



## **TERMS OF REFERENCE**

### **ACHRI & One Child Every Child Advisory Committee for Transformative Internships and Experiential Learning**

***Updated September 11, 2024***

#### **1. Purpose:**

The Advisory Committee for Transformative Internships and Experiential Learning (the Committee) is established to oversee the development, enhancement, and operations of experiential learning programs and related curricular support within the Alberta Children's Hospital Research Institute (ACHRI) and the One Child Every Child (OCEC) initiative.

These terms of reference are intended to guide the operations and activities of the Advisory Committee for Transformative Internships and Experiential Learning within ACHRI and OCEC. Amendments to these terms may be proposed, as necessary, and approved by ACHRI/OCEC leadership.

#### **2. Responsibilities:**

- Oversee the creation, refinement, and alignment of experiential learning programs with ACHRI's and OCEC's goals and the needs of trainees/scholars.
- Guide the integration of experiential learning opportunities into the transdisciplinary and existing curricula and support the development of instructional materials and resources.
- Facilitate the development and maintenance of collaborations and partnerships to expand experiential learning opportunities.
- Advise on and monitor the assessment and effectiveness of experiential learning activities and learning outcomes.
- Ensure that experiential learning practices, initiatives, and policies are equitable and inclusive.
- Ensure alignment with established standards and best practices in experiential learning programming related to child health and wellness.
- Review and recommend resource allocations to support experiential learning initiatives in OCEC and ACHRI.

### 3. Composition:

- The Committee will consist of a diverse group of members appointed for their expertise in areas relevant to experiential learning, including child health, program development, and evaluation after an open call and special invitations for nomination.
- Members will represent diverse backgrounds, disciplines, and perspectives to foster inclusive decision-making and comprehensive guidance.
- The Committee will aim to include, approximately:
  - 4 faculty members from the University of Calgary and Campus Alberta partner institutions who actively supervise trainees/scholars;
  - 2 graduate students from different research disciplines; and
  - 4 community partners
  - Education Co-Directors of ACHRI/ Co-Leads of OCEC Transdisciplinary Accelerator, serving as Co-Chairs on the Committee.
  - A Training Administrator will serve as the Secretary, providing support (non-voting role).

### 4. Meetings and Reporting:

- The Committee will meet regularly, typically on a **quarterly** basis, with frequency adjusted as needed.
- Meetings, whether in-person or virtual, will be scheduled with advance notice and will follow a standard agenda, distributed by the Secretary ahead of the meeting. Additional specialized meetings may be convened at the request of the Chairs (Co-Directors/Co-Leads).
- Members are expected to actively participate in Committee activities, contribute to discussions, and support the achievement of the Committee's goals and objectives.
- Detailed minutes will be recorded for each meeting summarizing discussions, recommendations, and action items, and will be subsequently distributed to all Committee members for review and approval.
- The Committee Chairs (Co-Directors/Co-Leads) will provide regular updates to ACHRI and OCEC leadership on the Committee's recommendations and decisions.

### 5. Term of Appointment:

- Committee members will be appointed after an open call and special invitation for an initial term of **two-years**, with the option for renewal based on mutual agreement and ongoing needs of ACHRI and OCEC, for up to two consecutive terms. After completing the maximum term, members may be reappointed after a break of at least one year to allow for new perspectives.

### 6. Operational Guidelines:

- The Committee will adhere to the operational guidelines and procedures established by ACHRI and OCEC.
- Decisions will be made by consensus whenever possible. If consensus cannot be reached, a majority vote of the Committee members will determine the outcome, with final recommendations presented to the Committee Chairs (Co-Directors/Co-Leads) for final decision-making.

- Confidentiality of all discussions and materials shared within the Committee will be strictly maintained at all times.

**7. Recognition:**

We acknowledge the significant time commitment required for serving on this committee. As a result, the Co-Chairs will send a thank-you letter annually to each participating member of the Committee (cc to the Department Head), highlighting their service contribution to the University of Calgary/ ACHRI/ OCEC, for consideration in the members' annual performance reviews.