



**Education Program  
Review Committee  
Terms of Reference**

**Approved by Council – June 2025**



## Education Program Review Committee – Terms of Reference

<b>Policy Type</b>	College Policy
<b>Initial Council Approval Date</b>	June 20, 2025
<b>Dates of Council Reviews</b>	

### Purpose

The Education Program Review Committee (EPRC) is responsible for reviewing documentation, conducting site visits, and making recommendations to Council regarding new dental hygiene program applications and ongoing program approvals. The EPRC uses the information gathered during document reviews and site visits to formulate recommendations to the Council regarding a program's status.

The EPRC's activities are coordinated by the Registrar (or their designate). The Committee may establish and update policies, procedures, definitions, templates, and other documents to ensure the effectiveness, fairness, consistency, defensibility, transparency and timeliness of its work. Additionally, the EPRC may recommend the formation of working groups to support its activities.

The EPRC ensures that its program approval recommendations align with the [Health Professions Act](#), the [Dental Hygienists Profession Regulation](#), the [Health Professions Restricted Activity Regulation](#), the [ACDH Code of Ethics](#), the [ACDH Standards of Practice](#), the [ACDH Bylaws](#), and ACDH policies.

### Authority and Reporting

1. The EPRC Chair shall, as requested by Council, report on matters arising at Committee meetings and, where applicable, present the Committee's recommendation(s) to Council for approval.
2. Quarterly status reports will be provided to Council on the Committee's work.

### Membership

3. The EPRC shall include:
  - Two representatives from Council-approved dental hygiene education programs (from different programs if more than one is approved).



- One representative from a substantially equivalent dental hygiene education program.
  - One representative from an Alberta regulatory body responsible for program approvals in their health profession.
  - At least one current registered dental hygienist in good standing with the ACDH.
  - The Registrar & CEO (or their designate) will serve as an ex-officio, non-voting member and will attend all Committee meetings.
4. When committee members are required, the College will notify registrants.
  5. Registrants can apply to serve on the committee by submitting an Expression of Interest and a resume to the College.
  6. The College selects the members of the Committee from interested applicants and provides a recommendation to Council for appointment.
  7. Committee members should have the relevant skills and experience to fulfill their responsibilities.
  8. The Committee designates a Chair from among its members.
  9. All Committee members are eligible to vote, including the Chair.
  10. Guests or advisors (non-voting) can be invited to participate in Committee discussions as required.
  11. The Registrar & CEO may assign staff (non-voting) to provide administrative assistance to the Committee. These staff remain accountable to the Registrar & CEO.
  12. If an EPRC member is unable to fulfill their duties, the EPRC will continue its work.

## **Terms of Office**

13. Members shall serve a three (3) year term.
14. Members may apply to Council in writing for reappointment for one (1) additional three (3) year term to a maximum of six (6) consecutive years.
15. Members who serve for six (6) consecutive years must wait one (1) full year before being reapplying.



16. The Committee Chair shall serve a two (2) year term, with the possibility of a one (1) year extension.
17. Members may end their term early by providing written notice to Council.

## Meetings

18. The meeting frequency is dependent upon the number of new program applications and program reviews under consideration.
19. In collaboration with the College, the Chair determines the meetings.
20. Committee members will be given a minimum of 48 hours prior notice of a Committee meeting.
21. Meetings may be held in person, by teleconference, by videoconference, or by any combination thereof.
22. The Chair, in consultation with the Registrar & CEO (or their delegate), shall establish the agenda for the meetings and ensure that materials are circulated to Committee members in sufficient time for review prior to the meeting.
23. A committee member may be requested to act as an alternate Chair if necessary.
24. Each document review and site visit must be followed with a formal committee meeting to discuss the results.
25. The Committee endeavors to reach program approval recommendation through consensus.
  - a. If consensus cannot be reached, then the Chair can call for a vote or the decision can be escalated to Council for decision.
  - b. A decision by committee vote is passed with 2/3 majority.

## Quorum

26. A quorum consists of the Chair and three (3) other EPRC members.

## Finances

27. Committee members shall receive remuneration for participating on the Committee and for site visits in accordance with council policies.



## **Expectations of Members**

28. Conduct themselves ethically and professionally.
29. Adhere to confidentiality, conflict of interest, and governance policies. Breaches may result in removal from the EPRC.
30. Participate in orientation and training sessions.
31. Perform due diligence in reviewing materials before meetings.
32. Disclose potential conflicts of interest to the Chair, and remove themselves from Committee work if a real, potential, or perceived conflict of interest exists.
33. Attend and participate in site visits and meetings. Unexplained absences from two consecutive site visits or two consecutive meetings may result in removal.
34. Review program approval documents and the draft minutes before submission to Council.
35. Listen to and consider the views and suggestions of other Committee members.
36. Respect the decisions and recommendations of the Committee.
37. Maintain decorum and respect. If necessary, the Chair may recommend removal of a disruptive member. Concerns regarding the Chair may be addressed to the ACDH Council through the Council Chair.

## **Site Review Team (SRT)**

38. The EPRC assigns a Site Review Team (SRT) from its Committee members for each new program application or program review.
39. A minimum of three (3) members must be present for a site visit.
40. All members of the site review team must review documents submitted by the education provider.
41. If necessary, the EPRC can request additional subject matter experts to assist with the site visit (e.g. ACDH inspector, clinical educator, etc.). Requests are made to the Registrar & CEO (or their designate).

## **Confidentiality**

42. Committee members shall respect the confidentiality of any information or materials to which they have access. Information will be maintained strictly



confidential and will not, in any circumstances be disclosed or used without the express consent of Council.

43. Committee members will be required to sign a confidentiality agreement.

## Effective and Amendment

44. These terms of reference are effective upon Council approval and may be altered or rescinded in whole or in part by Council decision.

## Legislative Considerations

- Section 3(1)(f) of the *Health Professions Act*: A college may approve programs of study and education courses for the purposes of registration requirements.
- Section 19(1) of the *Health Professions Act*: A council may delegate any of its powers and duties to one or more persons or committees, except the power to make regulations or bylaws and to adopt a code of ethics or standards of practice.
- Section 132.1 of the *Health Professions Act*: Before the council approves or removes the approval from a program of study or an educational course under section 3, the council must consult with the Minister of Health and the Minister of Advanced Education and must consider the comments received from those Ministers.