
Faculty of Medicine Basic Science Curriculum Committee Terms of Reference

PURPOSE

The purpose of the Faculty of Medicine (FoM) Basic Science Curriculum Committee is to oversee all matters pertaining to curriculum delivered by ~~basic science~~ departments in the FoM that do not fall under the mandate of the Undergraduate Medical Education Curriculum Committee or curriculum committees of other Faculties. The Basic Science Curriculum Committee will assess curriculum development, course content and student assessment and render decisions about the suitability of new course offerings or major changes to existing courses.

MEMBERSHIP

~~a) —~~ **Voting Members**

- ~~• Department Heads or designates from each of the six basic science departments in the FoM~~

Ex Officio Voting Members

- Department Heads or designates from each of the participating departments in the FoM
- Assistant Dean, Bachelor of Medical Sciences

Ex Officio Non-Voting Members

- Program ~~Director~~Manager, Bachelor of Medical Sciences
- Undergraduate Student(s)
- Graduate Student(s)
- Representative from the Dalhousie Libraries
- Representative from Dalhousie CLT
- Other members as required

~~Committee Business and~~ Chair

~~A basic science department Head, with business relevant to the committee, will call for a meeting by contacting all members. At the meeting a voting member will be selected by the committee to serve as Chair. The Chair will document in writing the decisions made by the committee.~~

- Associate Dean Academic, Basic Science

RESPONSIBILITIES

- Review and approval of proposals for new or substantially altered undergraduate and graduate courses as recommended by departmental curriculum committees. Minor changes that do not affect other departments - such as wording changes in the title or class description - need not be referred to the Curriculum Committee.

- b) Review and approval of proposals for the cross-listing of **undergraduate and graduate** courses as recommended by program and/or departmental curriculum committees.
- c) Development and review of policy regarding curriculum in basic science departments.
- d) Ensure that all departments and other Faculties are consulted when changes to any interdisciplinary or interdepartmental courses are proposed.

PROCEDURES

- 1. Meetings shall be called by the chair when necessary.
- 2. Meetings will occur between September and April in order to accommodate student members. Documentation for Fall term consideration should be submitted to the committee by April 1.
- 3. The Committee shall invite individuals or representatives of interested groups to participate in the discussion; conversely, individuals or representatives of groups may attend meetings when a subject of interest to them will be discussed.
- 4. The Committee shall maintain records of its meetings.
- 5. The Chair of the Committee may from time to time informally consult the Faculty Council, the Faculty of Science Academic Program Committee or the Medical Sciences Program Committee.
- 6. When presented with a proposal which it judges to be of an interdisciplinary or interdepartmental nature, but which does not come to its attention by way of a liaison committee representing the relevant departments, the Committee shall ensure that all departments which it considers may be affected are consulted.
- 7. The Committee will act as arbiter in interdepartmental disagreements relating to curricular matters. It will consider formal complaints and supporting documentation, and may call upon representatives of the affected departments, on the Dean, and on Faculty Council, as it deems fit, to help to resolve the conflict. The Committee cannot impose any solution.
- 8. Item 6 notwithstanding, the Committee will not arbitrate in any dispute in which the qualifications of an individual to teach a class are called into question but will refer the matter to Faculty Council and the Dean.
- 9. Quorum for a meeting shall consist of 50% of the voting members of the committee. Members may attend in person or by interactive electronic means such as telephone or videoconferencing. Decisions (e.g approval of a new course or change in curriculum) of the committee shall ordinarily be made by consensus. In the event of a vote, a simple majority of voting members present at the meeting shall be required to pass a motion. The Chair is a voting member so can be considered in quorum and will be permitted to vote only in the event of a tie.

REPORTING

Decisions made by the Basic Science Curriculum Committee shall be reported to the FoM Dean by the Chair~~(s)~~ and the Dean will update FoM Faculty Council on decisions made by the Committee.

Approved by FoM Faculty Council, February 5, 2019