

Curriculum Committee

Undergraduate Medical Education

Terms of Reference

Adopted by Curriculum Committee: November 2013

Revised: September 2020

Next Review: September 2021

FUNCTION

The Curriculum Committee (hereafter “CC”) is the primary governance committee of the Doctor of Medicine Program (hereafter “Program”) that is tasked by the Schulich School of Medicine & Dentistry to oversee the vision, design, management, integration, evaluation and quality improvement of the Program.

GOALS

CC is a committee that provides effective curriculum leadership to:

- Approve and review Program graduating competencies
- Ensure learning and outcomes are aligned with the Program graduating competencies
- Oversees the content, sequencing and integration (horizontal, vertical and longitudinal) of Basic and Clinical Medicine knowledge and skills through a Competency Based model for the curriculum
- Monitor, review, adjudicate and revise curriculum pedagogy and assessment processes
- Render a decision on changes in student learning in response to university or national best practices or directions
- Ensure the Program meets CACMS standards of Canadian medical education and Western University IQAP processes
- Deliberate any actions and recommendations from Program operational committees

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
- CC communicates recommendations with the governance committees of Admissions; Distributed Education; Windsor Campus; Learning Experience; Postgraduate Medicine Education; Faculty Development; Research and Scholarship; Dentistry

MEMBERSHIP

VOTING

- Associate Dean, Undergraduate Medical Education
- Associate Dean, Windsor Campus
- Associate Dean, Postgraduate Medical Education (or delegate)
- Associate Dean, Learner Equity & Wellness
- Assistant Dean (Undergraduate), Learner Equity & Wellness
- Associate Dean, Admissions
- Assistant Dean, Rural & Regional Indigenous Leader in Residence
- Faculty Lead Curriculum
- Lead Curriculum Development: Undergraduate Medical Education
- Lead Data and Evaluation: Undergraduate Medical Education
- eLearning and Technology Specialist
- Chair(s) Clerkship & Electives Committee (CEC) (1 vote total)
- Faculty Lead Accreditation
- Faculty Lead Assessment
- Faculty Member at Large (1) from Departments not represented as a Clerkship Discipline
- Faculty Course Chair (1) from each year (1, 2, 4) – annual appointment
- Faculty representative: Foundational Sciences (2)
- Clinical Department UME Faculty Leads – three (3) –one from each Clerkship discipline and none in Rotation Leadership roles
- Clinical Department Faculty Representatives (3) from the Windsor Program (none in Leadership roles)
- 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)
- Resident Representative (1)
- Faculty member: Distributed Education Regional Academic Director (1)
- Manager, MD Program
- Manager, Windsor Campus

NON-VOTING

- Associate Dean, Continuing Professional Development
- Recording Secretary

RESPONSIBILITIES

LEADERSHIP

- 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 university and Canadian accreditation standards
- Monitors and provides direction to Program operational committees
- Monitors student and curriculum outcomes and recommends action arising
- Monitors and reviews significant changes in Program content, structure and pedagogy
- Provides leadership in new directions in Program learning

INTEGRATION

- Ensures that Program curriculum is ordered logically and provides an integrated model across all four years of study
- Integrates Program strategic planning with Competency Based pedagogy principles, the medical education literature and the strategic goals of our School and Western University
- Ensures an appropriate balance in Program content between foundational and clinical sciences
- Ensures that Program education is planned and delivered in a distributed model at all sites.

ADVISORY

- Provides recommendations to the ECSC and Associate Dean Undergraduate Medical Education on matters relating to the Program curriculum
- Provides direction and leadership to all Program curriculum operational committees
- Advises the Dean, School and Western University through the ECSC

PROCEDURES

MEETINGS

- CC will meet ten times annually over the academic year
- Additional meetings may occur at the call of the chair (or designate) if necessary
- Summer meetings will occur once at a negotiated date
- Meetings will be at the same day and time for the academic year
- Notice of a meeting (accompanied by agenda) will be e-mailed to members one week prior
- The agenda will be prepared by the recording secretary in collaboration with the chair or designate
- Quorum (academic year) shall be two-thirds of the voting members of the committee.
- Summer quorum will be 50% of voting membership
- Each voting member of the committee will have one vote
- Voting members cast their vote in the interest of the MD Program and declare in advance any potential conflict of interest related to the constituency they represent
- The Chair will only vote in the event of a tie

CHAIR

- The chair shall be a senior curriculum faculty leader designated by 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 of the delegation in advance

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 the Associate Dean UME
- Attendance of a minimum of 70% of all sessions is mandatory
- Members cannot designate their role in the event of absence
- Members who anticipate a longer-term Leave of Absence will notify the Associate Dean UME for discussion on a temporary replacement member
- All members will always show respect and support for other members and the committee processes
- Each member will have completed Diversity and Bias Learning as provided by the UME Office or School

- All voting members of the committee are to participate fully in the meeting processes
- All members who recognize and face a conflict of interest shall so declare in advance to the chair. Failure to do so may result in a request for withdrawal

DOCUMENTS FOR THE COMMITTEE

- The Program will provide the Committee with a common electronic platform for meeting materials and communication
- Past minutes will be approved in a manner supported by the committee
- All approved minutes will be recorded and securely stored electronically by the secretary.
- All necessary committee material will be submitted to the secretary no later than three (3) business days in advance of the meetings
- Discussions on issues will only occur on agenda items with briefing documents provided in advance.
- Items without briefing notes or materials will be deferred until the next meeting
- Urgent items requiring decision as agreed by the committee will be exempt
- Ad hoc single item urgent meetings will be exempt from this process

GUESTS

- Guest attendees will be invited for specific topics at the invitation of the Chair
- Guest topic(s) will be presented at the start of the session

AGENDA ITEM PRESENTATION and DISCUSSION

- The Principle of this committee is that of decision making following informed discussion
- Discussions will be safe and inclusive
- Most of the committee time will be allocated to discussion
- Presenters are restricted to a maximum 3 slides and 5-minute presentations
- Members will be brief and succinct in contributions and rebuttals
- Agenda timing will be respected unless otherwise changed with the consent of the committee
- All will adhere to Program committee electronic attendance procedure

REVIEW

- The Terms of Reference will be reviewed every year

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
- Prevention of unauthorized release of information from the committee is only possible through the diligence, goodwill and integrity of the individual members.
- Confidentiality must be maintained when information is discussed at the committee that is in-camera or designated as confidential