

Curriculum Committee

Terms of Reference

ROLE

The purpose of the Curriculum Committee is to oversee all matters pertaining to curriculum in the MD program including curriculum development and approval, review, and program evaluation. This includes objectives, course content and student assessments. The Committee provides advice and assistance to Year Committees in their functions, when necessary.

The Curriculum Committee is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

MEMBERSHIP

- a) Elected Voting Members
- i) Nine members of Faculty, no fewer than one each from a basic science and a clinical department, and one member of Faculty whose primary geographic appointment is in New Brunswick and who participates in the Dalhousie Medical Education Program in New Brunswick and one member of Faculty whose primary geographic appointment is in Cape Breton and who participates in the Cape Breton Medical Campus.
 - ii) One student ~~and (or) an alternate~~ from each academic year elected by the students in each cohort at the commencement of their first academic year, representatives alternating where possible between Cape Breton, Halifax and New Brunswick sites. Each med year (Med 1-4) has one vote. Students will be expected to maintain membership throughout the four years of undergraduate medical education where possible. Vacancies will be filled by a new election by students in the year in which the vacancy arises.
- b) *Ex Officio* Voting Members
- i) Associate Dean Undergraduate Medical Education;
 - ii) Senior Associate Dean Dalhousie Medical Education Program New Brunswick (DMNB);
 - iii) Senior Associate Dean Cape Breton Medical Campus;
 - ~~iv) Assistant Dean Clerkship Dalhousie Medicine Nova Scotia (DMNS);~~
 - ~~v) Assistant Dean Clerkship DMNB; Assistant Dean Clerkship CBMC, DMNB, and DMNS~~
 - ~~vi) Assistant Deans Pre-Clerkship, CBMC, DMNB, and DMNS;~~

- ~~vii~~vi) Assistant Dean Skilled Clinician and Interprofessional Education;
- ~~viii~~vii) Unit Head for Research in Medicine (RIM);
- ~~ix~~viii) President Dalhousie Black Medical Students' Association (BMSA) or designate;
- ~~x~~ix) President Indigenous Medical Student Association (IMSA) or designate;
- ~~xi~~x) Vice-President Academic, Dalhousie Medical Students' Society; and
- ~~xii~~xi) Chair of each of the Sub-Committees established by the Curriculum Committee, unless Chaired by an Ex-Officio Non-Voting member under the terms of their appointment.

c) *Ex Officio* Non-Voting Members

- i) Chair, Progress Committee;
- ii) Director, Faculty Development CBMC, DMNB, and DMNS;
- iii) Assistant Dean of Student Affairs CBMC, DMNB, and DMNS (or designate) or designate;
- iv) Associate Dean, Postgraduate Medical Education;
- v) Academic Director, Indigenous Health;
- vi) Academic Director, Black Health;
- ~~vii~~vii) Past Vice-President Academic, Dalhousie Medical Students' Society;
- ~~viii~~viii) DMSS President;
- ~~ix~~ix) DMSS Past President;
- ~~x~~x) Administrators who are engaged in the development and implementation of the curriculum, as appointed by the Chair;

~~viii) Academic Director, Indigenous Health;~~

~~ix) Academic Director, Black Health.~~

d) Chair

- i) The Associate Dean Undergraduate Medical Education shall be the Chair.

QUORUM

Quorum for the purposes of voting shall be no fewer than 129 voting members.

RESPONSIBILITIES

The Curriculum Committee is responsible for the following:

- a) Overall curriculum development and design, including both content and methods of teaching and learning and assessment of students;
- b) Development and review of policy regarding the curriculum;
- c) Approval of curriculum and assessment plans for each unit;

Curriculum Committee Terms of Reference approved by the Curriculum Committee (UMECC) on ~~February 22, 2024~~ September 25, 2025

Curriculum Committee Terms of Reference – Approved by the Faculty Council on ~~March 5, 2024~~ October X 2025 2

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- d) Review of all units on a scheduled basis;
- e) Program evaluation;
- f) Comprehensive review of the curriculum at the conclusion of each year, measuring integrity and adherence to curriculum goals and accreditation standards;
- g) Subject to the approval of Faculty Council, establishing sub-committees (including Year committees) to assist the Curriculum Committee in meeting its responsibilities;
- h) Receiving reports and recommendations from sub-committees, and providing advice and assistance to them where required;
- h)i) Undertaking other tasks related to its role as may be assigned by Faculty Council from time to time;
- h)j) Review amendments or changes in policy and practices to the Promotion/Assessment Regulations as recommended by the Progress Committee.

REPORTING

The Curriculum Committee shall report annually to Faculty Council.

a.) Sub-Committees

- i) The Research in Medicine Governance Committee governs the operations of the Research in Medicine unit to ensure that the unit meets its established objectives.
- ii) The Pre-Clerkship Committee advises the Curriculum Committee on the development and implementation of the Med 1 and Med 2 curriculum (pre-clerkship).
- iii) The Clerkship Committee advises the Curriculum Committee on the development and implementation of the Med 3 and Med 4 curriculum (clerkship).
- iv) The Committee on the Assessment of Student Performance (CASP) advises the Curriculum Committee on the development and implementation of student assessment guidelines, policies, and procedures, student promotion, and the appeals policy.
- v) The Program and Evaluation Committee (PFEC) advises the Curriculum Committee on the creation of a culture of reflection and continuous quality improvement by defining and overseeing the process of program evaluation, and the development of tools used for program evaluation.
- vi) The Interprofessional Education Committee advises the Curriculum Committee on the implementation and evaluation of interprofessional education throughout the undergraduate medical education program. It also ensures equitable learning opportunities across campuses and LIC sites.

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vii). The Policy Committee has the primary responsibility to conduct regular reviews of policies and regulations of the undergraduate medical education program to ensure they support the objectives and goals of the MD program at Dalhousie University.

viii). The Skilled Clinician sub-committee oversees the design and integration of the clinical and communication skills components of the pre-clerkship and clerkship curriculum.

SPECIAL PROCEDURES

Voting members other than student members are expected to attend at least 70% of all meetings, and to actively participate in Committee activities and decision-making.