

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

Standing Appointed and Ex Officio Members

- Director, Foundations Student Assessment (*Chair*)
- Director, Evaluations
- Faculty Lead, Ethics & Professionalism
- At least two Academy Scholars
- At least two at large clinical faculty members
- Two clinical department Vice-Chairs of Education
- Two representatives, Postgraduate Medical Education (normally not program directors)
- At least one Wilson Centre representative
- Foundations Director (*in a non-voting advisory capacity*)
- Clerkship Director or designate (*in a non-voting advisory capacity*)
- Associate Dean, Health Professions Student Affairs (*in a non-voting advisory capacity*)
- Director, Enrolment Services & Faculty Registrar (*in a non-voting advisory capacity*)



- Academy Directors (*as needed in a non-voting advisory capacity*)
- Foundations Course Directors (*as needed in a non-voting advisory capacity*)
- Portfolio Course Director (*as needed in a non-voting advisory capacity*)
- Foundations Component Directors (*as needed in a non-voting advisory capacity*)

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

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 by the MD Program Curriculum Committee