Faculty Learning Committee

**Office of Accountability:** Dean Faculty of Medicine & Dentistry

**Office of Administrative Responsibility:** Office of the Vice Dean Education

**Approver:** Dean’s Executive Committee

**Scope:** Terms of Reference. Compliance with University policy extends to all members of the University community.

**OVERVIEW**

The Faculty Learning Committee (FLC) advises the Dean and the Faculty on matters related to strategic direction and priorities for Education for the Faculty. This is done through the Vice Dean Education who reports to the Dean’s Executive Committee and to the Dean. The Vice Dean Education represents the Education mission and advocates for the Education programs as brought forward from the advice of the FLC.

**Purpose**

As the senior advisory committee to the Vice Dean, Education (VDE) of the Faculty of Medicine & Dentistry the purpose of the Faculty Learning Committee is to facilitate the planning and priorities of all education programs’ responsibilities and initiatives. As well, the FLC:

1. Has the overall responsibility of advising the Dean, through the VDE, on important strategic and operational matters related to teaching, learning, and the education environment generally within the Faculty, and,

2. Assumes those functions relevant to the education mission as delegated by Faculty Council, Chairs Committee, Deans Executive Committee or the Dean.

**POLICY**

1. RESPONSIBILITIES:

   1.1 Provide advice, guidance and effort, and create policy, in the areas of:
   
   a. Education and program-specific strategic planning
   b. The learning and teaching environment including academic technologies
   c. Accreditation of education programs
   d. Faculty member teaching and education metrics
   e. Quality improvement of Faculty’s education activities
f. Communications around education initiatives

g. Vice Dean funding for education programming

h. University calendar program and course changes

i. New undergraduate and graduate degree programs and major changes to existing degree programs prior to Faculty Council approval

j. Education awards

k. Faculty committee membership

l. Student issues and concerns

m. Education space planning

n. Strategic education partnerships

2. COMPOSITION (Refer to Appendix 1 for current committee members)

Chair: Vice Dean, Education

Ex-Officio (Voting):

Members with program responsibilities:

Associate Dean, Undergraduate Medical Education
Associate Dean, Postgraduate Medical Education
Associate Dean, Faculty Development
Associate Dean, Learner Advocacy & Wellness
Associate Dean, Community Engagement
Associate Dean, Clinical Faculty
Associate Dean, Graduate Studies
Associate Dean, Life Long Learning
Associate Chair (Academic), School of Dentistry
Assistant Dean, Education Quality and Accreditation
Director, Dental Hygiene Program
Director, Medical Laboratory Science Program
Director, BSc Radiation Therapy Program
Director, Academic Technologies FoMD
Librarian Representative of the HS Library Committee (trial position, 2014)
Director, Simulation Programs

Members at Large (elected by faculty members of the Faculty of Medicine and Dentistry, three year term):

Up to four members of the Faculty of Medicine and Dentistry (FoMD) including Full-Time faculty (category A1.1), Faculty Service Officer with or without Teaching Professor designation (category A1.3), and Clinical Faculty Special Continuing (category C1.1) may hold a three-year appointment to the Faculty Learning Committee (FLC).
Duties include participation in discussions that lead to advise to the Vice-Dean Education, the various education programs, Dean’s Executive Committee and Faculty Council. Participation on Search and Selection Committees, Review Committees, and leadership of or participation on FLC sub-committees (e.g. Education Awards, Trainee Research Access Committee) will be expected.

Term of office will normally begin July 1 with elections held during the spring following self-nomination or nomination by a colleague.

**Ex-Officio (Non-Voting)**
Dean, Faculty of Medicine & Dentistry

3. **PROCEDURES**
   a. Meetings will be held monthly and at the call of the Chair
   b. Minutes of FLC with action items will be kept and distributed to FLC, for approval at Deans Executive Committee, and distribution to Chairs Committee
   c. While consensus decision making will be the normal process established by the committee, quorum will consist of seven voting members of FLC. The Chair will only vote in the event of a tie.
   d. Up to four members-at-large are elected to the FLC and will serve a three-year term, renewable once in consultation with the FLC Chair and the faculty member.
   e. To ensure wide Faculty representation, there shall be no more than one elected member-at-large from any one department.
   f. Members-at-Large represent the Faculty as a whole and not one particular group or discipline and provide balance and perspective to the FLC. Normally, the member-at-large should have experience with health professions education or an academic interest in this field to be effective on the FLC.
   g. Ex-officio members may designate alternates to attend meetings, however the alternate will be non-voting
   h. At the request of the committee, guests may be invited to meetings to present and share their expertise or advice on a specific topic. Following the specific discussion they will leave the meeting
   i. Guests of the committee will not be voting members of the committee
   j. The FLC may establish subcommittees tasked with a specific responsibility. These subcommittees will often be chaired by an FLC member-at-large. Subcommittee membership may include FLC members, other FoMD faculty, learners or other individuals as required.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]
Accreditation refers to the recurring and regular review of the MD, DDS, MLS, DH, RADTH residency training and continuing education programs by outside bodies charged with the authority and responsibility to undertake these reviews (Committee on Accreditation of Canadian Medical Schools, Liaison Committee for Medical Education, Royal College of Physicians and Surgeons of Canada, College of Family Physicians of Canada, Canadian Medical Association, Committee on Dental Accreditation for Canada and the Committee on Accreditation of Continuing Medical Education).

