CURRICULUM COMMITTEE
Undergraduate Medical Education

2.1.1 - TERMS OF REFERENCE

Adopted by Curriculum Committee: November 2013
Revised: November 2017
Next Review: November 2019

FUNCTION

- The Curriculum Committee (hereafter “CC”) is the governance committee of the Doctor of Medicine Program (hereafter “Program”) that oversees the design, delivery, management, evaluation and quality improvement of the Program.
- The CC is tasked to ensure the Program meets CACMS standards of Canadian medical education.
- The CC deliberates and acts on recommendations made by Program operational committees
- The CC provides direction to the Associate Dean of Undergraduate Medical Education and reports to the Executive Committee of Schulich Council.

VISION & MISSION

The Program will be grounded in evidence-based medical education principles, align with the School and Western strategic plans, and national and international frameworks of medical education.

GOALS

CC is a committee that:
- Provides effective curriculum function, direction and leadership based on Program outcomes, recommendations from Program operational committees and best practices in Canadian medical education (MANAGEMENT)
- Ensures that Program curriculum is coherent, coordinated and supports student education that is logically sequenced, integrated (horizontally, vertically and longitudinally), and uses appropriate basic and clinical science pedagogy and assessment for its distributed learning model (INTEGRATION)
- Makes recommendations and takes action on all aspects of Program leadership, learning, workload, content, outcomes and objectives. (ADVISORY)

GOVERNANCE

- The Curriculum Committee Reports to the Executive Committee of Schulich Council (ECSC).
ASSOCIATIONS

- CC oversees and directs all operational committees in the Program
- CC hears and adjudicates relevant educational recommendations from the Schulich Council Executive Committee through the Associate Dean Undergraduate Medical Education
- CC hears and adjudicates student recommendations from the Hippocratic Council.
- CC works collaboratively with the Office of Learner Equity & Wellness.
- CC works collaboratively with the Office of Admissions, Distributed Education, Postgraduate Medicine and Continuing Professional Development
- CC works with the School’s Research Office

MEMBERSHIP

VOTING
- Associate Dean, Undergraduate Medical Education (Chair)
- Vice Dean, Medical Education
- Associate Dean, Windsor Campus
- Associate Dean, Admissions
- Associate Dean, Postgraduate Medical Education (or delegate)
- Assistant Dean, Rural & Regional Community Engagement
- Assistant Dean, Undergraduate, Learner Equity and Wellness
- Associate Dean, Continuing Professional Development
- Pre-Clerkship & Integration, (PIC) Co-Chairs (one vote each)
- Clerkship & Electives Committee (CEC), Chair
- Quality Committee (QC), Co-chairs (one vote)
- Clinical Department Faculty Representatives – Nine (9) of whom three (3) shall be from the Windsor campus
- Student Representation – four (4) in total of whom one will be from Windsor campus and one a senior student
- Foundational Sciences Faculty Representatives (2)
- Representative at large – designated by the UME Associate Dean
- Representative of the School Department Chairs
- Indigenous Liaison
- School lead for Diversity
- Faculty member from a Distributed Education site
- Faculty Lead, Accreditation or designate Accreditation Committee (AC) Co-chairs

NON-VOTING
- Undergraduate Medical Education, Manager
- Windsor Campus, Manager
- Coordinator, Curriculum Oversight, Undergraduate Medical Education
- Coordinator, Digital Learning & Simulation, Undergraduate Medical Education
- Coordinator, Curriculum Support
- Recording Secretary
RESPONSIBILITIES

MANAGEMENT

- Ensures that Program policies, procedures, statements and courses follow the rules and regulations of the Senate of Western University and the strategic plan set by the Executive Committee Schulich Council.
- Monitors all aspects of the Program curriculum to assure alignment with the accreditation standards of CACMS, by receiving regular reporting from Accreditation Committee.
- Monitors and provides direction to Program operational committees in regard to course objectives and assessments.
- Monitors student and curriculum outcomes by receiving regular updates from Quality Committee and makes Program and curriculum changes based on best medical education practices and Program goals and competencies.
- Monitors and reviews significant changes in Program content, structure and pedagogy.
- Regularly reviews all Program evaluations by receiving regular updates from Quality Committee and provides curriculum direction to improve Program quality and student learning.

