



# **MDCM PROGRAM COMMITTEE FUNDAMENTALS OF MEDICINE AND DENTISTRY (FMD) COMPONENT SUBCOMMITTEE**

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## **TERMS OF REFERENCE**

### **Mandate**

The Fundamentals of Medicine and Dentistry (FMD) Component Subcommittee of the MDCM Program Committee is delegated authority and responsibility by the MDCM Program Committee. The FMD Component Subcommittee implements the policies and procedures developed and approved by the MDCM Program Committee.

The Chair of the FMD Component Subcommittee is the FMD Component Director, who is appointed by the Associate Dean, UGME in consultation with the Dean of the School of Medicine.

### **Committee Roles and Responsibilities**

The FMD Component Subcommittee ensures:

- Course content delegated to the component by the MDCM Program Committee is delivered in a coherent and coordinated manner (CACMS Standard 7; Element 8.1)
- Component, course, and session learning objectives are linked to the MDCM Program Objectives (CACMS Element 8.2)
- Follow-up of items arising from the course reviews mandated by the MDCM Program Committee (CACMS Element 8.3)
- Academic scheduling, reservation of teaching spaces and other resources required for the courses in their component are completed following standard Faculty policies and procedures

The FMD Component Subcommittee advises the Associate Dean UGME and the MDCM Program Committee on:

- Recruitment of teachers, course directors and chief tutors, including job descriptions and level of financial support
- Required Faculty Development initiatives
- Instructional and assessment strategies most appropriate for courses within the FMD Component

## Reporting Structure

The Subcommittee Chair is scheduled to report at MDCM Program Committee meetings twice per academic year and submits a written report to the MDCM Program Committee annually. In addition to scheduled reporting, the Chair may request that items be added to the MDCM Program Committee agenda.

## Membership

	Functions	Voting privilege
FMD Component Director	Chair	Yes
FMD Component Director, Campus Outaouais	<i>Ex-officio</i>	Yes
FMD Component Administrator from the UGME Office	Secretary	No
FMD Component Administrator, Campus Outaouais	<i>Ex-officio</i>	No
12 Course Directors, from each course within the Component	<i>Ex-officio</i>	Yes
12 Course Directors, Campus Outaouais	<i>Ex-officio</i>	Yes
2 Representatives from Basic Science Departments implicated in the FMD curriculum <ul style="list-style-type: none"> <li>• Anatomy Department faculty member</li> <li>• Pathology Department faculty member</li> </ul>		Yes
6 Student representatives <ul style="list-style-type: none"> <li>• MDCM Year 1 Class President</li> <li>• MDCM Year 2 Class President</li> <li>• Dentistry Year 1 Class President</li> <li>• Dentistry Year 2 Class President</li> <li>• MDCM Year 1 Class President, Campus Outaouais</li> <li>• MDCM Year 2 Class President, Campus Outaouais</li> </ul>	<i>Ex-officio</i>	Yes
2 Members-at-large, representing faculty in Clinical and Basic Science Departments in the Faculty of Medicine		Yes
3 Curricular Theme Leaders*	<i>Ex-officio</i>	Yes
Associate Dean, Undergraduate Medical Education*	<i>Ex-officio</i>	No
Assistant Dean, Undergraduate Medical Education*	<i>Ex-officio</i>	No
UGME Program Director, Campus Outaouais*	<i>Ex-officio</i>	No
Associate Dean Academic, Faculty of Dentistry*	<i>Ex-officio</i>	No

\*Invited to all meetings and receive all agendas, minutes and other documentation, but are not expected to attend all meetings

## Term of Office

***Ex-officio* members remain on the subcommittee for their term of office. For other members, the term of office is 3 years (renewable).**

## Conduct of Meetings

### ***Meeting frequency and functioning***

There shall be no less than 4 meetings during the academic year. Additional meetings may be convened by the Chair as and when necessary.

Minutes will be taken and distributed electronically to all members.

The Chair may invite external consultants and experts to any meeting and may create *ad hoc* working groups to study or review any particular issue.

UGME staff (such as an IT system administrator, e-curriculum editor or Curriculum Management Administrator) will be invited to attend on an *ad hoc* basis, at the discretion of the Chair.

### ***Quorum***

The Chair (or designate) and a minimum of 5 Course Directors and 1 student must be present (either in person or by teleconference/videoconference) in order to achieve quorum.

### ***Voting procedure***

The Chair will aim to build consensus; however, final recommendations will be determined by voting.

A motion shall pass with the support of a simple majority (50%+1) of voting members present either in person or by teleconference/videoconference.

An e-vote may be conducted when appropriate. A simple majority (50%+1) of all members who have voted by the established deadline is required for e-vote decisions. Should a voting member fail to vote by the established deadline, this will be counted as an abstention.

Approved by MDCM Program Committee: December 6, 2020  
August 22, 2016

Updated: October 12, 2020  
May 7, 2019