



FACULTY OF MEDICINE EQUITY COMMITTEE

Mandate

- The Faculty of Medicine Equity Committee (FOMEC) oversees diversity, equity and representativeness within the Faculty of Medicine. Specifically, the tasks of this committee are:
- Oversight of the administration of Faculty diversity surveys to ensure timely, ethical and rigorous self-study of Faculty diversity and equity within all of its contexts;
- Interpretation of Faculty diversity and equity data for policy and procedural change within the Faculty;
- Oversight of accreditation standards, national and international trends of significance, and relevant university policies with respect to equity and diversity. In order that they may be properly enacted at the level of the Faculty, if judged relevant to the Faculty's strategic goals and requirements with respect to equity and diversity;
- Policy and program development and oversight with respect to equity and diversity within the Faculty of Medicine;
- It should be noted, FOMEC's mandate does not extend to that of equity and diversity at the level of student recruitment into the health professional programs, which falls under the jurisdiction of the Widening Participation Committee (WPC).

Roles and Responsibilities

- Committee Chair: Director of the SACE Office;
- Committee Secretary: Manager of the SACE Office;
- Voting members: All committee members are voting members - with the exception of the Committee Chair, the Committee Secretary and Corresponding Members;
- In the event of a vote tie, the Committee Chair is able to cast the deciding vote.
- Corresponding Members will receive minutes of FOMEC meetings, be advised of upcoming meetings, and are encouraged to attend, when meeting agenda items are related to their portfolios.

Reporting Structure

- FOMEC shall report to the Dean of the Faculty of Medicine;
- Policies, procedures and program development proposals ratified at FOMEC shall be reported to Deanery;

- The Social Accountability and Community Engagement Office (SACE) shall be responsible for enacting and enforcing programs, policies and procedures, with respect to equity and diversity, developed through FOMEC.

Membership

- Director of the SACE Office (ex officio) – Chair;
- Manager of the SACE Office (ex officio) – Secretary;
- Membership:
 - WPC Chair (ex officio);
 - Director of the Indigenous Health Professions Program (ex officio);
 - Representative of the Social Equity and Diversity in Education (SEDE) Office (ex officio – SEDE Office Associate Director or delegate);
 - 1 Basic Sciences Chair (nominated by the group of Basic Science Chairs);
 - 1 Clinical Department Chair (nominated by the group of Clinical Department Chairs);
 - 3 faculty members-at-large, with attention to representation of the breadth of the Faculty of Medicine, including its health professions schools, distributed campuses and graduate programs (recommended by the Nominating Committee);
 - 1 member from the Faculty’s Alliance of Professional Programs Committee (APP) (appointed by the APP Committee);
 - 6 learners:
 - 1 from the Ingram School of Nursing (appointed by a joint decision of the Nursing Undergraduate Society and the Nursing Graduate Student Association);
 - 1 from the School of Communication Sciences and Disorders (appointed by the School of Communication Sciences and Disorders Graduate Student Society);
 - 1 from the School of Physical and Occupational Therapy (appointed by the School of Physical & Occupational Therapy PGSS (SPOTGSA));
 - 1 from Undergraduate Medicine (appointed by the Medical Students Society);
 - 1 from Postgraduate Medicine (appointed by the leadership of the Association of Residents of McGill); and,
 - 1 from the remaining Graduate Programs outside of the professional schools (appointed by Graduate Student Society Leadership);
 - 1 member of the public (invited, in consultation with the Dean);
 - Corresponding Members
 - Associate Provost (Equity and Academic Policies);
 - Vice-Dean Academic Affairs, Faculty of Medicine;

- Assistant Dean Academic Affairs, Faculty of Medicine; and,
- Associate Director of Educational Units, Faculty of Medicine.

Term of Office

- Non-ex-officio, non-learner members shall be appointed for a period of three years, renewable once;
- Learner members of the committee shall be appointed for a period of one year, renewable once. (This policy recognizes that learner members may not be able to commit to a three year once renewable membership period, given the length of their programs);
- Ex officio members shall be appointed for the duration of their term in the office for which ex officio participation has been mandated.

Conduct of Meetings

Meeting Frequency and Functioning

- 1.5 hours every 2 months, with the exception of the summer (5 meetings/year);
- Terms of reference, membership, minutes and reports shall be posted on the SACE website.

Voting Procedure

- Decision-making shall be by consensus wherever possible, duly noted in the proceedings of the committee;
- When consensus is not obtained, decision-making shall be by vote, with a clear motion moved by a voting member, and seconded by another voting member. A motion shall be deemed as carried forward, if a minimum of 50% +1 voting members of the committee present for the vote have voted in favour of the motion;
- Meetings can only be held if quorum has been met.

Quorum

- Quorum is defined as the presence of 50% + 1 members of the committee present at a meeting. Tele-participation through virtual meeting technologies shall be considered as indicative of presence at a meeting.

History:

Approved by:

- Deanery Executive Committee: March 13, 2017

Revised by:

- Deanery Executive Committee: June 5, 2018