CURRICULUM COMMITTEE
Undergraduate Medical Education

2.1.1 - TERMS OF REFERENCE

FUNCTION

- The Curriculum Committee (hereafter referred to as “CC”) is the governance committee of the Doctor of Medicine Program (hereafter “Program”) and oversees all aspects of the design, delivery, management and evaluation of the Program.
- The CC deliberates and acts on recommendations and reports from Program operational committees and provides action plans and followup on issues
- The CC monitors the Program Curriculum alignment with new directions in Undergraduate Medical Education and Canadian accreditation standards
- The CC monitors integration of curriculum and equivalency of learning experience between campuses
- The CC engages in and advises on strategic planning for improving medical education in the Program and school

VISION & MISSION of the UME Program

The Program will be grounded in sound medical education principles and align with the School’s strategic plan, with Western’s goals and with national and international frameworks of medical education.

Vision
Our program will graduate competent, reflective, caring generalist physicians – who are committed to the practice of medicine as professionals devoted to patient and family centered care, with a commitment to excellence through lifelong learning. We will graduate tomorrow’s physicians: mindful socially responsible leaders in the evolution of health care who are committed to improving health locally, regionally and globally.

Mission
The Undergraduate Medical Education Program at the Schulich School of Medicine & Dentistry in Western University commits to being a program of choice for exceptional education and learning. Our curriculum is delivered through a distributed model that supports innovation and quality.

Our students and faculty commit to a learning community embedded in:
- Healthy patient and family centered care
- Research, scholarship and evidence based decision-making
- Experiential learning
- Social responsibility
- Effective and collaborative leadership
- Optimizing and understanding technology
- Valuing lifelong learning
- Collaboration
- Professionalism
GOALS

- Oversee and deliver effective Program Curriculum governance for operations, strategic planning, and leadership based on defined Program standards and outcomes, recommendations from Program operational committees and best practices in medical education (MANAGEMENT)
- Ensures the Program Curriculum is logical in design, coordinated and supports student learning in a way that is logically structured to outcome measures, sequenced, integrated (horizontally, vertically and longitudinally), uses appropriate basic and clinical science pedagogy and delivers formative and summative assessment across a distributed learning model (INTEGRATION)
- Makes recommendations for implementation on all aspects of Program leadership, effectiveness, workload, content and objectives through the leadership of the Associate Dean Undergraduate Medical Education to courses and committees of the Program. (ADVISORY)

GOVERNANCE

- The Curriculum Committee Reports to the Executive Committee of Schulich Council (ECSC) for all issues that impact resources, change in curricular governance, safety, and integration into the school strategic plan and operations.

ASSOCIATIONS

The CC:

- Oversees and directs all Program operational committees
- Implements recommendations from the Schulich Council Executive Committee
- Reviews and directs action on student recommendations
- Works collaboratively with the Office of Learner Equity & Wellness.
- Work collaboratively with the Office of Admissions.
- Work collaboratively with the Postgraduate Medical Education Program

MEMBERSHIP

VOTING

- Associate Dean, Undergraduate Medical Education (Chair)
- Associate Dean, Windsor Program
- Associate Dean, Admissions Schulich School of Medicine & Dentistry
- Associate Dean, Postgraduate Medical Education Schulich School of Medicine & Dentistry
- Assistant Dean, Rural & Regional Community Engagement
- Assistant Dean, (Undergraduate) Learner Equity and Wellness
- Co-Chairs: Pre-Clerkship & Integration Committee (PIC) (one vote each)
- Chair, Clerkship & Electives Committee (CEC),
- Co-Chairs: Quality Committee (QC)
- Manager, Undergraduate Medical Education
- Faculty Representatives – seven (7) of whom two (2) shall be from the Windsor Program and one (1) from a Regional Academic Director in the Distributed Education Network
- Student Representation – three (3) nominated from the Hippocratic Council in total of whom one will be from the Windsor program

NON-VOTING

- Vice Dean, Education
- Manager, Windsor Program
The composition of the Curriculum Committee is reviewed annually. Membership on the Curriculum Committee is at the discretion of the Chair.