INTEGRATION

- Ensures that Program curriculum is ordered logically and provides optimal education in an integrated fashion across all four years of study.
- Integrates Program strategic planning with sound pedagogy principles, the medical education literature and the strategic goals of our School and Province.
- Ensures an appropriate balance in Program content between humanities, basic and clinical sciences.
- Ensures that Program education is planned and delivered appropriately for our distributed model and assures its coordination and integration at all sites.

ADVISORY

- Provides faculty, staff and student input and advice to the Associate Dean of Undergraduate Medical Education on matters relating to the leadership and operations of the Program curriculum.
- Provides direction and advice to the leadership of PIC, CEC, QC and AC in regard to processes and outcomes to meet the objectives of the Program curriculum.
- Provides faculty, staff and student input and advice to the Associate Dean of Undergraduate Medical Education on supports needed to deliver the curriculum according to established workload (faculty and student) and performance measures.
- Provides advice, leads and creates processes in order to implement new directions in Program learning.

PROCEDURES

1.0 - MEETINGS

- CC will meet ten times annually over the academic year with additional meetings at the call of the chair or designate, if necessary.
- Notice of a meeting will be accompanied by an agenda e-mailed to each member of the committee at least one week prior to the time of the meeting.
- The agenda will be prepared by the recording secretary of the committee in collaboration with the chair or designate.
- Quorum shall be 50% of the voting members of the committee except in the months of June, July and August when a quorum will be one-third of the voting members of the committee.

2.0 - MEMBER’S RIGHTS & PRIVILEGES

- Each voting member of the committee, including the chair, will have one vote.
- If there are co-chairs, one of the co-chairs will be voting and one, if present, will be non-voting.
• In the case of a voting tie, a single co-chair will cast the deciding vote, but has the discretion not to do so. It will be at the discretion of the chair to break the tie.
• All voting members of the committee are entitled to participate fully in the meeting processes, to speak and to vote on all actions.
• A member of the committee may appoint or send a designate to act or vote on his/her behalf.
• Designates must be identified in advance to the committee chair and recording secretary by email.
• Voting members of the committee who are absent for more than 50% of meetings in an academic year may be asked to resign.
• Any member who faces a conflict of interest shall so declare in advance to the committee chair.

3.0 - CHAIR
• The chair shall be the Associate Dean UME.
• The chair shall delegate authority to another senior committee member if unable to attend or in addressing a motion where there is a potential for conflict.
• The recording secretary and membership will be made aware and so record the delegation in advance.

4.0 - TERMS OF MEMBERSHIP
• Each member will be appointed by the Associate Dean Undergraduate Medical Education for a 3 year term
• Each member may serve additional terms at the discretion of their Department Chair and Associate Dean UME

5.0 - MINUTES OF THE COMMITTEE
• Approval of past final minutes will be approved in advance of or in the meeting in a manner supported by the committee.
• A brief record of the committee discussion and a record of the resolutions dealt with by the committee will be circulated one week following each meeting.
• The minutes will note meeting attendance, regrets or absence for all members.
• All members will be asked to review and offer corrections to the final minutes before endorsement.
• All minutes will be recorded and securely stored electronically by the course secretary.

6.0 - DOCUMENT REVIEW
• The Term of Reference will be reviewed every three years.

CONFIDENTIALITY
• All matters discussed at the CC are confidential and members are expected to maintain the Western University rules of confidentiality.
• The official spokesperson for all communication of committee proceedings will be the committee chair.
• The committee chair is responsible for advising members on the policy of confidentiality including:
  o Prevention of unauthorized release of information from the committee is only possible through the diligence, goodwill and integrity of the individual members.
  o Confidentiality must be maintained when information is discussed at the committee in regard to particular student circumstances.