

**TERMS OF REFERENCE**

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*ToRID & Cte Name:* **TOR34: PROGRAM REVIEW COMMITTEES**

*Issued by:* Senior Vice-President Academic

*Effective:* 2018-02-28

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**1. PURPOSE**

The purpose of the Program Review Committee (PRC) is to carry out the formal review of a college program as detailed in College Policy A126: Program Excellence; to be endorsed by the relevant Program Advisory Committee, and to make recommendations to the relevant Academic Manager as follows:

- Determination of whether the Ministry Program Standards or other standards, are achieved in the program learning outcomes;
- Evaluation of the effectiveness of the program in achieving the curriculum;
- Identification of suggested modification or expansion of program curriculum required to meet present and future employer needs; and
- If applicable, an evaluation of the effectiveness of experiential learning components of the program.

**2. MEMBERSHIP AND TERMS OF OFFICE**

2.1. A PRC is normally made up of:

- An External Consultation (EC) Chair chosen by the Centre for Academic Excellence (CAE) in consultation with the relevant Academic Manager. The EC Chair is an experienced community practitioner. The EC Chair is a volunteer who has no other active connection to the College;
- The Dean(s) of the program delivery;
- The Chair(s) of the program delivery;
- The coordinator(s) of the program;
- Others as deemed appropriate by the program Dean or the program Chair;
- Others as required by the policy (in the case of college preparatory programs or Degree programs or programs offered by more than one College academic unit);
- A CAE Curriculum Consultant; and
- The CAE Program Review Coordinator and/or designate.

2.2. EC Chairs and external reviewers are required to complete and sign a “Conflict of Interest Disclosure and Confidentiality Agreement” form (Form 1 attached to this Terms of Reference).

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**3. MEETINGS AND CONDUCT OF BUSINESS**

- 3.1. The Quorum for holding a meeting and for transacting business is all PRC members.
- 3.2. PRC recommendations are developed by consensus.

**4. REFERENCES**

Policy A126: Program Excellence

**5. ADDENDA**

Form 1: Conflict of Interest Disclosure and Confidentiality Agreement

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*ToRID & Title:* TOR34: PROGRAM REVIEW COMMITTEES

*Addendum:* **Form 1: CONFLICT OF INTEREST DISCLOSURE AND  
CONFIDENTIALITY AGREEMENT**

*Issued by:* Senior Vice-President Academic

*Effective:* 2018-02-28

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### Purpose

This agreement is intended for External Consultation (EC) Chairs and external reviewers selected to participate in the formal review of a Fanshawe College program. EC Chairs and external reviewers possess the qualifications to engender the confidence of the College, accrediting bodies, the College Quality Assurance Audit Process (CQAAP) and/or Postsecondary Education Quality Assessment Board (PEQAB).

### Confidentiality

Chairs and external reviewers do not reveal or divulge confidential information received in the course of their duties. Confidential information is not used for any purpose outside the review process, and external experts must not make public comments concerning the review.

### Conflict of Interest Disclosure

An actual or potential conflict of interest arises when an EC Chair or external reviewer is placed in a situation in which their personal interests appear to conflict with their responsibilities as a reviewer. Personal interests may be financial or otherwise, or the interests of an immediate family member or of a person with whom there exists, or has recently existed, an intimate relationship.

EC Chairs and external reviewers do not knowingly participate in a program review that directly or preferentially benefits them or any individual with whom they have an immediate family, intimate or commercial relationship.

Current or previous employment with a competitive or potentially competitive institution or organization does not, in and of itself, constitute a conflict of interest.

Chairs and external reviewers have no substantive connection to Fanshawe College within the previous three years. Examples of substantive connections include but are not limited to:

- Current or previous employment at Fanshawe College;
- Being a student or graduate of the College;
- Preparing or providing expert advice used in the program's development;
- Making public comment for or against the program or the College that might result in the apprehension of bias;
- Working as a consultant for the College;



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- Serving in an advisory capacity or on a board or committee at the College;
- Having financial or other business interests with the College;
- Directly supervising students or employees of the College; and
- Collaborating regularly with the College.

To assist in determining whether a potential conflict exists, EC Chairs and external reviewers make full disclosure in writing of any potential conflict of interest to the Director, Centre for Academic excellence, who determines whether an actual or potential conflict of interest exists and notifies the person.

I have read and agree to the terms of this Conflict of Interest Disclosure and Confidentiality Agreement.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Program Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the signed document to:

Director, Centre for Academic Excellence  
Fanshawe College  
1001 Fanshawe College Boulevard,  
P.O. Box 7005  
London, ON  
N5Y 5R6

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