

## **Curriculum Committee**

### **Terms of Reference**

#### **ROLE**

- a) 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.
- b) 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) Eight 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;
  - ii) One student (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 Halifax and New Brunswick sites. 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) Associate Dean Dalhousie Medical Education Program New Brunswick (DMNB);
  - iii) Associate Dean Cape Breton Medical;
  - iv) Assistant Dean Clerkship Dalhousie Medicine Nova Scotia (DMNS);
  - v) Assistant Dean Clerkship DMNB;
  - vi) Assistant Deans Pre-Clerkship, DMNB and DMNS;
  - vii) Assistant Dean Skilled Clinician and Interprofessional Education;
  - viii) Unit Head for Research in Medicine (RIM);
  - ix) President Dalhousie Black Medical Students’ Association (BMSA) or designate;
  - x) President Indigenous Medical Student Association (IMSA) or designate;
  - xi) Vice-President Academic, Dalhousie Medical Students’ Society; and

xii) 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 contract.

c) *Ex Officio* Non-Voting Members

i) Chair, Progress Committee;

ii) Director, Faculty Development;

iii) Assistant Dean of Student Affairs (or designate);

iv) Associate Dean, Postgraduate Medical Education;

v) Past Vice-President Academic, Dalhousie Medical Students' Society;

vi) DMSS President;

vii) DMSS Past President;

viii) Administrators who are engaged in the development and implementation of the curriculum, as appointed by the Chair;

ix) Academic Director, Indigenous Health;

x) 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 9 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;

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;
- i) Undertaking other tasks related to its role as may be assigned by Faculty Council from time to time;
- j) Review amendments or changes in policy and practices to the Promotion/Assessment Regulations as recommended by the Progress Committee.

### **REPORTING/ACCOUNTABILITIES**

The Curriculum Committee reports annually to the Faculty Council.

### **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.