

Admissions & Advanced Standing Committee Terms of Reference

1. PURPOSE AND MANDATE

Purpose/Mandate: The Admissions & Advanced Standing Committee (“Committee”) of the College of Nursing is established to govern admissions to, and advanced standing in, the Bachelor of Nursing Program and Bachelor of Midwifery Program (“Programs”) within the College of Nursing. In particular:

- a. **Develop, Review and Revise Admissions Policies:** The Committee will develop, review and revise, for approval, admission policies and procedures for the Programs, based on accessible, fair and transparent processes;
- b. **Apply Admission Policies to Recommend Candidates:** The Committee will apply admission policies to recommend candidates for admission to the Programs from the available candidate pool, to the University of Manitoba Undergraduate Admissions Office, for its selection of the candidates;
- c. **Make Recommendations respecting Candidates to the Special Consideration Category:** The Committee will recommend to the University of Manitoba Undergraduate Admissions Office, candidates for admission to the Canadian Indigenous Category;
- d. **Make Recommendations respecting Applicants with Criminal Records or other Professionalism Matters:** The Committee will make recommendations to the University of Manitoba Undergraduate Admissions Office, respecting applicants with criminal records or other flagged professionalism matters;
- e. **Make Recommendations respecting Incomplete Nursing and Midwifery Programs:** The Committee will make recommendations to the University of Manitoba Undergraduate Admissions Office, respecting candidates for admission who have previously attended, but not completed, a diploma or degree nursing or midwifery program;
- f. **Determine Admission Appeals:** The Committee will determine admission appeals from candidates seeking admission to the Programs;
- g. **Review Regulatory Requirements:** The Committee will review relevant policy or regulatory changes from the College of Registered Nurses of Manitoba and the College of Midwives of Manitoba and revise Program admission policies or processes, as required;
- h. **Review and Recommend:** The Committee will review, provide feedback and/or recommend on items needing other level(s) of approval (College Executive

Council/College Council, Faculty Executive Council/Faculty Council, Provost, Senate, Board of Governors).

2. REPORTING AND ACCOUNTABILITY

- 2.1. **Accountability:** The Committee is a standing committee of the College of Nursing Council ("College Council").
- 2.2. **Reporting:** The Committee, through the Chair, shall provide written reports to the College Council in accordance with its Mandate.

3. CHAIRPERSON AND COMMITTEE MEMBERSHIP

- 3.1. **Chair:** The Committee Chair or Co-Chairs (i.e., the "Chair") shall be the Associate Dean, Undergraduate Programs. The Chair is responsible for the following at Committee meetings:
 - (a) Calling the meeting to order;
 - (b) Establishing an agenda and ensuring agenda items are addressed;
 - (c) Ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);
 - (d) Facilitating discussion to reach consensus on matters under consideration in a professional manner;
 - (e) Adjourning meetings after business is concluded; and
 - (f) Acting as the main representative of the Committee.
- 3.2. **Membership:** The Committee membership shall then consist of the following members, including the Chair:
 - (a) Associate Dean, Undergraduate Programs, College of Nursing (Chair);
 - (b) Executive Director, Enrolment Services or designate;
 - (c) Director, Undergraduate Programs, College of Nursing;
 - (d) Director, Bachelor of Midwifery Program, College of Nursing
 - (e) Nursing Coordinator, University College of the North;
 - (f) Student Advisor, Bachelor of Nursing Program, College of Nursing;
 - (g) Student Advisor, University College of the North;
 - (h) Five academic staff of the College, with one academic staff from the Bachelor of Midwifery Program (including Professors, Associate Professor, Assistant Professors, Lecturers, Instructors I and II and Senior Instructors, but excluding sessionals and nil-appointments) holding academic rank in the College, elected by the academic staff for a three-year term, renewable once.
 - (i) One student in the Bachelor of Nursing Program for a one-year term.
 - (j) One student in the Bachelor of Midwifery Program for a one-year term.
- 3.3. **Equitable, Inclusive and Diverse Membership:** The College of Nursing strives to achieve equitable, inclusive and diverse membership on its committees that is reflective of its commitment to equity, diversity and inclusion and this should be considered in the appointment of Committee members.