Metrics refers to the qualitative assessments and quantitative measurements developed by the FoMD to evaluate faculty members’ performance and productivity in Education. These metrics will follow the guidelines published by the Faculty Evaluation Committee and as applied in the Annual Report used for merit, Promotion and Tenure.

Graduate

Refers to students in Masters, PhD and post-doc positions within the various departments and programs in the Faculty.

Post-graduate

Refers to residents and fellows (with MD, DDS or equivalent degrees) in the various residency and fellowship programs of the Faculty in both medicine and dentistry.

RELATED LINKS

Should a link fail, please contact the Office of the Vice-Dean Education (780-492-5995)

APPENDIX 1

Faculty Learning Committee Membership (December 2016)

<table>
<thead>
<tr>
<th>POSITION</th>
<th>MEMBER(S)</th>
<th>TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex-Officio (Non-Voting)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean, Faculty of Medicine &amp; Dentistry</td>
<td>Richard Fedorak</td>
<td></td>
</tr>
<tr>
<td>Ex-Officio (Voting)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair, Vice Dean, Education</td>
<td>Fraser Brenneis</td>
<td>Standing member</td>
</tr>
<tr>
<td>Position</td>
<td>Name</td>
<td>Standing member</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Associate Dean, Undergraduate Education</td>
<td>Tracey Hillier</td>
<td>Standing member</td>
</tr>
<tr>
<td>Associate Dean, Postgraduate Education</td>
<td>Ramona Kearney</td>
<td>Standing member</td>
</tr>
<tr>
<td>Associate Dean, Learner Advocacy and Wellness</td>
<td>Melanie Lewis</td>
<td>Standing member</td>
</tr>
<tr>
<td>Associate Dean, Clinical Faculty</td>
<td>Jonathan Choy</td>
<td>Standing member</td>
</tr>
<tr>
<td>Associate Dean, Community Engagement</td>
<td>Jill Konkin</td>
<td>Standing member</td>
</tr>
<tr>
<td>Associate Dean, Faculty Development</td>
<td>Mia Lang</td>
<td>Standing member</td>
</tr>
<tr>
<td>Associate Dean, Graduate Studies</td>
<td>Hanne Ostergaard</td>
<td>Standing member</td>
</tr>
<tr>
<td>Associate Dean, Lifelong Learning</td>
<td>Khurram Jahangir</td>
<td>Standing member</td>
</tr>
<tr>
<td>Associate Chair (Academic), School of Dentistry</td>
<td>Steven Patterson</td>
<td>Standing member</td>
</tr>
<tr>
<td>Assistant Dean, Education Quality and Accreditation</td>
<td>Susan Andrew</td>
<td>Standing member</td>
</tr>
<tr>
<td>Director, Dental Hygiene program</td>
<td>Sharon Compton</td>
<td>Standing member</td>
</tr>
<tr>
<td>Director, Medical Laboratory Science program</td>
<td>Lisa Purdy</td>
<td>Standing member</td>
</tr>
<tr>
<td>Director, BSc Radiation Therapy</td>
<td>Suzanne Fawcett</td>
<td>Standing member</td>
</tr>
<tr>
<td>Director, Academic Technologies</td>
<td>Clarence Wong</td>
<td>Standing member</td>
</tr>
<tr>
<td>Librarian Representative of the HS Library Committee</td>
<td>Thane Chambers</td>
<td>Standing member</td>
</tr>
<tr>
<td>Director, Simulation Programs</td>
<td>Neil Gibson</td>
<td>Standing member</td>
</tr>
<tr>
<td>Member-at-Large</td>
<td>Bruce Fisher (Med)</td>
<td>June 30, 2018</td>
</tr>
<tr>
<td>Member-at-Large</td>
<td>Shelley Ross (FM)</td>
<td>June 30, 2018</td>
</tr>
<tr>
<td>Member-at-Large</td>
<td>Currently open</td>
<td>December 31, 2019</td>
</tr>
<tr>
<td>Member-at-Large</td>
<td>Currently open</td>
<td>December 31, 2019</td>
</tr>
</tbody>
</table>