

## TERMS OF REFERENCE

### 2024 Teaching and Learning Forum Scientific Committee

This document outlines the composition, objectives, and responsibilities of the 2024 CAPHIA Teaching and Learning Forum Scientific Committee (the Committee).

#### Background and Objectives

The CAPHIA Teaching and Learning Forum (the Forum) is CAPHIA's annual flagship event and is designed to facilitate the sharing of best practice in evidence-based public health teaching and learning, and to provide a key networking opportunity for public health researchers and academics to share and transfer knowledge.

Key aims of the Forum include to:

- Encourage the sharing of knowledge and experience in all areas applied to teaching and learning in public health education, research, and workforce development.
- Facilitate meaningful discussion of public health challenges and ideate practical solutions within the scope of public health education, research, and workforce development.
- Promote and advance networking and partnerships to enable new opportunities for future education and research endeavours.
- Contribute to advancing the public health workforce by provide valuable professional development opportunities for participants at all career stages.

The 2024 Teaching and Learning Forum will be hosted by The University of Queensland's School of Public Health (the Host). The Forum will be an in-person only event taking place on September 26<sup>th</sup> and 27<sup>th</sup> 2024 in Meanjin (Brisbane) in Queensland, Australia. The 2024 Forum is co-chaired by Professor Lisa Hall and Associate Professor Sheleigh Lawler of The University of Queensland.

The Forum program is structured to include a variety of presentation types, interactive workshops, and discussion to allow participants to actively explore the work being done across our diverse community of practice, collaborate to solve real-world problems, learn from, and share experience and strengthen professional networks.

Session types may include:

- Keynote Presentations from invited speakers
- Oral Presentations
- Solution Rooms
- Challenge Rooms
- Plenary Panels
- Networking Activities

#### Committee Selection and Composition

The 2024 Scientific Committee will include:

- The 2024 Forum Co-Chairs from the Host institution who will serve as the Committee Co-Chairs
- A representative from the CAPHIA Early Career Academics Committee
- A representative from the CAPHIA Academic Development Working Group

- Up to six ordinary members comprising staff of CAPHIA member institutions who are selected via a transparent Expression of Interest process promoted via CAPHIA’s email and social media marketing channels. Ordinary members will be selected in consideration of:
  - Representation of geographic area
  - Representation across member institutions
  - Diversity of gender
  - Diversity of culture
  - Diversity of field of expertise (e.g., health promotion, epidemiology, health protection, health policy, global health, educational design etc.)
- The CAPHIA Executive Director

## Committee Responsibilities

The Forum Scientific Committee provide input and advice to the CAPHIA Executive Director and the Forum Local Organising Committee on the development of the Forum program. The Committee will collaborate to ensure Forum content is current, relevant, interesting, and of value to Forum participants, and to the community of practice.

Key tasks of the Committee include:

1. Provide direction and guidance on development of the program theme and topics in line with current trends and issues relevant to public health education, research and workforce development including:
  - a. Suggesting and/or providing input on the conference theme and topics
  - b. Identifying and (where relevant) actively participating in the engagement of potential keynote/headline speakers and plenary panellists
2. Oversee the call for abstracts and subsequent review and selection of abstracts for inclusion in the Forum program including:
  - a. Review and agree upon criteria for assessing and selecting abstracts.
  - b. Provide input and advice to ensure the review and selection process is independent, equitable, transparent, and based on pre-defined objectives.
3. Act as a promoter of the Forum by sharing and advocating for participation within professional networks.
4. Attend and participate actively at the Forum including session chairing, engaging with speakers, delegates, and other stakeholders to ensure a positive experience.
5. Participate in evaluating the success of the Forum including reviewing feedback from participants and other stakeholders and providing suggestions for improvement of future Fora.

## Responsibilities of the Committee Chair

1. Be an active member of the Committee with reference to the tasks listed above.
2. Chair all meetings of the Committee ensuring and encouraging respectful and inclusive discussion and fairness in decision making.
3. Seek to build consensus among Committee members on questions and/or issues raised during meetings.
4. Make decisions on matters for which the Committee cannot reach consensus or majority vote.
5. Propose and approve agenda and documents to be considered by the Committee and liaise with the Executive Director on matters relevant to the Committee, it’s objectives and progress.

6. Report to the CAPHIA Board of Directors upon request.

### Meetings and Tenure

- The Committee will operate from February – November 2024.
- The Committee will meet every 2-3 weeks via Zoom, or as otherwise agreed by the Committee.
- A quorum of at least 4 members shall be present at each meeting.
- Decisions are taken by consensus or, when required, using majority voting.