Education Program (PAEP), is the unit with primary responsibility for the graduate level professional program administered by the College of Medicine in the Faculty of Health Sciences that provides a course of studies terminating in a Master's degree as a Physician Assistant.

3. Reporting Structure

- 3.1. The MPAS Progress Committee (the "Committee") reports on process and procedural issues to the MPAS Curriculum Committee.



- 3.2. Progression, Promotion, Graduation, and Remediation issues are reported to the Vice-Provost Graduate Education (Faculty of Graduate Studies) or designate through the Program Director.
- 3.3. Subcommittees or working groups shall report to the Committee through the Program Director.

4. Chairperson and Membership

- 4.1. The Program strives to achieve diverse membership on its committees in accordance with the University of Manitoba Diversity Policy, and this should therefore be considered when appointing committee members that are not ex-officio members.
- 4.2. The Chair of the Committee shall be the Medical Director of the MPAS
- 4.3. The membership of the Committee shall consist of:
 - 4.3.1. The Medical Director, MPAS;
 - 4.3.2. One Faculty member, MPAS Basic Medical Sciences curriculum;
 - 4.3.3. One Faculty member involved in the MPAS Academic Year I curriculum;
 - 4.3.4. One Faculty member, MPAS Clinical Year Rotations;
 - 4.3.5. The Department Head, Department of Medical Education (or designate);
 - 4.3.6. Two other MPAS Faculty members involved in academic teaching;
 - 4.3.7. The Associate Dean, Student Affairs (non-voting) College of Medicine;
 - 4.3.8. One UGME or PGME learner representative, appointed annually by either MMSA or PARIM; and
 - 4.3.9. One graduate student representative outside of MPAS, appointed annually by the Graduate Students Association.
 - 4.3.10. The Program Director is a non-voting member.

5. Term of Office

- 5.1. The term of office of each member shall be for the term the individual is in the position noted in 3.2, or in the case of the Faculty members, for a two-year term with two-year term optional renewal.

6. Quorum

- 6.1. A simple majority of the voting members of the Committee shall constitute a quorum.

7. Number of Meetings

- 7.1. The Committee shall meet at least twice per year, or otherwise subject to the call of the Chair.



8. References

- 8.1. Academic Calendar and Catalog Section 5 Student Evaluation and Academic Progress

9. Contact

- 9.1. Committee Contact: Program Coordinator, Master of Physician Assistant Studies
9.2. Implementation: Program Director, MPAS

TOR Original Approved :

December 22, 2010 (Dean's Council), February 15, 2011 (Faculty Executive Council)

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