

UNDERGRADUATE MEDICAL EDUCATION
SCHULICH SCHOOL OF MEDICINE & DENTISTRY
PROGRAM LEADERSHIP COUNCIL (PLC)
TERMS OF REFERENCE

Approved by Curriculum Committee: October 2020
Reviewed by PLC: February 2023
Next Review: February 2024

FUNCTION

The Program Leadership Council (hereafter “PLC”) of the Doctor of Medicine Program (hereafter “MD Program”), Schulich School of Medicine & Dentistry, Western University (hereafter “School”) is an advisory committee to the Curriculum Committee (CC) on the creation, implementation, and continuing improvement of integrated transdisciplinary medical student learning.

The PLC will ensure the Program:

- Meets identified national and university standards of medical education
- Meets the strategic vision of the School and Western University
- Implements and improves new or existing MD Program learning
- Reviews and pursues recommendations on curriculum changes from course committees
- Communicates to all MD Program stakeholders on course updates
- Addresses recommendations on key strategic priorities identified by the CC

GOALS

The PLC is a Program committee that provides effective curriculum leadership to:

- Collaborate on curricular implementation, integration and improvement in meeting the vision and mission of the Program, School and Western.
- Ensure appropriate planning, development and implementation of MD Program curricular strategic priorities as directed by CC
- Ensure integration of content and assessment mapped to learning objectives/ outcomes and graduating competencies across the 4 years
- Improve the educational experience through the cyclical review of courses with the lens of an integrated 4-year curriculum and provide recommendations to the Curriculum Committee
- Provide guidance and support to the MD Program courses and course committees with respect to common issues related to student learning
- Recommends actions to be taken by the MD Program in meeting relevant accreditation standards and elements, where appropriate
- Makes recommendations on changes to student learning as a result of the



university or national best practices.

- Provide updates to recommendations and action items as requested by the CC
- Updates the CC at least quarterly summarizing discussion topics, decisions and

recommendations.

GOVERNANCE

The PLC reports to the Curriculum Committee.

ASSOCIATIONS

1. PLC oversees and communicates with the Education Program Integration Committee (EPIC) and the Program course committees (Foundations, Principles of Medicine I, Principles of Medicine II, Transition to Clerkship, Professionalism Career and Wellness, Experiential Learning, Clinical Skills, Clerkship, Clinical Electives and Transition to MD).
2. PLC receives, discusses and advises on relevant educational recommendations and directions from the Curriculum Committee.
3. PLC receives, discusses and advises on reports and recommendations received from other Curriculum Committee sub-committees including the Competence Committee, and the Academic Coaching Program, where appropriate.
4. PLC receives, discusses and advises on reports and recommendations received from Ad Hoc Committees as determined by the Curriculum Committee.

MEMBERSHIP

VOTING

- Chair/Co-Chairs (Academy Educator, designated by the Vice Dean, Undergraduate Medical Education)
- Vice Dean, Undergraduate Medical Education
- Associate or Assistant Dean, Windsor Campus
- Academy of Educators (all)
- Associate Director, Curriculum Oversight
- Assessment and Program Evaluation Specialist
- eLearning and Technology Specialist
- Faculty Lead Assessment
- Faculty Lead Academic Coaching
- Regional Academic Director –one (1) or Associate Director, Distributed Education & Regional Strategy
- Student Representation – Four (4) in total of whom one will be from Windsor program * not members of Curriculum Committee

NON-VOTING

- Assistant Dean (Undergraduate), Learner Experience (ad hoc and corresponding)
- Faculty Undergraduate Accreditation Lead (advisory)
- Recording Secretary

- Designated UME Program Staff (As Required)

NOTE: *Must differ from other Program committee student representatives; one student from each class

PROCEDURES

MEETINGS

- PLC will meet 4-5 times annually over the academic year
- Additional meetings may occur at the call of the chair (or designate) if necessary
- Meetings will be at the same day and time for the academic year
- Notice of a meeting (accompanied by agenda) will be available and 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.
- The Chair will only vote in the event of a tie

CHAIR

- The chair shall be a curriculum faculty leader designated by the Vice 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 Vice Dean Undergraduate Medical Education for a 3-year term if not representing a role or position
- Attendance of a minimum of 70% of all sessions is mandatory
- Members can designate their role in the event of absence to another leader
- Members who anticipate a longer-term Leave of Absence will notify the Vice 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 complete Diversity and Bias Learning modules as provided by the 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, 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

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 request to be succinct, minimize slides and aim for a 10-5-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 PLC 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 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 that is in-camera or designated as confidential

