

**FACULTY OF HEALTH STUDIES  
GRADUATE HEALTH STUDIES**

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<b>Subject:</b>	Graduate Health Studies Steering Committee - Terms of Reference	<b>Date:</b>	<b>May 26, 2010</b>
<b>Program:</b>	Master of Psychiatric Nursing	<b>Revised:</b>	<b>November 22, 2023</b>

**Approved at FHS Faculty Council:  
January 29, 2024**

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**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, who will be selected from the Department of Psychiatric Nursing Graduate faculty and recommended by the Graduate Health Studies Steering Committee to the Dean of Health of Studies at the end of August for a four year term;
- 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 three elected members from the Department of Psychiatric Nursing will be elected in May for a three year term. Membership terms will be staggered.

**CHAIR:**

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

**RECORDER:**

The Administrative Assistant/Office Assistant assigned to the Graduate Health Studies 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.