

## ARCASN EDUCATION DEVELOPMENT COMMITTEE TERMS OF REFERENCE

### Purpose

The Committee supports the development of educational approaches in nursing education.

### Goal

The committee promotes the advancement of education in nursing within the Atlantic Schools of Nursing in accordance with the objectives of ARCASN.

### Membership

The Committee is composed of one representative from each ARCASN nursing education program. Members hold office for a minimum of two years; appointments may be repeated once and replacements are staggered to ensure continuity in the long term nature of the committee's work. Current members are responsible to ensure ongoing representation from their schools and will submit names prior to the annual general meeting.

### Officers

The Committee Chair is appointed by ARCASN Executive for a two year, non-renewable term of office. The Secretary may be decided by the Committee.

### Authority

The Committee is a standing committee of ARCASN and is responsible to ARCASN Executive. The Committee reports to ARCASN Executive at least once yearly and, through it, submits an annual committee report to the ARCASN general membership.

### Meetings and Quorum

The Chair convenes meetings as needed and at least twice yearly. The Committee normally meets by audio teleconference. Four members must be present before any business is conducted. Minutes are circulated to committee members and the ARCASN President.

### Functions

1. Acts in an advisory, consultative, and supporting capacity to the ARCASN Executive on developments in education.
2. Awards ARCASN members seed money through the *ARCASN Education Development Award* for the:
  - i) Development or implementation of an innovative teaching strategy; or
  - ii) Development of educational expertise (i.e., conference, workshop attendance, tuition, expert consultations).

**Priority will be given to applicants fulfilling #1, regardless of the number of applications submitted.**

### **Conflict of Interest RE: *ARCASN Education Development Award Submission***

When members of this committee submit an application for consideration of an *ARCASN Education Development Award* the following process will occur:

A. The members will be part of the review committee but will not review their own proposal nor any proposal from their home university

B. The members will submit reviews and receive the anonymized table summary data of all proposal review scores.

C. The members will declare their conflict of interest at the beginning of the meeting in which the ARCASN Education Development Award Recipients are approved and will not participate in the discussion of the committee as a whole related to all of the proposals and will not be part of the adjudication of awards process.