

**Michener Institute/UHN Education Committee Terms of Reference**

<p><b>Role</b></p>	<p>The Education Committee, an advisory committee to both the UHN and Michener Institute Boards, is responsible for monitoring and evaluating education-related activity and making recommendations to the Boards as it may consider appropriate from time to time to comply with accreditation and regulatory requirements and increase the overall effectiveness of the education mandate.</p>
<p><b>Responsibilities</b></p>	<p><b>A) Specific to The Michener Institute – UHN Integration</b></p> <ol style="list-style-type: none"> <li>1. To oversee and provide advice to the Boards on the implementation of the May 2015 Memorandum of Understanding between UHN and The Michener Institute.</li> <li>2. To oversee the integration of The Michener Institute with UHN and the consolidation of existing educational programs to form the new Michener Institute of Education at UHN.</li> <li>3. To oversee and provide advice to the Boards concerning the accreditation and regulatory requirements to maintain and enhance the academic credentials of the new Michener Institute of Education at UHN.</li> </ol> <p><b>B) General</b></p> <ol style="list-style-type: none"> <li>1. To review and evaluate Education Strategy, including metrics used to evaluate the performance and success of Education Strategy. The Committee will report to the Boards on education performance and on management recommendations with respect to the organization of the education mandate.</li> <li>2. To provide advice to management regarding the development of metrics to ensure the quality of the student educational experience and to monitor key indicators and receive reports from management regarding the performance of educational programs.</li> <li>3. To assess and monitor the financial sustainability of educational programs. This includes reviewing the funding requirements and sources of funds for education. The Committee will review education financial planning and performance in concert with the Finance and Audit Committee. The Committee will also review Foundation policies and procedures that may affect education.</li> <li>4. To review education policies and procedures that should receive Board approval. Board approval should be required for policies and procedures that have a significant impact on education recruitment and retention, productivity, finance, intellectual property and risk.</li> <li>5. To be informed about and oversee the development and enhancement of educational partnerships and agreements with other health care and academic organizations required to achieve the mission, vision and Education Strategy.</li> <li>6. To be informed about funding agreements entered into with various funding bodies to support education and provide advice to the Boards as necessary.</li> <li>7. Promote a strong relationship with the University of Toronto and other affiliated academic institutions.</li> <li>8. Make recommendations to the Boards with respect to any matter concerning observance and performance of any other agreement between academic institutions and UHN and Michener.</li> </ol> <p><b>C) Administrative Functions</b></p> <ol style="list-style-type: none"> <li>1. Review the Committee’s Terms of Reference annually.</li> <li>2. After each Committee meeting, report to the Boards the education activities of UHN and Michener. This will include a regular review and recommended action(s) with regard to education investments and collaborations.</li> <li>3. Undertake such other activities as determined by the Boards.</li> </ol>

<b>Membership and Voting</b>	<p>The following members of the Boards and staff as well as external partners or educational experts the Boards may determine from time to time as follows:</p> <ol style="list-style-type: none"> <li>a. Four (4) independent members of the Board (voting), one of whom will be the Michener Board appointee who will serve as Chair of the Committee</li> <li>b. President and Chief Executive Officer (voting)</li> <li>c. Ex-Officio members (non-voting) <ul style="list-style-type: none"> <li>• UHN's Executive Vice President of Education</li> <li>• UHN's Executive Vice President of Human Resources/Organizational Development and Michener Operations</li> <li>• UHN's Executive Vice President of Business and Chief Financial Officer</li> <li>• Michener, Academic</li> </ul> </li> </ol>
<b>Chair</b>	<ol style="list-style-type: none"> <li>1. The Committee Chair is a member of both Boards.</li> <li>2. The Committee Chair is appointed by both Boards.</li> <li>3. The Committee Chair is responsible for reporting to the Boards on behalf of the Committee on matters considered by the Committee, its activities and compliance with the Committee terms of reference and for making recommendations to the Boards as appropriate.</li> <li>4. The Committee Chair is also responsible for the leadership of the Committee, including meeting schedules, the approval of agendas, presiding over meetings and determining committee work plans.</li> </ol>
<b>Frequency of Meetings and Manner of Call</b>	The Committee shall meet at least 4 times per year.
<b>Quorum</b>	Forty percent (40%) voting members.
<b>Resources</b>	A member of the management team is to be assigned to the Committee as a resource and Committee support.
<b>Reporting</b>	The Finance and Audit Committee of the UHN Board of Trustees
<b>Date of Last Review</b>	December 2017