

AFPC Educational Assessment Special Interest Group (EA SIG) Terms of Reference

Note: for the purposes of clarity across Terms of Reference, the term **assessment** refers to evaluation of persons' performance (e.g., students') and the term **evaluation** refers to evaluation of programs' performance.

Purpose

The AFPC Educational Assessment SIG is responsible to promote scholarship and collaboration in educational assessment efforts across the Schools of Pharmacy in Canada. The SIG achieves this goal through the coordination of both scholarly and educational opportunities (e.g. seminars or workshops) at least once per year. The Assessment SIG will also work annually to support inclusion of educational assessment content in the annual AFPC meeting.

Members

At least one person (preferably the educational assessment lead(s)) from each of the 10 pharmacy schools in Canada are invited to be members of the SIG. However, the SIG is open to all AFPC members.

Chair, Vice-Chair and Past-Chair to each serve a minimum of one-year term, progressing from Vice-Chair to Chair to Past-Chair. These positions are nominated by and selected by EA SIG members.

Position	Activities / Responsibilities
Chair	<ul style="list-style-type: none"> • Nominated and elected by the SIG membership • Sets agenda • Presides at scheduled meetings of SIG • Oversees SIG activities and provide midterm and annual reports to the AFPC Executive Director
Vice-chair	<ul style="list-style-type: none"> • Assumes duty of Chair if required • Keeps minutes of meetings
Past-chair	<ul style="list-style-type: none"> • Provide advice to the Chair and continuity to the Executive

Meetings and Output

The SIG will meet face to face annually at a joint meeting with the Program Evaluation SIG to discuss business at the AFPC/CPERC conference. In addition, the SIG will meet via tele-or web-conference at least twice in the academic year for planning and collaborating purposes. At least one of these meetings is to be used to sponsor a seminar/workshop/presentation.

Decision Making

Decisions will be made by a majority vote.

Revised October 2020

Approved by AFPC Council of Faculties Voting Members 29/10/20