



# COMMITTEE FOR MEDICAL EDUCATION GOVERNANCE (C-MEG)

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## Terms of Reference

### Mandate

The Committee for Medical Education Governance (C-MEG) is mandated by the Deanery Executive Committee to have oversight of the functioning of the medical education programs/offices of the Faculty of Medicine, specifically the undergraduate medical education (UGME) and postgraduate medical education (PGME) programs, and Continuing Professional Development (CPD).

The C-MEG is also responsible for reflecting on the appropriate governance model for the “School of Medicine” as part of the Project Renaissance strategic planning initiative: *Physicians of Tomorrow*. They will lead a broad consultation process to be completed in the next 10-12 months, (i.e. by summer 2019), recommending a model or structure to the Dean and the Deanery. During this transition period, the C-MEG provides support to each medical education program or office with regard to implementation of strategy as well as operations, advises on issues that cannot be resolved at the level of the Program or CPD committees, and reviews and approves joint policies and procedures.

### Committee Roles and Responsibilities

While the MDCM Program Committee, the PGME program committees and CPD Committees have the responsibility and authority to develop and approve policies and procedures internal to their respective programs/offices, the C-MEG monitors these policies to ensure that they meet Faculty of Medicine and McGill University requirements. The C-MEG is responsible for approving policies that have an impact on all medical learners.

The C-MEG may refer a policy to the consultation mechanisms of the overall Faculty whenever this is deemed advisable (e.g. Clinical Chairs Committee, Basic Science Chairs Committee, and Faculty Leadership Commons). Policies approved by the C-MEG but that impact other Offices or Programs of the Faculty of Medicine are further subject to the approval processes of the Faculty as a whole, including the Deanery Executive Committee and the Faculty Council.

Issues affecting a medical education program or office, but are beyond the scope of the program per se, will either be resolved by the C-MEG or referred by the Chair to the appropriate Faculty of Medicine Office.

The C-MEG will assure that strategic plans for: the MDCM Program, PGME and CPD, align with the vision and mission of the Faculty of Medicine and are informed by Faculty-level strategic planning.

### Frequency and Format of Meetings

The C-MEG will meet at least 4 times per year but may add meetings as needed. It will establish and maintain a Policy Book in electronic form, in which all approved C-MEG policies are stored. Approved policies as well as the minutes of the C-MEG will be posted on the Faculty of Medicine’s website.

## Reporting Structure

C-MEG is a subcommittee of the Deanery Executive Committee. As such, it will present an annual report to the Deanery Executive Committee. The Chair may also request that items that have cross-cutting impact on the Faculty beyond the “School of Medicine” be added to the agenda of the Deanery Executive Committee for discussion and/or approval, and as deemed necessary, may subsequently bring said topics to Faculty Council.

## Membership

*Ex-Officio* members are appointed for their Term of Office. Other members shall be appointed by the Dean for a term of 3 years (renewable). Student members shall be appointed, on recommendation of their respective associations, for a term of 1 year (renewable).

## Committee Composition

### *Ex-officio Voting members:*

- Dean, Faculty of Medicine (Chair)
- Vice-Dean, Education (ad hoc attendance, per agenda)
- Associate Dean, Undergraduate Medical Education (UGME)
- Associate Dean, Postgraduate Medical Education (PGME)
- Associate Dean, Continuing Professional Development (CPD)

### *Appointed Voting members:*

- 1 representative from the Medical Student Society (MSS)
- 1 representative from the Association of Residents of McGill (ARM)
- 2 physician faculty members-at-large, one of which is a family physician (named by the Nominating Committee)
- 1 Clinical Chair representative, elected by Clinical Chair Committee
- 1 Community/Patient representative

### *Ex-officio non-voting members:*

- Senior member of administration (Secretary)

## Quorum

To achieve quorum, 50% +1 of voting members must be present (either in person or via teleconference).

## Voting procedure

A motion shall pass with the support of 50%+1 of voting members present.

### History:

<i>Initial approval by:</i>	Deanery Executive Committee	<i>Date:</i>	August 22, 2016
<i>Revised and approved by:</i>	Deanery Executive Committee	<i>Date:</i>	September 18, 2017
<i>Revised and approved by:</i>			