

MD Program Committee Terms of Reference Policy

Office of Accountability:	Dean, Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	MD Program
Approver:	Faculty Council
Scope:	Compliance with this policy extends to all members of the Faculty of Medicine & Dentistry.

Overview

The Alberta *Post-Secondary Learning Act* gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over “academic affairs” (Section 26(1)). The *Post-Secondary Learning Act* further establishes that each faculty should establish a faculty council with oversight and responsibility, subject to the authority of the GFC and Board of Governors over “academic affairs” within the faculty.

Acknowledging the mission and vision of the Faculty of Medicine & Dentistry, Faculty Council and the dean assign the **MD Program Committee (MDPC)** the responsibility to ensure the coordination of all academic elements of, supports for, and overall direction of the MD Program.

Purpose

In keeping with the MD Program’s aim to foster a positive learning environment, which facilitates student learning, promotes professionalism and equips students for lifelong self-directed learning, the purpose of the MD Program Committee is:

1. To ensure the coordination of all academic elements of, sufficient supports for, and the overall direction of the MD Program within the context of the mission and vision of the Faculty of Medicine & Dentistry. These elements include admissions (as informed by the MD Admissions Committee), medical student academic services, faculty member contribution to the program of study (in partnership with department chairs) and development of exceptional educational resources. The MDPC gives the MD Curriculum Committee authority to oversee the overall design, management and evaluation of a coherent and coordinated curriculum. Together these will meet or exceed the **Committee on Accreditation of Canadian Medical Schools (CACMS)** accreditation standards.
2. To ensure the MD Program meets or exceeds the **Association of Faculties of Medicine of Canada’s (AFMC)** articulated social accountability mission for Canadian medical schools in **The Future of Medical Education in Canada: A Collective Vision for MD Education’s (FMEC-MD)** recommendations.

POLICY

1. RESPONSIBILITIES

- a. Recognizing that the MD Admissions and MD Curriculum Committees have responsibilities delegated by Faculty Council, the MD Program Committee coordinates the efforts of these committees, along with
 - i. MD Program Operations Committee
 - ii. Additional committees, working groups and/or task forces as necessary, to ensure the successful conduct of the MD Program
- b. The MD Program Committee is responsible for:
 - i. Academic and Learning Environment (Standard 3)
 - ii. Educational Resources and Infrastructure (Standard 5)
 - MD Program budget and finances, in cooperation with the dean’s office
 - All education non-clinical teaching space and facilities

- Clinical teaching facilities
- Library services and information resources
- iii. Educational Program for the MD Degree as Informed by the Curriculum Committee (Standards 6-9)
 - Structure and operations
 - Teaching and assessment
 - Evaluation of program effectiveness
- iv. Teaching Faculty, in Cooperation with the Department Chairs (Standard 9)
 - Number, qualifications and functions of faculty members
 - Personnel policies as related to student interactions
 - Governance of the MD Program
- v. Medical Students (Standards 10-12)
 - Admissions as informed by the MD Admissions Committee
 - Medical student academic services
 - Student and faculty policies relating to students

2. MEMBERSHIP AND VOTING

- a. Ex-Officio Members (non-voting)
 - i. dean
 - ii. vice-dean, education
- b. Ex-Officio Standing Members (voting)
 - i. associate dean, MD Program (chair)
 - ii. associate dean, curriculum
 - iii. associate dean, community engagement
 - iv. associate dean, learner advocacy & wellness
 - v. associate chair, academic, dentistry
 - vi. assistant dean, admissions
 - vii. assistant dean, academic
 - viii. assistant dean, education quality & accreditation
 - ix. director of professionalism & coordinator of academic mentoring and remediation
- c. Elected Faculty Members (voting, three-year term)
 - i. basic and clinical sciences – one (1) elected representative
 - ii. clinical medicine – two (2) elected representatives
 - iii. department chair, basic and clinical sciences
 - iv. department chair, clinical medicine
- d. Student Members (voting)
 - i. student representative, Medical Student Association, president
 - ii. student representative, Medical Student Association, past president (Year 3)
 - iii. student representative, Medical Student Association, past president (Year 4)

Student members will be appointed by the Medical Student Association.
- e. Administrative (non-voting)

- i. program director, MD Program
 - ii. administrative assistant, MD Program
3. CHAIR
- a. associate dean, MD Program
4. MEETING SCHEDULE AND PROCEDURAL ISSUES
- a. The committee will meet every month from September to June.
 - b. Additional meetings may be called at the discretion of the chair.
 - c. Agenda and meeting materials are pre-circulated.
 - d. Minutes are kept and pre-circulated before each meeting.
 - e. Minutes require approval.
 - f. The chair only votes in the event of a tie.
 - g. Quorum is 50% of attendance of the voting members, plus the chair.
 - h. The chair may invite non-committee members of staff and faculty to address specific issues; these guests are non-voting.
 - i. Alternates for the ex-officio (voting) members are accepted, but only when clearly given the authority and responsibility to act for the regular member.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲ Top\]](#)

MD Program Committee	The senior committee in the MD Program. The committee advises the associate dean, MD Program. Faculty Council gives the MDPC the authority to oversee all four years of the MD education program.
Committee on Accreditation of Canadian Medical Schools (CACMS)	The Committee on Accreditation of Canadian Medical Schools (CACMS), working with the Liaison Committee on Medical Education (LCME) in the United States, ensures that Canadian medical faculties' MD programs meet the quality expected when producing tomorrow's doctors. Medical schools demonstrating compliance are afforded accreditation, a necessary condition for a program's graduates to be licensed as physicians.
Future of Medical Education in Canada (FMEC-MD)	The FMEC project of the Association of Medical Faculties of Canada is meant to ensure that, in the face of Canada's ever-changing society and resulting healthcare needs, medical students in Canada continue to receive the best education possible. It is meant to lead to a medical education system that can better meet the needs of Canadians, both now and into the future.

RELATED LINKS

[Admissions Committee, MD Program](#)

[Association of Faculties of Medicine of Canada's \(AFMC\)](#)

[Committee on Accreditation of Canadian Medical Schools \(CACMS\)](#)

[MD Curriculum Committee, MD Program](#)

Operations Committee, MD Program

APPROVER	STATUS	DATE
Faculty Council	Approved	23 January 2013
Kent Stobart, Associate Dean, MD Program	<p>Updated following title: <i>assistant dean, curriculum</i> to <i>associate dean, curriculum</i></p> <p>Changed <i>UME Program/MD Undergraduate Program</i> name to <i>MD Program</i></p> <p>Changed title from <i>MD Program Committee Terms of Reference</i> to <i>MD Program Committee Terms of Reference Policy</i></p> <p>Fixed formatting (inserted proper bulleting format 1.a.i)</p>	15 February 2014
MD Program Committee	<p>Approved additions to membership</p> <p>changed 2. b. <i>Standing Members (voting)</i> to <i>Ex-Officio Standing Members (voting)</i></p>	23 October 2014
Susan Andrew, Assistant Dean of education quality and accreditation	Updated Accreditation standards removed LCME	05 November 2014
Faculty Learning Committee	Approved	22 December 2014
Deans Executive Committee	Approved	26 January 2015