



TERMS OF REFERENCE

Fundamentals Of Medicine and Dentistry (FMD) Component Subcommittee

Approved By: MDCM Program Committee

Approved On: August 22, 2016

Updated On: October 2, 2023

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, MDCM Program, Montreal Campus, who is appointed by the Associate Dean, UGME in accordance with the [UGME Academic Appointment Policy](#).

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)
- that the Campus Outaouais FMD Component Subcommittee provides the FMD Component Subcommittee with a report or presentation twice per academic year



- Review of the relevant data about the Component, relevant Courses and the students' experience and comparability of courses' performance at both the MTL Campus and Campus Outaouais as per the UGME [Policy on Continuous Quality Improvement for Educational Experiences](#)
- 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
- Required Faculty Development initiatives
- Instructional and assessment strategies most appropriate for courses within the FMD Component
- Recommendations to modify the component's content and structure and relevant component policies to the MDCM Program Committee following course reviews and the annual course review process

Reporting Structure

The Subcommittee Chair is scheduled to report at MDCM Program Committee meetings twice per academic year and submits a written report or a presentation 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

Member	Functions	Voting privileges
FMD Component Director, MDCM Program, Montreal Campus	Chair	Yes
<i>The FMD Component Director, Campus Outaouais is approved as delegate to chair a meeting in the absence of the FMD Component Director, MDCM Program, Montreal Campus.</i>		
FMD Component Director, Campus Outaouais	Ex-officio	Yes



FMD Component Officer, MDCM Program, Montreal Campus	Secretary	No
FMD Component Administrative Officer, Campus Outaouais	Ex-officio	No
12 FMD Course Directors, MDCM Program, Montreal Campus	Ex-officio	Yes
12 FMD Course Directors, Campus Outaouais	Ex-officio	Yes
2 Representatives from Basic Science Departments implicated in the FMD curriculum <ul style="list-style-type: none"> Anatomy Department faculty member Pharmacology Department faculty member 	Ex-officio	Yes
1 Faculty member from the Department of Pathology implicated in the FMD curriculum	Ex-officio	Yes
4 Student representatives * <ul style="list-style-type: none"> MDCM Year 1 Class President MDCM Year 2 Class President MDCM Year 1 Class President, Campus Outaouais MDCM Year 2 Class President, Campus Outaouais	Ex-officio	Yes
1 Members-at-large, representing faculty in Clinical Department in the School of Medicine **		Yes
Basic Science, Critical Thinking and Knowledge Translation Theme Leader	Ex-officio	Yes
Physicianship Theme Leader ***	Ex-officio	No
Social Accountability, Population Health & Health Advocacy Theme Leader ***	Ex-officio	No
Associate Dean, Undergraduate Medical Education***	Ex-officio	No
Assistant Dean, Undergraduate Medical Education***	Ex-officio	No
Program Director, Campus Outaouais***	Ex-officio	No
Associate Dean, Undergraduate Dental Education, Faculty of Dentistry and Oral Health Sciences***	Ex-officio	No

* Nominated by the MSS.

** Selected by the Faculty Nominating Committee according to their procedures

*** Invited to all meetings and receives all agendas, minutes, and other documentation, but 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), unless specified otherwise.

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.

Discussion at the subcommittee will be bilingual; members and invited guests are welcome to address the Committee in the language of their choosing.

Minutes will be recorded in English and distributed electronically to all members.

External experts and consultants (e.g., UGME staff members, faculty, students, and other members of the University community or visiting academics) may be invited on an ad hoc basis for specific discussions, at the discretion of the Chair.

Quorum

The Chair (or delegate) and a minimum of 5 Course Directors (with at least one Course Director, MDCM Program, Montreal Campus, and at least one Course Director, Campus Outaouais) and 1 student (representing either campus) must be present (either in person or by remote connectivity) 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 remote connectivity.

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.