



MDCM ADMISSIONS COMMITTEE ADMISSIONS BEST PRACTICES SUBCOMMITTEE

TERMS OF REFERENCE

Mandate

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

Committee Roles and Responsibilities

The 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 Faculty of Medicine's (Admissions) Confidentiality Agreement and the Policy on Conflicts of Interest.

	Functions	Voting privileges
Academic (MD) with expertise in admissions	Chair	Yes
Admissions Officer	Secretary	No
Director, Office of Admissions	<i>Ex-officio</i>	No
1 faculty member from a Basic Science Department in the Faculty of Medicine		Yes
4 faculty members from diverse Clinical Departments in the Faculty of Medicine		Yes
1 faculty member representing one of the joint programs (MDCM-PhD; MDCM-MBA; MDCM-OMFS)		Yes
1 Community member		Yes
Assistant Dean MDCM Admissions*	<i>Ex-officio</i>	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 shall be members for the duration of their term in office; other members shall be appointed for a term of 3 years (renewable).

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.

Quorum 50%+1 of voting members 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 Deanery Executive Committee: August 22, 2016