



Faculty of Medicine

Undergraduate Medical Studies (UGMS) Committee

Terms of Reference

Preamble

CACMS Element 8.1 states: “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.”

Purpose

The Undergraduate Medical Studies (UGMS) Committee was established to govern all aspects of the curriculum for the Doctor of Medicine (M.D.) program as a principle education committee for the Faculty of Medicine Faculty Council in accordance with by-law 5.1.1.4. UGMS is responsible for the design, implementation, management, integration, evaluation and enhancement of the curriculum, as well as ensuring alignment with current accreditation standards.

Membership

Voting Members

- Associate Dean, Undergraduate Medical Education (UGME) (Chair)
- Curriculum Oversight Subcommittee (COS) Chair (Vice Chair)
- Two medical learner representatives (one from Phase 1-3; one from Phase 4)
- Registrar’s delegate
- Coordinator, UGME
- Faculty Undergraduate Accreditation Lead (FUAL)
- Program Evaluation Subcommittee (PESC) Chair
- Student Assessment Subcommittee (SAS) Chair
- Information Technology Advisory Committee (iTac) Chair
- Phase 1-4 Leads
- Assistant Dean, New Brunswick
- Assistant Dean, Distributed Medical Education
- HPEI Undergraduate Medical Education Coordinator, Prince Edward Island
- Assistant Dean, Social Accountability
- Health Sciences Library delegate



Faculty of Medicine

Non-Voting Ex-officio Members

- Curriculum and Accreditation Advisor, UGME
- Policy Analyst, Dean's Office
- Dean of Medicine (Ex-officio)
- Vice Dean, Education and Faculty Affairs (Ex-officio)

Operations

- The Committee shall meet monthly from September to June and at the call of the Chair.
- Quorum will be 50% plus one (1) voting members and must include one learner.
- The term of the medical learner representatives is one (1) year, once renewable.
- Meeting minutes that reflect the activity of the committee shall be recorded.
- Committee members are expected to attend meetings or, if unable to do so, send advance notice of their absence.
- When the Chair is unable to attend a meeting, the Vice Chair will be the Chair's delegate.
- For voting members only, a delegate may attend with prior notification to, and approval by, the Chair. The delegate will assume voting rights.
- Motions may be circulated and approved by e-mail vote for time sensitive matters.
- The UGMS Committee may assign duties to subcommittees.
- Key stakeholders from faculty, staff, and learners will be consulted and invited to attend meetings on an as needed basis when additional content expertise is required for decision-making related to the planning and delivery of the curriculum.
- The Chair or delegate will represent the Faculty of Medicine on the Senate Undergraduate Studies Committee.
- The Committee will report to Faculty Council annually.

Committee Member Expectations

- Attendance at 75% of monthly meetings.
- Meeting preparation.
- Timely completion of assigned tasks.
- Participation on working groups or committees, as requested by the Chair.
- Pursuit of professional development related to undergraduate education.
- Solicitation of collegial input, when requested.



Faculty of Medicine

Responsibilities

- Develop policies and procedures related to curriculum delivery, content, assessment and outcomes of the MD program and seek approval where necessary.
- Plan curriculum content (objectives) and assessment, as well as the review and approval of any changes.
- Review curriculum content for relevance and redundancy.
- Ensure graduates achieve the prescribed competencies.
- Monitor:
 - policy adherence and effectiveness
 - accreditation standards compliance
 - performance and effectiveness of the committee's function
- Communicate recommendations to the appropriate individuals or groups.
- Report program outcomes to Faculty Council.
- Seek Faculty Council approval for University Calendar changes.
- Prepare for approval by Faculty Council and the appropriate University bodies, the regulations for curriculum and student assessment required for the MD degree.