- 3.4. **Liaisons:** Committee members shall serve as liaison persons with others in the areas from which they are appointed.
- 3.5. **Best Interests:** Committee members shall deal with matters before the Committee in such a way that the best interests of the College of Nursing take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.
- 3.6. **Consultation:** In carrying out its role, the Committee may call upon various resources as it deems required.

4. TERM OF OFFICE

The term of office of each Committee member shall be until the first of the following occurs:

- (a) the individual no longer holds the position noted in 3.2;
- (b) the term of the appointment ends;
- (c) the appointment is rescinded by the appointer; or
- (d) the individual resigns from the Committee.

5. FUNCTIONS AND ACTIVITIES OF COMMITTEE

5.1. As part of its Mandate, the Committee will engage in the following activities:

- (a) **Make Decisions:** The Committee will make decisions respecting admissions within the Programs that do not require higher levels of approval.
- (b) **Make Recommendations:** The Committee will make recommendations regarding admissions within the Programs to the College Council/College Executive Council.
- (c) **Receive Recommendations:** The Committee will receive recommendations from its subcommittees.
- (d) **Referral to Subcommittees:** The Committee may refer priority issues connected to its Mandate which require review, collaboration and recommendation to Committee subcommittees

6. MEETINGS

- 6.1. **Number of Meetings:** The Committee shall meet two times per academic year, or subject to the call of the Chair.
- 6.2. **Notice of Meetings:** Notice of a Committee meeting must be provided to Committee members, at least five business days advance of the meeting, unless waived by the Committee members at the meeting.
- 6.3. **Agenda:** Agenda items should be sent to the Committee secretary at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Committee prior to the meeting.
- 6.4. **Quorum:** A majority of the Committee membership must be present at a meeting in order to constitute a quorum.

- 6.5. **Decision-Making:** The preferred model for decision-making is consensus. If consensus cannot be reached, a vote shall be held. The Chair will not vote unless to break a tie.
- 6.6. **Committee Meeting Guests:** All Committee meetings will be limited to members only unless the Chair otherwise grants approval for certain individuals to attend all or a portion of the meeting.
- 6.7. **Telephone Meetings and Email Discussion:** The Chair may consult with Committee members by email or arrange telephone meetings, instead of in-person meetings, as the circumstances may require.
- 6.8. **Confidentiality:** All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information.
- 6.9. **Minutes & Confidentiality:** Minutes are to be taken of business occurring during Committee meetings. However, the Committee may move “in camera” to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy legislation. Once approved by the Committee, meeting minutes shall be publicly available, in accordance with applicable legislation.

7. COMMITTEE ADMINISTRATIVE SUPPORT

The Committee shall receive administrative support from the College of Nursing. The administrative support shall be provided through an individual whose duties shall include:

- (a) Assisting the Chair with preparation of Committee meeting agendas and distributing notification of meetings;
- (b) Ensuring follow-up of Committee action items;
- (c) Information gathering;
- (d) Preparation and distribution of meeting material;
- (e) Minute-taking; and
- (f) Maintaining Committee records.

8. AMENDMENTS TO TERMS OF REFERENCE

Amendments to these Terms of Reference may be proposed by the Committee to the College Council for approval.

9. DATES OF APPROVAL, REVIEW AND REVISION

- 9.1. **Date approved:** Feb 9, 2021 Executive Council; Feb 26, 2021 College Council.
- 9.2. **Review:** Formal review of these terms will be conducted every ten years. In the interim these terms may be revised or rescinded if the College Council deems necessary.
- 9.3. **Supersedes:** Advance Standing & Admissions Committee Terms of Reference (June 25, 2020)
- 9.4. **Committee Administrative Support:** Undergraduate Program Assistant
- 9.5. **Effect on Previous Statements:** These terms shall supersede all previous College of Nursing terms on the subject matter herein.