



TERMS OF REFERENCE

Curriculum Management Subcommittee

Approved By: MDCM Program Committee

Approved On: February 6, 2023

Updated On: N/A



Mandate

The responsibility of the Curriculum Management Subcommittee of the MDCM Program Committee is delegated from the MDCM Program Committee.

The mandate of the Curriculum Management Subcommittee is to assist the MDCM Program Committee in ensuring alignment between the curriculum elements and maintaining a contemporary curriculum the MDCM Program. It is an advisory subcommittee to the MDCM Program Committee. It reports regularly on its findings related to curricular management of the program and makes recommendations to the MDCM Program Committee with the goal of ensuring alignment between the program learning objectives, assessment strategies and the curriculum. It explores perspectives of various stakeholder groups including other MDCM Program Component Subcommittees, MDCM Program Theme Subcommittees, Context Experts, provincial and national medical organizations (e.g., CMQ, RCPC, CCFP, MCC). The subcommittee provides and interprets curricular data with a view to identify curricular gaps, overlaps (intentional or not) and redundancies.

(CACMS accreditation elements 8.1 and 8.3).

The Chair is Assistant Dean, UGME.

Committee Roles and Responsibilities

The Curriculum Management subcommittee is responsible for:

1. Advising the MDCM Program Committee on the overall curriculum design and management of the MDCM Program curriculum. This includes:



- 1.1. Proposing updates to learning objectives for the MDCM Program, each curricular component and every course.
 - 1.2. Ensuring that courses and learning activities, including required clinical encounters and procedures, are sequence and stage appropriate and allow students to meet established learning objectives.
 - 1.3. Ensuring that assessment of student learning is timely, feasible and defensible.
 - 1.4. Reviewing the course outlines on an annual basis and ensuring that the implementation of the updated course outlines is feasible from a curricular perspective, considering the specificities of all campuses and sites. This includes:
 - 1.4.1. Confirming and seeking appropriate stakeholders input based on the Annual Course Outlines Approval Standard Operating Procedures.
 - 1.4.2. Providing a briefing note to the MDCM Program prior to the Course Outlines Approval at the MDCM Program Committee (as scheduled on an annual basis per component and courses).
 - 1.5. Providing recommendations on curricular updates or proposals based on the curriculum management principles considering that the MDCM Program is vertically integrated, with a view to identify curricular gaps, overlaps (intentional or not) and redundancies.
2. Advising and/or supporting ad hoc curricular working groups.

Reporting Structure

The Subcommittee Chair is scheduled to report at MDCM Program Committee meetings according to the Annual Course Outlines approval process and submits a briefing note for each of these reports. In addition to scheduled reporting, the Chair may request that items be added to the MDCM Program Committee agenda. The Chair will indicate whether recommendations are unanimous and, as necessary, will provide the rationale for divergent views from members of the Subcommittee.

Membership

	Functions
Assistant Dean, Undergraduate Medical Education	Chair
Curriculum Management Officer	Secretary
UGME Program Director, Campus Outaouais	Ex-officio
Curriculum design and innovation Academic Lead	Ex-officio
Assessment design and innovation Academic Lead	Ex-officio



Associate Director, Curriculum Management	Ex-officio
Assessment Officer	Ex-officio
Senior medical student representative – Montreal Campus *	Ex-officio
Senior medical student representative – Campus Outaouais *	Ex-officio
Associate Dean, Undergraduate Medical Education **	Ex-officio

*Nominated by the MSS and approved by the Associate Dean UGME. The term remains 1 year with automatic internal promotion.

**Invited to all meetings and receives all agendas, minutes, and other documentation, but is 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 once).

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 will invite Component Directors from both campuses when their respective courses are discussed at the subcommittee and may invite additional UGME leaders, students to any meeting.

UGME staff (such as an IT system administrator 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 representation from a minimum of 2 additional members and 1 student must be present (either in person or by teleconference/videoconference) to achieve quorum.



Mechanism for Establishing Recommendations

The Chair will aim to build consensus. The Chair may continue Subcommittee discussion until consensus is reached and present a unanimous recommendation to the MDCM Program Committee. As appropriate, the Chair may present the outcome of a discussion that does not result in consensus to the MDCM Program Committee. In such a case, the Chair should include the reasons for disagreement amongst the MDCM Program Subcommittee Curriculum Management members.

