

PROGRESSION AND AWARDS

Undergraduate Medical Education

TERMS OF REFERENCE – 2.1.7

FUNCTION

- The Progression and Awards Committee (P & A) at Schulich Medicine is an operational committee of the Doctor of Medicine program (the Program)
- The P & A Committee is responsible for overseeing all student assessment outcomes in the Program and making or reviewing recommendations for Program progression and remediation.
- The P & A committee will review processes and recommendations for all student achievement awards in the Program

VISION & MISSION

Assessment and Progression in the Program will meet current standards of medical education and adhere to regulations of the Program and Western University.

GOAL

The Committee will:

- Review processes that oversee the governance of all course assessment results and final Program progression recommendations (Oversight)
- Create, implement and review recommendations for student awards in courses of the Program (Oversight)
- Oversee and approve outcome measures (student results) of all final and interim Program course assessments (Implementation)
- Oversee submissions and recommendations for student awards in the Program and individual Program courses (Implementation)
- Create recommendations based on outcomes and best practice to the Curriculum Committee for the improvement of student assessment in the Program (Advisory)
- Create and implement improvements in award recommendations processes in the Program (Advisory)
- Recommend to Curriculum Committee new or revised student awards for Program courses or stages (Advisory)

GOVERNANCE

- The P & A Committee reports to the Curriculum Committee.

ASSOCIATIONS

- This committee will work in collaboration with the Quality Committee and Program course committees.

MEMBERSHIP

VOTING

- Associate Dean, Undergraduate Medical Education (Chair)
- Associate Dean, Windsor Program
- Chair(s), Quality Committee – One vote
- Chair(s), Pre-Clerkship & Integration Committee – One vote
- Chair, Clerkship & Electives Committee
- Faculty Representatives (5 total)
- One faculty representative from another Western faculty
- Students: Two votes from:
 - Vice President Academic at the London and Windsor campuses or their designate, one of whom may vote
 - Presidents of Year 3 and Year 4 class one of whom may vote

NON-VOTING

- Vice Dean, Education
- Manager, Undergraduate Medical Education
- Assistant Dean, Learner Equity & Wellness
- Coordinator, Curriculum Oversight
- Coordinator, Evaluation, Data & Analytics
- Coordinator, Course Support & Program Registrar
- Assessment Analyst

RESPONSIBILITIES

Oversight

Progression

- Oversee and review the policies and procedures for student assessment and appeals in the Program
- Review the validity of student assessment results
- Review overall student profiles for students identified as achieving a Fail grade in a End of Course or End of Semester assessment according to terms outlined by the “Student with Academic Challenges” process
- Review all Program assessment results for validity and outcome
- Review, compare and report on results from Program assessment tools for outcome

Awards

- Review the criteria for nomination and a rubric to recommend students for academic awards

Implementation

Progression

- Receive and review student final assessment reports from each course at the end of semester.
- Make recommendations for Promotion, “Supplemental Remedial Privileges” for “Incomplete” in students from each Program course identified as “Fail” in the final course mark.
- Review the individual profile of any students recurrently identified with a course assessment “Fail” in individual or multiple assessment components within a course as outlined through the “Student with Academic Challenges” process.
- Determine and recommend action for remediation for students designated as students recurrently identified with a course assessment “Fail” in individual or multiple assessment components within a course as outlined through the “Student with Academic Challenges” process.
- To review the profile and any relevant facts impacting on performance of any student achieving a “Fail” as a final Program Course mark, validate the final mark and recommend status of “Incomplete” or “Supplemental Remedial Privileges” (SRP) or “Withdrawal from Studies” according to the terms outlined in the Western University Academic Calendar.
<http://www.westerncalendar.uwo.ca/2014/pg542.html>
- Recommend Create and/or approve a remediation plan for implementation with students achieving a “Fail” in an overall course grade in the Program.
- Follow up on remediation plan outcomes and track student performance longitudinally in such students identified in the Student with Academic Challenges process.
- To review, contrast and approve a report at the end of semester for overall Program student assessment profiles for each course including comparison by campus.
- Recommend students for graduation who have achieved all requirements set out for completion of the Program according to the terms in the Western University Academic Calendar.
- <http://www.westerncalendar.uwo.ca/2014/pg542.html>
- Validate recommendations for student “Withdrawal from Studies” based on assessment or performance issues in a Program course according to the terms in the Western University Academic Calendar.
- <http://www.westerncalendar.uwo.ca/2014/pg542.html>
- Validate, review and compare assessment grades on Program assessments for each course at the end of each semester or year.

Awards

- Will review the results from award recommendations and rubrics

Advisory

Progression

- Recommend to CC any changes in existing or creation of new policy for student progression and remediation.
- Ensure all course assessment results comply with rules and regulations of the Schulich School of Medicine & Dentistry and Western University.

Awards

- Recommend to CC new student awards or improvements in present award processes.
- Recommend to CC appropriate allocation of new endowments for student awards in the Program.

CONFLICT OF INTEREST

- A committee member must declare prior to discussion of any specific student outcome presented to the committee and all conflicts of Interest.
- Such declaration shall be made to the Chair or the Chair's delegate.
- Appropriate action will be decided by the Chair and such action communicated to the committee and recorded in the minutes.

PROCEDURES

1.0 - MEETINGS

- The Committee will meet eight 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 a brief 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 e-mail.
- Voting members of the committee who are absent for more than 50% of meetings in an academic year may be asked to resign.

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 of 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 the 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 Terms of Reference will be reviewed annually.

- Changes will be communicated to the Curriculum Committee

CONFIDENTIALITY

- All matters discussed at the Progression & Awards Committee are confidential and members are expected to maintain the Western University rules of confidentiality.
- The official spokesperson for the committee will be the committee chair.
- The committee chair is responsible for advising members on the policy of confidentiality including:
 - 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 in regard to particular student circumstances.