

Student Progress Committee Terms of Reference

Authority:

Operates as a standing committee of the MD Program Curriculum Committee with delegated responsibility for student standing and promotion recommendations for students in the Foundations phase (Years 1 and 2) of the MD Program.

Purpose:

To review assessment and student progress data in the Foundations phase of the MD Program, identify students whose progress is satisfactory or unsatisfactory, and provide advice to course/component directors, theme leads, and the Foundations Director.

To make recommendations to the Board of Examiners regarding Focused Learning Plans and/or remediation for individual students in difficulty as well as student grades and promotion for all students, in accordance with relevant University, Faculty of Medicine, and MD Program policies, guidelines and procedures.

Responsibilities:

1. Review all relevant student assessment data to inform recommendations regarding grading and promotion recommendations.
2. As appropriate, consult with individuals in student assessment roles to gather additional assessment-related data and information.
3. Review whether completion of Focused Learning Plans and remediation are satisfactory or not satisfactory, and make recommendations to the Board of Examiners.
4. Make recommendations to the Board of Examiners regarding student grades and promotion, in accordance with relevant University, Faculty of Medicine, and MD Program policies, guidelines and procedures.

Membership

Voting Members (ex officio and appointed)

- Director, Student Assessment (*Chair*)
- Director, Assessments & Evaluations
- Faculty Lead, Ethics & Professionalism
- At least two Academy Scholars
- At least two at large clinical faculty members
- Two current and/or previous clinical department Vice-Chairs of Education, or representatives
- Two representatives, Postgraduate Medical Education (normally not current program directors)
- At least one Wilson Centre education scientist

The voting members are appointed by the Chair, in consultation with the relevant stakeholder groups. Decisions regarding the appointment of the “at large” members are informed by the principle of broad faculty input, including from members who do not hold leadership positions within the MD Program. Decisions regarding the appointment of the current and/or previous clinical department Vice-Chairs of Education, or representatives, and the Postgraduate Medical Education

representatives will be informed by the expectation that these members have qualitative, high stakes, and/or competency based decision making expertise. The term for appointed members is normally three years.

Non-voting advisory members (ex officio)

- Foundations Director)
- Clerkship Director or designate)
- Associate Dean, Health Professions Student Affairs
- Director, Enrolment Services & Faculty Registrar
- Academy Directors
- Foundations Course Directors
- Portfolio Course Director
- Foundations Component Directors

Non-voting advisory members are invited to contribute to the committee as required at the discretion of the Chair, and are normally not present during the voting process.

Quorum and decision-making:

At least 5 voting committee members, including the Chair.

Following discussion and input from non-voting advisory members, committee decisions regarding student progress and promotion decisions and recommendations are determined by a simple majority of voting members present at the meeting. Non-voting advisory members are normally not present during the voting process, which will include further discussion among the voting members.

Consistent with the principle of ‘arm’s length’ decision-making regarding individual student standing and progress decisions, any voting member who has been directly involved in the assessment of a student under review may provide contextual information, as appropriate, but will be recused from the standing/progress vote for that student.

The Chair votes only in the event of a tie. In the absence of scheduled meetings and the need for timely decisions, a vote may be also be conducted by electronic means, at the discretion of the Chair.

Administration:

Administrative support is provided by the Student Progress Coordinator.

Reporting:

For academic standing and promotion recommendations, the committee reports through the Chair and/or Foundations Director to the Board of Examiners, in accordance with relevant University, Faculty of Medicine, and MD program policies, guidelines and procedures.

Schedule:

The committee meets normally six times annually, at the call of the Chair.

Approved: September 13, 2016; November 21, 2017