

Terms of Reference

ACADEMIC QUALITY ASSURANCE COMMITTEE (AQAC)

Approval Authority: Senate

Reports To: Senate (Vice President Academic and Provost)

Established: October 5, 2023

Amended: October 8, 2026

1.0 Preamble and Mandate

The Academic Quality Assurance Committee (AQAC) is responsible for monitoring and overseeing continuous quality improvement of all degree programs at NOSM University that are quality assured through NOSM University's Institutional Quality Assurance Process (IQAP).

The Committee:

- Promotes high standards in academic programming and continuous quality improvement
- Ensures consistent, transparent, and effective processes for program evaluation
- Oversees the documentation, communication, and institutional use of quality assurance outcomes
- Ensures that strengths and areas for improvement are identified, recorded, and maintained centrally
- Oversees the development and implementation of action plans arising from IQAP quality assurance reviews

NOSM U's IQAP follows the 2021 [Quality Assurance Framework of the Quality Council](#) in its fifteen basic principles underlying quality assurance. These focus on the experience of the student; oversight by an independent body; autonomy of NOSM University; transparency; increased responsibility for quality assurance; continuous monitoring and quality improvement; expert independent peer-review, as well as the use of appropriate standards.

2.0 Committee Responsibilities

2.1 Quality Assurance Oversight

- Review and maintain the Institutional Quality Assurance Process (IQAP) in alignment with provincial Quality Council requirements
- Oversee cyclical program reviews, major modifications and other IQAP protocols

2.2 Program Review and Approval

- Review and recommend new degree program proposals and major modifications to degree programs for approval by Senate

2.3 Monitoring and Accountability

- Monitor progress on implementation plans arising from IQAP Cyclical Program Review Final Assessment Reports
- Ensure implementation plans are executed and tracked

2.4 Process and Governance

- Establish protocols and processes to support quality assurance activities related to the IQAP
- Strike subcommittees or working groups as needed

2.5 Ethics and Conduct

- Maintain confidentiality where required
- Declare and manage real or perceived conflicts of interest

3.0 Membership

- Vice President Academic and Provost (Chair) - 1 member
- Faculty members with curriculum expertise from each degree program committee - 2 members (1 UME + 1 MMS)
- One faculty member from each Division nominated by Senate - 3 members
- Director UME Assessment and Program Evaluation - 1 member
- One Faculty member from the Academic Indigenous Health Education Committee - 1 member
- One Faculty member from the Academic Francophone Health Education Committee - 1 member
- Two learner members elected from learners on Senate or from one of the following portfolios: UME, MMS, PGME, Health Sciences and Graduate Studies - 2 members
- Other non-voting members invited by the Provost as required (e.g. other expert on assessment and evaluation, expert in online learning)

Total: 11 members

Term: Membership will be for a term of 3 years. Learner members will serve for one year (with possibility of renewal). If a member misses two consecutive meetings without reasonable cause and/or prior notification to the chair, they will be asked to step down as a member of the AQAC.

Criteria: Members should have previous experience with developing academic programs and/or with program quality assurance as well as program evaluation.

Election Criteria:

The Faculty members from each Division (Medical, Human and Clinical) will be selected by following the election procedures as outlined in the NOSM U Senate Nominations and Elections policy.

Elections will be held for those positions where more than one nomination is received. Following the close of nominations, the names of the nominated candidates, along with their statements, will be collated by the Secretary of Senate.

Elections shall take place for a specified period through an electronic confidential voting process. Provisions will be made for those who are unable to vote online. Only those members of the

specified constituency may vote for the nominee of that constituency.

4.0 Quorum and Voting

Quorum will consist of 50% plus one of the voting members. A motion will pass with 50% plus one of the voting members present.

5.0 Reporting

The AQAC will report to Senate. Minutes of the AQAC meetings will be kept centrally by the Office of the Provost and Vice President Academic. The Provost will provide briefing notes to Senate on a regular basis to keep Senate apprised of all matters related to degree programs quality assured through the IQAP framework. In some instances, other members of AQAC or program leaders will be called upon to provide information at Senate and to answer program-specific questions.

6.0 Meetings

Meetings will be called by the Chair as needed and in accordance with IQAP quality assurance processes and related timelines.

Review Period: Every 3 years or as required.

Next Review: 2029 10 01