



TERMS OF REFERENCE

MDCM Admissions Best Practices Subcommittee

Approved By: Deanery Executive Committee

Approved On: August 22, 2016

Updated On: August 28, 2023

Mandate

The MDCM Admissions Best Practices Subcommittee of the MDCM Admissions Committee is mandated by the MDCM Admissions Committee to review policies and procedures for student selection, with the goal of alignment with academic and professional standards and the objectives of the undergraduate medical curriculum.

Subcommittee recommendations regarding admissions practices are subject to the approval of the MDCM Admissions Committee.

The Chair of the MDCM Admissions Best Practices Subcommittee is appointed by the Assistant Dean MDCM Admissions, in consultation with the Associate Dean UGME.

Committee Roles and Responsibilities

The MDCM Admissions Best Practices Subcommittee:

1. Undertakes periodic review of existing admissions policies and recommends new or modified policies, with reference to evidence, best practices, and social accountability.
2. Analyses available data and relevant scholarship regarding student selection.
3. Consults with relevant stakeholders (learners, prospective applicants, academic advisors, and community partners).

Reporting Structure

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

Membership

Members are subject to the Undergraduate Medical Admissions Confidentiality Agreement and the Policy on Conflicts of Interest.

	Functions	Voting privileges
Academic (MD) with expertise in admissions	Chair	Yes
Manager, Medical Admissions	Ex-officio	No
Admissions Administrator	Secretary	No
1 faculty member from a Basic Science Department in the Faculty of Medicine and Health Sciences		Yes
4 faculty members from diverse Clinical Departments in the School of Medicine		Yes
1 faculty member representing one of the joint programs (MDCM-PhD; MDCM-OMFS)		Yes
1 Community member		Yes
Assistant Dean MDCM Admissions*	Ex-officio	No

*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

The Subcommittee shall meet at least 3 times per 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 subcommittee in the language of their choosing.

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

Quorum

Quorum 50%+1 of voting members must be present (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. 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.



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