



GRADUATE PROGRAM IN CLINICAL PSYCHOLOGY	
POLICY:	Clinical Executive Committee Terms of Reference
DATE APPROVED BY CEC:	2023-11-14
REVISION DATES:	

Committee Purpose

The CEC is very active in all aspects of clinical psychology program administration and is the final arbiter in program decisions.

Some of these activities include serving a curriculum evaluation and planning function, active participation in the comprehensive examination process, reviewing program applications and making admissions recommendations, conducting annual student evaluations, and monitoring student progress.

Committee Membership

Clinical Psychology Program Executive Committee (CEC) This committee consists of the core clinical faculty (i.e., those employed full time in the Department of Psychology and STM and identified as members of the clinical psychology doctoral program), staff psychologists, clinic administrators, expansion coordinator and two student representatives.

One student is selected to represent years 1 and 2, and the other represents years 3+. The method of selecting a student representative (whether by volunteering, appointment by a student organization, or direct election) is normally left to the respective classes of students. See the program manual for more information about the roles of student representatives on the CEC (e.g., how students are voted in and how they distribute information, etc.).

*Student representatives will be added to the CEC listserv for the duration of their service.

Committee structure

Chair: a Director of Clinical Training (DCT) acts as chair or will designate a chair.

Meeting schedule: The committee meets at least six times a year, at 3:30 p.m., normally on the first Tuesday of the month from September to May. Business may also be carried out at special meetings or retreats and during the summer months. The Director of Clinical Training distributes the meeting notice.

Agenda: CEC members are to review the previous minutes on the shared drive, in advance of the meeting date. The Chair or designate will distribute the agenda no later than one day prior to the meeting date. All requests for agenda items are to be submitted to the Chair/designate no later than two days prior to the meeting date.



Committee Processes

The committee functions under simplified Roberts Rules, with the following additional guidelines:

- Notice of motions on substantive issues will involve at least 5 days.
- Decisions made by a majority of only one vote will be reviewed at the next meeting.
- Quorum for voting purposes

Some of these activities, particularly regarding any program matters that involve sharing or reviewing student information, are performed in camera (i.e., without the student representatives present).

All members of CEC have voice and vote, this includes the Chair and the student representatives, except for in-camera items where students will not vote and are not included in quorum.

Discussion of selected issues by email to the whole CEC may precede discussion at the meeting.

Minutes are kept and distributed to CEC members for approval – separate in camera minutes are kept with more restricted circulation.

Decisions made by the CEC committee will be forwarded to the appropriate person(s) or committee, which could be the Department Head, the Graduate Committee, the department faculty, or the CGPS, depending on the nature of the decision.