



TERMS OF REFERENCE

Fundamentals of Medicine and Dentistry (FFMMD) Component Campus Outaouais (CO) Subcommittee

Approved By: MDCM Program Committee

Approved On: August 22, 2016

Updated On: October 2, 2023

Mandate

The Fundamentals of Medicine and Dentistry (FFMMD) Component Campus Outaouais (CO) Subcommittee of the MDCM FMD Subcommittee is delegated authority and responsibility by the FMD Component Subcommittee. The FFMMD Component CO Subcommittee oversees the implementation and comparability of the FFMMD component in Campus Outaouais, under the purview of the MDCM FMD Component Subcommittee and the MDCM Program Committee.

The Chair of the FFMMD Component CO subcommittee is the FFMMD Component Director, CO.

Committee Roles and Responsibilities

The FFMMD Component CO 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)
- French course, and session learning objectives are linked to the MDCM Program Objectives and equivalent to the English ones (CACMS Element 8.2)
- Follow-up of items pertinent to CO 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 FFMMMD Component CO Subcommittee advises the FMD Component Subcommittee and UGME Program Director, CO on:

- Recruitment of teachers, course directors and chief tutors
- Required faculty development initiatives
- Challenges in implementation of learning and assessment activities in a delocalized campus

Reporting Structure

The Subcommittee Chair, CO is scheduled to report at FMD Component Subcommittee twice per year. The FMD Subcommittee Chair CO is scheduled to report at Campus Outaouais Comité des opérations (COCO) meetings. In addition to scheduled reporting, the Chair may request that items be added to the FMD Component Subcommittee or Campus Outaouais Comité des Opérations agenda.

Membership

Member	Functions	Voting privileges
FFMMMD Component Director, Campus Outaouais	Chair	Yes
FFMMMD Component Administrator, Campus Outaouais	Secretary	No
11 Course Directors, Campus Outaouais – one from each course within the FFMD Component	Ex-officio	Yes
Representative from the following Basic Science Departments and/or content experts implicated in the FFMMMD curriculum <ul style="list-style-type: none"> • Anatomy Teacher 		Yes
Representative from the following Basic Science Departments and/or content experts implicated in the FFMMMD curriculum <ul style="list-style-type: none"> • Pathology Content Expert CO 		Yes



2 Student representatives * <ul style="list-style-type: none"> MDCM Year 1 Class President, CO MDCM Year 2 Class President, CO 		Yes
1 Members-at-large, representing faculty in Clinical and Basic Science Departments in the Faculty of Medicine, from Campus Outaouais		Yes
FMD Component Director, MDCM Program and Montreal Campus	Ex-Officio	Yes
UGME Program Director, Campus Outaouais**	Ex-officio	No
Vice-Dean & Director Campus Outaouais	Ex-officio	No

* Nominated by the MSS

** 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) 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 in French; members and invited guests are welcome to address the Committee in the language of their choosing.

Minutes will be recorded in French 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

To achieve quorum, the following five voting members must be present in person or by remote connectivity:

- FFMMD Component Director, Campus Outaouais
- a minimum of 5 Course Directors or content experts or representatives from basic science departments
- 1 student representative.

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.