

**BRANDON UNIVERSITY
FACULTY OF HEALTH STUDIES**

Subject:	Terms of Reference	Date:	May 26, 2010
Program:	Master of Psychiatric Nursing	Revised:	September 2024
		Approved at HS Faculty Council:	October 28, 2024

PURPOSE:

This Committee operates within the policy framework of the Brandon University Faculty of Graduate Studies and provides overall advice and direction to the Coordinator of the Master of Psychiatric Nursing program. The Committee reports through the Faculty of Health Studies Faculty Council.

The purpose of this Committee is to:

- develop, administer and review policies and procedures specific to the Master of Psychiatric Nursing program;
- develop, monitor, evaluate, and revise curriculum for the Master of Psychiatric Nursing program;
- approve admissions to the Master of Psychiatric Nursing program;
- for each student, approve the program, thesis advisor, and advisory committee;
- advise the Program Coordinator on program related areas such as:
 - timetabling courses;
 - coordinating workload with other Faculty of Health Studies Departments;
 - hiring sessional instructors;
 - addressing student, academic and clinical issues; and
 - making recommendations on award / scholarship applications.

MEMBERSHIP:

The membership will include:

- Coordinator for the Master of Psychiatric Nursing Program
- Five elected faculty members from the Faculty of Health Studies who hold Associate or Full membership in the Faculty of Graduate Studies (a minimum of three faculty members from the Department of Psychiatric Nursing and one faculty member from the Department Nursing).
- One graduate student representative selected from FHS graduate students; and
- Dean of the Faculty of Health Studies.

TERMS OF OFFICE:

The elected members from the Department of Psychiatric Nursing and Nursing will be elected in May for one term (3 years). Elected members can extend their service to two terms (total 6 years) After 6 years, elected members will need to retire from the committee for a minimum of one term (3 years).

CHAIR:

The Program Coordinator will serve as Chair of the Steering Committee.

- The Program Coordinator will be selected from the Department of Psychiatric Nursing faculty with Full membership in the Faculty of Graduate Studies at Brandon University and recommended by the Health Studies Graduate Steering Committee to the Dean of Health of Studies at the end of August the last year of the outgoing program coordinator's term.
- The incoming Program Coordinator will shadow the outgoing Program Coordinator for a period of one year before starting their three-year term;
- After the three -year term, the outgoing Program Coordinator will remain on the committee for another year, as a member ex-officio to provide support to the incoming Program Coordinator.

RECORDER:

The Administrative Assistant/Office Assistant assigned to the Health Studies Graduate Steering Committee will attend meetings as a resource and will take minutes.

MEETINGS:

Monthly or at the call of the Chair.

QUORUM:

A quorum is met with four members, including the Chair.

VOTING:

Each member shall have one vote. The Chair may only vote to break a tie but retains the right of free and active participation in the deliberations upon issues or motions.

EVALUATION OF TERMS OF REFERENCE:

Biennially, even years, normally at the start of a new academic year.

DISTRIBUTION OF MINUTES:

The minutes will be distributed to Committee members and the Dean. The Administrative Assistant/Office Assistant assigned to the Committee will retain a complete set of minutes.