

## **Statement on course committees in UME**

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**Approved by:** Undergraduate Medical Education Curriculum Committee

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**Date of next scheduled review:** 20 October 2019

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*Note: For purposes of this policy, a “course” is defined broadly as including all transcribed courses, as well as official curricular themes.*

### **Course committee principles and expectations**

All courses must have an active course committee consisting minimally of the course director(s), the elected student representative(s), and sufficient additional faculty members to total at least six members. In addition, the Preclerkship Director shall be an ex officio member of all Preclerkship course committees; and, the Clerkship Director shall be an ex officio member of all Clerkship course committees. Course committees must meet a minimum of four times per year; two course committee meetings per year is an acceptable minimum for Clerkship rotations that are one week or less in duration.

Although each course committee is advisory to the course director(s), it is expected that course directors will seek feedback and endorsement from their committees regarding significant changes to areas including but not limited to:

- course objectives,
- timetable restructuring,
- formats of learning,
- assessment mechanisms,
- course content, and
- course and/or teacher evaluation procedures.

For clarity, “significant changes” comprise addition or removal of existing elements in any of the above categories or other changes with an impact on resources or the student experience.

### **Course director meetings with student course representatives**

Course directors are expected to meet with the elected student representative(s) of their courses independently of the course committee at least twice per academic year, normally at least once before and once shortly after the conclusion of the course. For first-year courses beginning at the start of the year, the requirement to meet with the representatives before the start of the year refers to the previous year’s representatives.

Student course representatives are expected to share feedback collected broadly from the class as a whole, to the extent that this is possible. Course directors should document the discussion and share the feedback and suggestions from students with their course committee, provided the student course representatives consent to this sharing. For clarity, student course representatives are also members of the course committee and as such will additionally have opportunities to provide feedback and ask questions about course management at the time of the course committee meetings.