



TERMS OF REFERENCE

MDCM Admissions Committee

Approved By: School of Medicine Policy Council

Approved On: August 22, 2016

Updated On: February 26, 2024



Mandate

The MDCM Admissions Committee is mandated to oversee, implement, and have final responsibility for the selection and admission of students to the School of Medicine's undergraduate medical education program. Decisions of the MDCM Admissions Committee regarding individual students are final and not subject to appeal.

The MDCM Admissions Committee fulfills its mandate directly and through 4 admissions sub-committees:

1. MDCM Multiple Mini-Interviews (M 3 I) Subcommittee
2. MDCM Med-P Qualifying Year Subcommittee
3. MDCM Admissions Best Practices Subcommittee
4. MDCM Admissions Professionalism Standards Subcommittee

The MDCM Admissions Committee is responsible for the oversight of, and approval of recommendations made by these subcommittees in accordance with their terms of reference.

Committee Roles and Responsibilities

The MDCM Admissions Committee:

1. Makes final decisions on admissions applications. This includes:
 - Approval of recommendations of the Admissions Professionalism Standards Subcommittee related to incidents arising in the context of the selection process for the MDCM Program



- Approval of recommendations of the MDCM Med-P Qualifying Year Subcommittee
2. Establishes processes for student selection in accordance with the academic and professional standards established by the MDCM Program Committee, including alignment with the objectives of the MDCM Program. This includes:
 - Validating methods of assessing applicant academic performance
 - Validating admissions requirements
 - Approval of recommendations of the MDCM Multiple Mini-Interviews (M 3 I) Subcommittee, including interview scenarios and the blueprint for the MDCM Multiple Mini-Interviews (M 3 I)
 - Recruitment, orientation of, and feedback to admissions raters
 3. Evaluates policies and processes for student selection to ensure ongoing alignment with appropriate academic and professional standards and the objectives of the undergraduate medical curriculum. This includes:
 - The periodic review of existing policies and development of new policies, with reference to evidence, best practices, and principles of social accountability.
 - Adoption of recommendations by the MDCM Admissions Best Practices Subcommittee, when appropriate to the MDCM Program
 - Review of recommendations from the Widening Participation Committee with respect to attracting and recruiting members of under-represented populations to the applicant pool

Reporting Structure

The Committee Chair is scheduled to report at an MDCM Program Committee meeting once 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

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

Member	Functions	Voting privileges
Assistant Dean, MDCM Admissions	Chair	Yes
Manager, Medical Admissions	Ex-officio	No
Admissions Administrator	Secretary	No



Chair, MDCM Multiple Mini-Interview (M 3 I) Subcommittee	Ex-officio	Yes
Chair, MDCM Med-P Qualifying Year Subcommittee	Ex-officio	Yes
Chair, MDCM Admissions Best Practices Subcommittee	Ex-officio	Yes
Chair, MDCM Admissions Professionalism Standards Subcommittee	Ex-officio	Yes
Chair, Widening Participation Committee	Ex-officio	No
1 Senior Student Representative*		Yes
1 Junior Student Representative*		No
1 Student Representative from CO*		Yes
1 Community Representative		Yes
1 faculty member based at Campus Outaouais from a Clinical Department		Yes
1 faculty member, representing faculty in the Faculty of Medicine and Health Sciences		Yes
1 patient representative from a community served by the McGill RUISSS		Yes
Associate Dean, Undergraduate Medical Education **	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).

Conduct of Meetings

Meeting frequency and functioning

The MDCM Admissions Committee shall meet at least three times per admissions cycle annually. Additional meetings may be convened by the Chair as and when necessary.

Discussion at the Committee 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.



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 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.