

MD Curriculum and Program Committee (MDCPC) Terms of Reference

Office of Accountability	Dean, Faculty of Medicine & Dentistry
Office of Administrative Responsibility	Associate Dean, MD Program, Faculty of Medicine & Dentistry
Approver	Dean's Executive Committee (1 st - minor changes), Faculty Council (2 nd - major changes)
Scope	These Terms of Reference apply to all members of the MD Curriculum & Program Committee, supported by the Faculty of Medicine & Dentistry

OVERVIEW

The *Post-Secondary Learning Act* of Alberta gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over “academic affairs” (Section 26(1)). Faculty councils “may determine the programs of study for which the faculty is established” (Section 29(1)). In addition, “a faculty council may delegate any of its powers, duties and functions under this Act as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of sub-delegation (Section 29(3)).”

Acknowledging the mission and vision of the Faculty of Medicine & Dentistry (FoMD), Faculty Council and the dean, FoMD, assign the MD Curriculum and Program Committee (MDCPC) the responsibility to ensure the coordination of all academic elements of, supports for, and overall direction of the MD Program at all sites in the province.

PURPOSE

With responsibility for the success of the academic program for the MD degree as outlined by Faculty Council, the purpose of the MD Curriculum and Program Committee (MDCPC) is to ensure the coordination of all academic elements of, sufficient supports for, and the overall direction of the MD Program at all sites in the province, within the context of the mission and vision of the Faculty of Medicine & Dentistry. These elements include but are not limited to: central oversight of the MD program’s curriculum, including curricular content, sequencing, and renewal (as informed by curriculum working groups and the Curriculum Management Unit); program and teaching evaluations and teaching quality (as informed by the MD Program Evaluation Unit); student assessment (as informed by the MD Program Assessment Committee); student professionalism; (as informed by the Professionalism Committee); faculty member contributions to the MD program (in partnership with FoMD Department Chairs); and ongoing continuous quality improvement of the MD program (as informed

by the Quality Improvement Committee and the Program Evaluation Unit). These tasks are supported and achieved by the MDCPC establishing continuous quality improvement processes and measurable outcomes to improve programmatic quality and development of exceptional educational resources that will meet or exceed accreditation standards as set forth by the **Committee on Accreditation of Canadian Medical Schools (CACMS)**.

RESPONSIBILITIES

The MDCPC is responsible for the overall operations and administration of the MD program. The MDCPC oversees the facilitation, coordination and delegation of its various tasks and roles with various committees, groups and stakeholders to ensure the planning, implementation, support and services of the MD program function as intended. Areas of responsibility the committee oversees include, but are not limited to the following areas:

1. Curriculum of the MD Program

- Assumes FoMD oversight and responsibility for the overall design, management, integration, implementation, evaluation and enhancement of a coherent and coordinated medical curriculum through:
- Setting the overall educational objectives, curriculum content, and pedagogical structure for the MD Program curriculum as well as monitoring, reviewing and revising to ensure the curriculum functions effectively as a whole
- Developing, reviewing and ratifying curricular content aligned to achieve MD Program objectives
- Reviewing and ratifying any new course content and/or any substantive changes to any component of the MD Program curriculum, ensuring that these changes are implemented in compliance with the university and faculty regulations
- Assigning and monitoring curriculum time to achieve education objectives
- Recommending appropriate allocation of resources to support the curriculum
- Defining the methods of student assessment appropriate to the MD Program's learning objectives, and educational methodologies of individual courses and their component parts. Ensures that the curriculum is evaluated for effectiveness, with appropriate outcome analysis
- Ensuring the periodic review of the objectives, content and pedagogy of the MD Program curriculum. Collects outcome measures and ensures student evaluative data is part of regular review of all components of the MD Program
- Monitoring the teaching, supervision, assessment, and progress of the MD Program students, in part informed by the assessment committee
- Monitoring and facilitating corrective and supportive measures for any student or patient safety concerns in collaboration with the Office of Advocacy and Wellbeing, the Faculty and the health authority
- Evaluating required learning experiences and ensuring comparability across instructional sites

2. Admissions

- The MDCPC liaises with and receives regular reports from the MD Admissions Committee, a standing committee of the FoMD Faculty Council, in its independent task of selection of matriculants of the MD Program

3. Students

- Academic support for medical students
- Medical student academic progress, maintenance of educational records, and monitoring and determining academic standing

4. Operations

- Supporting the university and the Office of Advocacy & Wellbeing in their roles in the provision of medical student health services, personal counselling, and financial aid services
- Securing sufficient and appropriate faculty resources (educational, financial and infrastructure) to support the MD program
- Participating in and contributing to the strategic planning of the FoMD relevant to the MD program
- Advocating for and creating a safe learning environment for medical students

MEMBERSHIP AND VOTING

The membership will reflect the structure of the MD Program, its curriculum governance, administrative support and the need for student input. The Chair will be guided by the principle of balanced committee member representation of generalist versus specialist. The Chair will strive for representative community-based and clinical faculty membership. Membership of the committee consists of elected members from the faculty (3), appointed members by the Associate Dean MD Program (3), standing members ex-officio voting from their role within the MD program (21), ex-officio members within the Faculty (2), student representatives (4), and administrative support (7). Voting members may send an informed delegate within their organizational role if unable to attend.

