



Faculty of Medicine

Curriculum Oversight Subcommittee (COS)

Terms of Reference

Preamble

The Undergraduate Medical Studies (UGMS) Committee has established a standing subcommittee to oversee and monitor the Undergraduate Medical Education (UGME) program, course and session objectives to ensure alignment with Medical Council of Canada (MCC) objectives, and curriculum content requirements as outlined by the Committee on Accreditation of Canadian Medical Schools (CACMS) standards, specifically Standard 1 (Element 1.1.1), all of Standard 7, and Standard 8 (Elements 8.3 and 8.8).

Purpose

The Curriculum Oversight Subcommittee (COS) is responsible for monitoring curricular content and objectives, and enhancing, clarifying and maintaining processes related to the ongoing review, revision, and management of the UGME curriculum.

Membership

- Faculty Undergraduate Curriculum Lead (Chair)
- UGME Curriculum and Accreditation Advisor
- Senior Instructional Designer from HSIMS
- One UGME office staff member to provide administrative support, as needed

***NOTE:** Key stakeholders from faculty, learners and staff, will be consulted as needed on an on-going basis when making decisions related to the planning and delivery of the curriculum, including the Undergraduate Content Leads (UCLs) who represent all content areas/disciplines covered within the UGME curriculum.

Operations

- The Group will meet monthly from September to June, and at the call of the Chair.
- Minutes will be recorded.
- Decisions will be made via consensus (Minor vs. Major changes).
- Meet with individual UCLs annually and all UCLs together as a group quarterly.
 - COS Chair will act as chair for those meetings.



Faculty of Medicine

- Pre-filter for curriculum changes via process of passing through (i) UCLs; (ii) Phase Management Teams; and (iii) UGMS.
- The Chair or delegate will report to UGMS during its regular meetings.

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.

Responsibilities

- Review current objectives and recommend required updates to the UGMS Committee to ensure that the UGME program objectives fully address all Medical Council of Canada (MCC) objectives, and the content required by the CACMS standards.
- Review current processes and recommend changes to ensure processes are in place for the regular review and updating of the UGME program objectives such that they are kept current, and to demonstrate and document how the curriculum is informed by these objectives.
- Assist the Phase Management Teams, during their annual phase review, to ensure course content is appropriate to achieve course goals within that phase and accurately reflect the overall desired outcomes from that course and phase.
- Review and make recommendations to UGMS regarding the formalization and codification of guidelines and procedures related to curriculum management and changes in objectives with specific emphasis on:
 - Documenting the procedures for bring forward proposals for curricular or objective changes to UGMS after consultation with phase leads and the appropriate UCL(s).
 - Clarifying and documenting the criteria for which curricular changes proposals must be approved directly by UGMS vs. the Phase Management Team level.
- Ensure the composition of the UCL group includes all necessary content areas.