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 national accreditation standards of the Committee on Accreditation of Canadian Medical Schools (CACMS).
- Monitors and provides direction to Program operational committees for curricular and course objectives and assessments.
- Monitors student and curriculum outcomes
- Implements Program Curriculum changes based on best medical education practices and Program competencies.
- Monitors significant changes in Program content, structure and pedagogy.
- Regularly reviews Program evaluations and provides direction to improve Program quality and student learning.

INTEGRATION

- Ensures the Program Curriculum is ordered logically and provides optimal student education in an integrated fashion across all four years of study.
- Aligns Program strategic planning with sound pedagogy principles, the medical education literature and strategic goals of our School and Province.
- Directs an appropriate balance in Program content between humanities, basic and clinical sciences.
- Ensures Program education planning and delivery is equivalent across our distributed education model and assures its coordination and integration across all sites.

ADVISORY

- Provides direction after reviewing faculty, staff and student input to the Associate Dean of Undergraduate Medical Education on the leadership and operations of the Program Curriculum.
- Provides direction and follows the outcomes of advice to the leadership of PIC, CEC, QC and IDC to meet the objectives of the Program curriculum.
- Directs measures to meet standards for student learning using supports needed to deliver the Program Curriculum according to benchmarked 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

- The CC will meet ten times annually over the academic year with additional meetings at the call of the chair or designate if necessary.
- The CC meetings will be conducted in a location that allows full contribution from all members regardless of site
All committee materials and resources will be available and distributed to the committee through the Committee OWL site.

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 Chair and distributed by the recording secretary of the committee.

Quorum shall be 50% of voting members provided there are single representatives from Windsor and students.

All committee members will declare in advance to the committee chair any conflict(s) of interest for matters that arise on the agenda or operations of the Curriculum and recuse themselves if appropriate from deliberations and/or voting.

2.0 - MEMBER’S RIGHTS & PRIVILEGES

- Each voting member of the committee, including the chair, will have one vote.
- In the case of a voting tie, the deciding vote will be at the discretion of the chair.
- All voting members of the committee are entitled to participate fully in the meeting processes.
- A member of the committee may send a designate to act on his/her behalf.
- Designates must be identified in advance to the committee chair and recording secretary by e-mail.
- Voting of designates will be at the discretion of the committee chair.
- Voting members of the committee who are absent for more than 50% of meetings in an academic year will meet with the Chair, their Chair informed and possibly be asked to resign.

3.0 - CHAIR

- The CC Chair shall be the Associate Dean UME.
- The chair shall delegate authority to another committee member if unable to attend or in addressing a motion where she/he declares a potential for conflict.
- The recording secretary and membership will be made aware and so record the delegation in advance and in the minutes.

4.0 - TERMS OF MEMBERSHIP

- Each member will be appointed by the Associate Dean Undergraduate Medical Education for a 3 year term in consultation with each individual’s Department Chair and upon consultation of the Executive Committee of the Associate Dean, UME.
- Members from the Windsor Program will be appointed in consultation with the Associate Dean Windsor Program.
- Each member may serve additional terms at the discretion of their Department Chair and the Associate Dean UME.
- Student members will be appointed annually by the Associate Dean UME in discussion with the President Hippocratic Council.

5.0 - MINUTES OF THE COMMITTEE

- Approval of minutes will be approved in advance of or in the meeting in a manner directed by the committee.
- 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 in the committee OWL site.
- A monthly electronic newsletter provides an executive summary for all UME Teaching Faculty.

6.0 - DOCUMENT REVIEW

- The Term of Reference will be reviewed every three years.
CONFIDENTIALITY

- All matters discussed at Curriculum Committee are open and transparent.
- Minutes are publicly available upon request.
- The Committee may move into an incamera session at the discretion of the Chair.