

## **ADMISSION ISSUES COMMITTEE**

### **TERMS OF REFERENCE**

#### **1 PREAMBLE**

Since the mid 1990's, the CEQB has been supporting national meetings of the admissions officials from the various constituent members. Many of the issues discussed by this group at their national meetings are of great importance to the profession's relevancy and emerging areas of practice. Recognizing that the CEQB has similarly supported the activities of the national discipline and enforcement officials from the various constituent members and has achieved successes in responding to their issues and establishing good links of communication and support with this group, the CEQB now wishes to focus on achieving similar successes in advancing discussions related to admissions activities. Accordingly, in June 2003, the CEQB stood-down the Admission Issues Task Force and created the Admission Issues Committee to serve as a vital national link to the constituent members with respect to admissions activities.

Admission to the Profession covers a broad range of issues, many of which are already under the mandate of other CEQB committees. The Admission Issues Committee will focus on issues identified at national meetings of the admissions officials, and will avoid duplicating the work of other CEQB committees with respect to specific admission issues. For admissions issues not being addressed by another CEQB committee, the Admission Issues Committee will serve as a resource to CEQB for advice on how these issues can be addressed.

#### **2 OBJECTIVES**

The Admission Issues Committee will enable the CEQB to deal effectively with admission issues for the benefit of the profession. It will strive to enhance the relationships that currently exist among the constituent associations/ordre and between the constituent members and the CEQB in support of the admission activities carried out across the country.

Specifically, the committee will fulfill roles in three key areas:

##### **Communication**

The Committee will provide a formal communication link between the CEQB and the constituent members with respect to admission issues. This will allow the admission officials to present and discuss their issues at the national level while, at the same time, enabling the CEQB to provide input and receive important feedback from the constituent members regarding programs and initiatives developed to support admission activities.

## **Coordination**

The Committee will encourage the constituent members to facilitate discussion of their issues at the national level for the benefit of each and for the benefit of the profession as a whole. The Committee will coordinate these discussions through national admission officials meetings and will ensure that agendas reflect the priorities and concerns of the constituent members, specifically, the admission officials community, as well as those of the CEQB.

## **Advice**

The Committee will serve as a resource for the CEQB to provide advice on admission issues. Specifically, the CEQB may request advice from the Committee with respect to the priority of issues, the relevant considerations to be addressed, and to what extent other parties might be involved in addressing the issues. The Committee will also serve as the body that will study and make recommendations on issues delegated to it by the CEQB.

## **3 STATUS AND AUTHORITY**

The Admission Issues Committee is a standing committee of the CEQB of the CCPE and as such will report to the CEQB.

Contracts with outside agencies involving financial commitments require the prior approval of the CCPE chief executive officer. The Admission Issues Committee has the authority to invite and/or engage experts, and undertake regional consultations to assist it in carrying out its mandate. Any expenditure that will result in exceeding the yearly budget set for the Committee must be approved by the CEQB prior to being initiated.

### **3.1 Functions and Responsibilities**

The functions and responsibilities of the Admission Issues Committee are:

- to act as a liaison between the CEQB and the national admissions officials to facilitate communication among the constituent members and, also, between the CEQB and the constituent members. Although the Committee reports directly to the CEQB, it is accountable to the admissions officials of the constituent members in terms of reporting back to them on the progress of issues;
- to address and coordinate admission issues identified by the constituent members or by the CEQB;
- to make recommendations to the CEQB on how identified issues should be addressed and to identify future needs in the area of admissions;
- to report to the CEQB at regular CEQB meetings; and
- the CEQB representative attending the national admissions officials meetings will be an AIC member.

## **4 MEMBERSHIP AND ORGANIZATION**

The Admission Issues Committee membership will consist of:

- a Chair – CEQB member;
- two other members from CEQB;

- two members representing the admissions officials of the constituent members; and,
- a member from CCPE staff.

The Committee members, including the Chair, are appointed and re-appointed by the CEQB executive in consultation with the CCPE staff member on the Committee. Member terms are at the discretion of the CEQB executive but there is no maximum period. The CEQB executive appoints the admissions officials representatives in consultation with the admissions officials who will provide a recommendation annually with respect to the representatives of that group. The Committee Chair and the CCPE staff member will be responsible for planning and organizing Committee meetings and agendas.