All appointed and elected faculty members will serve a two (2) year term.

- a. Ex-Officio Members (non-voting, 2 positions)
 - i. Dean, Faculty of Medicine & Dentistry
 - ii. Vice Dean Education, Faculty of Medicine & Dentistry
- b. Ex-Officio Members (voting, 21 positions)
 - i. Associate Dean, MD Program (Chair)
 - ii. Assistant Dean, Student Affairs
 - iii. Assistant Dean, MD Admissions
 - iv. Assistant Dean, Academic Affairs
 - v. Assistant Dean, Assessment
 - vi. Assistant Dean, Program Evaluation

- vii. Assistant Dean, Curriculum
- viii. Regional Academic Lead, Northern Alberta Medical Program (NAMP)
- ix. Director of Clerkship
 - x. Director of Pre-Clerkship
 - xi. Director of Longitudinal Themes
 - xii. Director of Program Quality and Accreditation
 - xiii. Director of Learning Science
 - xiv. Director of Learner Support
 - xv. Director, Office of Rural and Regional Health
- xvi. Director of Teacher Support
 - xvii. Indigenous Health Program Lead, WIHP
 - xviii. Black Health Lead
 - xix. Social Accountability Lead
 - xx. Program Director, MD Program
 - xxi. Manager, Medical Education Expansion, Northern Alberta Medical Program (NAMP)
- c. Elected Members (voting, 3 positions)
 - i. Basic Sciences - one (1) representative
 - ii. Clinical Medicine - one (1) representative faculty member holding certification in the College of Family Physicians of Canada
 - iii. Clinical Medicine - one (1) representative faculty member holding fellowship in the Royal College of Physicians & Surgeons of Canada
- d. Appointed Members (voting, 3 positions)
 - i. Departmental and/or Divisional Chair, Faculty of Medicine & Dentistry - one (1) representative appointed by the Chairs' Committee
 - ii. Medical Education Research Specialist – one (1) appointed representative
 - iii. Clinical Academic Faculty – one (1) appointed representative
- e. Student Members (voting, 4 positions)
 - i. MSA representatives -2 voting members (President and VP Education)
 - ii. BMSA representative-1 voting member
 - iii. IMDSA representative-1 voting member
- f. Administrative Support (non-voting, 8 positions)
 - i. Curriculum Team Lead, MD Program
 - ii. Curriculum Team Lead, Northern Alberta Medical Program (NAMP)
 - iii. Program Evaluation Specialist, MD Program
 - iv. Lead, Curriculum Management Unit
 - v. Admissions & Academic Records Coordinator, MD Program
 - vi. Assessment Specialist, MD Program
 - vii. Executive Assistant to the Associate Dean
 - viii. Data Science Team Lead

MEETING SCHEDULE AND PROCEDURAL ISSUES

- The Committee will meet every month.



- Additional meetings may be called at the discretion of the Chair.
- Agenda and meeting materials will be pre-circulated unless otherwise noted.
- Minutes will be kept and pre-circulated before each meeting.
- Minutes will be approved by vote.
- Quorum is 50% of voting members, plus the Chair.
- Where a voting committee member fails to attend more than 50% of the scheduled meetings over a 12-month period, or is absent for three consecutive meetings, the Chair may seek a replacement or request for a new member (if appointed), or request for a by-election (if elected).
- The Chair may invite non-Committee members of staff, students and faculty to address specific issues, these guests are non-voting.
- The Chair only votes in the event of a tie.

SUB-COMMITTEES

The MDCPC Committee may at any time establish sub-committees made up of members of the Committee and other faculty members, students or support staff with specific information or skills to support the tasks of the Committee to develop, monitor and improve the MD program and curriculum. Such sub-committees would include but are not limited to: Clerkship Coordinators, Pre-clerkship Coordinators, Longitudinal Themes, Assessment, Quality Improvement and Professionalism. Curriculum working groups report to the MDCPC to provide regular and comprehensive review of the courses and clerkships as part of the continuous quality improvement effort.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.

Committee on Accreditation of Canadian Medical Schools (CACMS) http://cacms-cafmc.ca/	The Committee on Accreditation of Canadian Medical Schools (CACMS) 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.
Northern Alberta Medical Program (NAMP)	The regional campus of the University of Alberta’s MD Program based out of Grande Prairie, Alberta.

APPROVAL HISTORY

Approver	Status	Date
Dean’s Executive Committee (DEC)	Approved	Aug 9, 2021
Faculty Council	Approved	Sept 21, 2021
Dean’s Executive Committee (DEC)	Approved	April 17, 2017



Dean's Executive Committee (DEC)	Approved	August 9, 2021
Faculty Council	Approved	September 21, 2021
Dean's Executive Committee (DEC)	Approved	February 3, 2025