TERMS OF REFERENCE

MDCM Multiple Mini-Interviews (M3I) Subcommittee

Approved By: MDCM Program Committee

Approved On: August 22, 2016

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Mandate

The MDCM Multiple Mini-Interviews (M3I) Subcommittee of the MDCM Admissions Committee is mandated by the MDCM Admissions Committee to develop and implement MMI stations for the purposes of the MDCM Program's mandatory admissions interviews. The MDCM Admissions Committee is responsible for the oversight of, and approval of recommendations made by, this subcommittees.

The Chair of the MDCM M3I Subcommittee is appointed by the Assistant Dean MDCM Admissions, in consultation with the Associate Dean UGME.

Committee Roles and Responsibilities

The MDCM Multiple Mini-Interviews (M3I) Subcommittee:

1. Establishes the blueprint for the MDCM MMI. This includes ensuring that:
   - The blueprint for the M3Is is aligned with appropriate academic and professional standards and the objectives of the undergraduate medical curriculum
   - Each circuit of M3Is respects the blueprint
   - Content of M3I stations is attentive to matters of inclusiveness and diversity
   - Assessment criteria for each station are mapped to curricular objective

2. Participates in the continuous quality improvement of the MDCM MMI. This includes:
   - Recruiting and training M3I station writers
   - Vetting and editing drafts of proposed new M3I stations

- Modifying and updating previously used MMI stations
- Ensuring accurate translation of M3I stations, instructions and rating materials
- Training M3I raters
- Analyzing M3I station performance for the purposes of verifying effectiveness and predictive validity of stations

Reporting Structure

The Subcommittee Chair is scheduled to report at an MDCM Admissions Committee meeting once per academic year and submits a written report or a presentation 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, simulation and/or assessment	Chair	Yes
Manager, Medical Admissions	Ex-officio	No
Admissions Administrator	Secretary	No
6 faculty members from diverse Departments within the Faculty of Medicine and Health Sciences: -4 faculty members from Clinical Departments, School of Medicine -2 faculty members from other departments within the FMHS		Yes
1 Community Representative		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 four times each academic 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.

Subcommittee members shall share responsibility for training sessions for station writers and MMI raters.

Quorum

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