

UNDERGRADUATE MEDICAL EDUCATION
SCHULICH SCHOOL OF MEDICINE & DENTISTRY
CURRICULUM COMMITTEE
TERMS OF REFERENCE

Approved by Curriculum Committee: September 2023
Approved by Executive Committee of Schulich Council: October 2023
Reviewed by Curriculum Committee: September 2023
Next Review: September 2024

PREAMBLE

The Curriculum Committee (CC) is the primary governance committee of the Doctor of Medicine Program (hereafter MD Program) that is tasked by the Schulich School of Medicine & Dentistry (School) with the oversight and responsibility for the vision, design, management, integration, evaluation and quality improvement of the MD Program. The Curriculum Committee ensures the MD Program meets the requirements of the Committee on Accreditation of Canadian Medical Schools Standards and Elements and the Western University Institutional Quality Assurance Process.

The Curriculum Committee is also tasked with aligning the curriculum and MD Program processes with the:

- School's strategic priorities
- Principles of equity, diversity, inclusion, and decolonization in all curricular matters

GOVERNANCE

The Curriculum Committee Reports to the Executive Committee of Schulich Council (ECSC), a delegated committee of the Schulich Council.

MEMBERSHIP**VOTING**

- Vice Dean, Undergraduate Medical Education
- Associate Dean, Windsor Campus (or delegate)
- Associate Dean, Postgraduate Medical Education (or delegate)
- Assistant Dean (Undergraduate), Learner Experience
- Associate Dean, Admissions
- Assistant Dean, Distributed Education
- Associate Dean, Office of EDID
- Associate Director, Curriculum Oversight
- Associate Director, Undergraduate Medical Education
- Chair, Clerkship & Electives Committee (CEC)

- Faculty Lead Accreditation
- Faculty Lead Assessment
- Program Evaluation & Assessment Specialist
- Academy of Educator (1)
- Faculty Members at Large (6) not directly involved in the MD Program (4 Clinical; 2 Basic); at least one from Windsor
- Clinical Department– two (2) from a Clerkship discipline and none in rotation leadership roles (1 from London, 1 from Windsor)
- Student Representatives – four voting positions (4) in total of whom one will be from Windsor program and one will be a senior student
- Faculty representative: Clinical Departments Chairs/ Chiefs (1)
- Faculty member: Distributed Education Regional Academic Director or delegate (1)

NON-VOTING

- Associate Dean, Continuing Professional Development
- Associate Dean, Learner Experience Office
- Manager, Windsor Campus
- Recording Secretary

MEETINGS

The CC will meet 10 times per year over the academic year. The agenda and any supporting materials will be circulated to CC members one week before scheduled meetings. Minutes will be circulated one week following the meeting.

QUORUM

- Quorum (academic year) shall be 50% of the voting members of the committee.
- Summer quorum will be one-third of voting membership

RESPONSIBILITIES

CACMS Accreditation Standard & Elements **Standard 8 Curricular Management, Evaluation, and Enhancement**

The faculty of a medical school engage in curricular revision and program evaluation activities to ensure that the medical education program quality is maintained and enhanced and that medical students achieve all medical education program objectives and participate in required clinical experiences and settings.

- **8.1 Curricular Management**

The faculty of a medical school entrust authority and responsibility for the medical education program to a duly constituted faculty body, commonly called a curriculum committee. This committee and its subcommittees, or other structures that achieve the same functionality,

oversee the curriculum as a whole and have responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

- **8.2 Use of Program and Learning Objectives**

The faculty of a medical school, through the curriculum committee, ensure that the formally adopted medical education program objectives are used to guide the selection of curriculum content, and to review and revise the curriculum. The learning objectives of each required learning experience are linked to the medical education program objectives.

- **8.3 Curricular Design, Review, Revision/Content Monitoring**

The faculty of a medical school are responsible for the detailed development, design, and implementation of all components of the medical education program, including the medical education program objectives, the learning objectives for each required learning experience, and instructional and assessment methods appropriate for the achievement of those objectives.

The curriculum committee oversees content and content sequencing, ongoing review and updating of content, and evaluation of required learning experiences, and teacher quality.

The medical education program objectives, learning objectives, content, and instructional and assessment methods are subject to ongoing monitoring, review, and revision by the curriculum committee.

SUBCOMMITTEES OF THE CURRICULUM COMMITTEE

- Competence Committee
- Clerkship & Electives Committee
- Program Leadership Council
- Program Evaluation Committee
- Accreditation Committee
- Assessment Committee
- Education Program Integration Committee
- Policy Committee