

## Curriculum Committee Terms of Reference

### Authority:

Operating under the authority of Faculty Council with delegated responsibility from the Dean to the Vice Dean, MD Program, the Curriculum Committee has primary responsibility for the MD Program curriculum.

### Purpose:

The curriculum committee has overall responsibility for the design, implementation, management, integration, evaluation, and enhancement of the MD Program curriculum. The primary goal of the committee is to assure a learning experience which allows MD students to develop the knowledge, skills and attitudes that will prepare them optimally for entry into postgraduate programs, and ultimately, into medical practice.

The committee achieves this goal:

- through oversight of the development, implementation, integration, and evaluation of MD Program courses, components and themes,
- by ensuring that the overall curriculum is both coherent and coordinated, and
- by providing a forum in which curriculum renewal and improvement takes place on a continuous basis.

### Membership:

- Vice Dean, MD Program (*Chair*)
- Preclerkship Director
- Foundations Director
- Clerkship Director
- Director, Evaluations
- Representative, Academy Directors (1)
- Associate Dean, Medical Education (Regional)
- Representatives, medical students (4: Medical Society Senior and Junior Vice-Presidents Education, Clinical Clerk Delegates)
- Associate Dean, Health Professions Student Affairs
- Faculty Lead, Ethics and Professionalism
- Two faculty members, appointed at large
- Representative, Postgraduate Medical Education (1)
- Representative, Clinical Chairs (1)
- Representative, Basic Science Chairs (1)
- Representative, Resident Alumni (1)
- Representative, Medical Education Research/Wilson Centre
- Director, Enrolment Services and Faculty Registrar
- Manager, Curriculum
- Manager, Strategic Operations and Policy



*The representative faculty members are appointed by the Vice Dean, in consultation with the leaders of the groups being represented. With respect to the “at large” faculty members, the Vice Dean solicits nominations from departmental Chairs. Decisions regarding the appointment of the “at large” representative members are informed by the principle of broad faculty input, including from members who do not hold leadership positions within the MD Program. The student representatives, including the clerkship delegates, are chosen by the students according to Medical Society procedures.*

*The term for appointed members is normally three years.*

*One individual may represent two constituencies.*

*Non-voting guests may be invited at the discretion of the Chair.*

### **Quorum:**

At least 8 committee members, including the Chair and at least one student representative.

Generally, decisions are arrived at by consensus following discussion. When consensus is not established and a decision is required, the Chair may choose to conduct a vote by secret ballot, with a simple majority deciding the matter. A vote may be conducted during a meeting (provided quorum requirements have been met) or by electronic means.

### **Responsibilities:**

In keeping with the MD Program’s aim to foster a learning environment for students which facilitates student learning, promotes professionalism, stimulates curiosity and independent thinking, and equips students for lifelong self-directed learning, the committee has authority and responsibility for the MD Program curriculum, including:

1. The MD program’s overall educational objectives/competencies, curriculum content, and structure.
2. Recommendations regarding the appropriate allocation of resources to support delivery of the curriculum.
3. Implementation of the curriculum, in close liaison with the relevant University, Faculty of Medicine and hospital stakeholders.
4. The assignment of curriculum time to achieve curriculum objectives/ competencies.
5. Defining methods of student assessment appropriate to the learning objectives and educational methodologies of individual courses and their component parts, as well as to the program’s overall educational objectives/competencies.
6. The establishment of academic standards of performance required for progress and promotion through and from the program.
7. The development and approval of policies, statements, guidelines, procedures and other guiding documents pertaining to all aspects of the curriculum, in conformity with policy established by higher bodies.
8. The evaluation of the curriculum for effectiveness in supporting achievement of program- and course-level goals, objectives and competencies, with appropriate outcome analysis.
9. Approval of major changes to the program curriculum, including delivery and assessment modalities and procedures, in accordance with the program’s *Guidelines and protocol for making*

*curricular changes, Faculty of Medicine By-laws of Faculty Council, and University of Toronto Quality Assurance Process (UTQAP).*

10. The development of faculty development principles/goals and implementation strategies, as well as the evaluation of faculty development offerings, tools, etc.
11. Assuring compliance with CACMS accreditation Standards and Elements.

### **Administration:**

Administrative support is provided by the Manager, Office of the Vice Dean, MD Program. Minutes of each meeting will be recorded and circulated to all members.

### **Reporting:**

With respect to changes to the MD Program curriculum, the Committee reports through its Chair to Faculty of Medicine Faculty Council in accordance with the *Faculty of Medicine By-laws of Faculty Council* and *University of Toronto Quality Assurance Process (UTQAP)*.

### **Sub-Committees:**

- Preclerkship/Foundations Committee
- Clerkship Committee
- Curriculum Evaluation Committee
  - Student Assessment and Standards Committee
- Student Progress Committee

### **Schedule:**

The Committee normally meets monthly, at the call of the Chair.

**Approved/Amended:** October 18, 2016; February 2, 2012; December 10, 2007