



MDCM ADMISSIONS COMMITTEE

TERMS OF REFERENCE

Mandate

The MDCM Admissions Committee is mandated to oversee, implement and have final responsibility for the selection and admission of students to the Faculty's undergraduate medical education program. Decisions of the 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 (M³I) Subcommittee
2. MDCM Qualifying Year (MQY) Subcommittee (Med-P & Non-Traditional Pathway)
3. Admissions Best Practices Subcommittee
4. 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 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 (M³I)

Subcommittee, including interview scenarios and the blueprint for the MDCM Multiple Mini-Interviews (M³I)

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

	Functions	Voting privileges
Assistant Dean, MDCM Admissions	Chair	Yes
Director, Office of Admissions	Secretary	No
Chair, MDCM Multiple Mini-Interview (M ³ I) Subcommittee	<i>Ex-officio</i>	Yes
Chair, MDCM Qualifying Year Subcommittee	<i>Ex-officio</i>	Yes
Chair, Admissions Best Practices Subcommittee	<i>Ex-officio</i>	Yes
Chair, Admissions Professionalism Standards Subcommittee	<i>Ex-officio</i>	Yes
Chair, Widening Participation Committee	<i>Ex-officio</i>	No
1 Student Representative*		Yes
1 Community Representative		Yes
1 faculty member from a Clinical Department in the Faculty of Medicine based at a clinical site in the Outaouais region		Yes

1 Member-at-large, representing faculty in Clinical and Basic Science Departments in the Faculty of Medicine		Yes
Associate Dean Undergraduate Medical Education, Faculty of Medicine**	<i>Ex-officio</i>	No

*Appointed 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 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 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.

Minutes will be taken and distributed electronically to all members.

The Chair may create *ad hoc* working groups to study or review any particular issue.

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
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