

**STATEMENT 2.0.2 – COURSE and ROTATION COMMITTEES**  
**Undergraduate Medical Education**

**Approved by:** Curriculum Committee  
**Date of original approval:** February 21, 2014  
**Date of last review:** July 2018

**I. PURPOSE**

To ensure effective collaboration across disciplines and sites as well as broad representation of student and faculty in the design, development, evaluation and renewal of curriculum, the Doctor of Medicine Program (Program) or Undergraduate Medical Education (UME) in the Schulich School of Medicine & Dentistry (School) at Western University mandates each all courses and Clerkship rotations must have an active committee.

A course or rotation committee will function as the Program course or rotation governance body through interactive meetings (face to face, video or phone technology and occasionally discussion boards or e-mail) and hold or submit documented filed reports with minutes, action items, results and course improvements. All such processes and content of course governance is reportable to the Curriculum Committee (CC) of the Program and will be reviewed through the curricular governance process through the Quality Committee to the CC.

**II. DEFINITIONS**

**Course** All transcribed Pre-clerkship courses and Clerkship as approved by the University and as represented by the Academic Calendar.  
**Rotation** A clinical learning experience in the Year 3 course *Clerkship* (Medicine 5475).

**III. STATEMENT**

The following will apply to all Program courses, Clerkship (where the Clerkship and Electives Committee is the course committee) and clinical rotations.

**1.0 Membership on Course Committees**

1.1 All courses must have an active course committee consisting minimally of the Course Chair, the Windsor Course Coordinator, one student representative from London, one student representative from Windsor, one representative from Clinical Science, one representative from Basic Science, and one representative from a generalist discipline.

**2.0 Membership on Rotation Committees**

2.1 All rotations must have an active rotation committee consisting minimally of the Rotation Director, the Windsor Program Academic Director, one student representative from London Campus, one student representative from Windsor Program, one representative from the Distributed Medical Education network (where applicable).

**3.0 Frequency of Course or Rotation Committee Meetings**

3.1 Course or Rotation Committees are required to meet regularly throughout the academic year, ensuring no less than three recorded/documented meetings per year.  
3.2 Course Committees will receive administrative support from a staff person at either site to coordinate and record meetings.

3.3 Rotation Committees will be supported by administrative staff from the clinical department.

#### 4.0 Curriculum Development & Processes

- 4.1.1 Course or Rotation Committees are an official, required advisory body reporting to the Course Chair or Rotation Director
- 4.1.2 All Rotations report to the Chair of Clerkship through the Clerkship and Electives Committee (CEC) and subsequently to the Curriculum Committee.
- 4.1.3 All courses in Years 1, 2 and 4 will report to the Co-Chairs of the Pre-Clerkship and Integration (PIC) Committee and through them to the Curriculum Committee.
- 4.1.4 At all times the Course or Rotation Chair will follow the "Statement on Changes to the Curriculum"
- 4.1.5 Course or Rotation Chairs will request feedback and endorsement from their committees regarding significant changes to areas of curriculum including but not limited to:
  - 4.1.5.1 Objectives
  - 4.1.5.2 Timetable structure
  - 4.1.5.3 Formats of teaching and learning
  - 4.1.5.4 Locations of learning
  - 4.1.5.5 Assessments
  - 4.1.5.6 Course or Rotation content
  - 4.1.5.7 Integration of curriculum
  - 4.1.5.8 Evaluations in the Program Evaluation process