

Faculty Learning Committee

Original Approval Date: March 3, 2010

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Office of Accountability:	Dean Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	Vice Dean Education
Approver:	Dean's Executive Committee
Scope:	Terms of Reference. Compliance with University policy extends to all members of the University community.

This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.

OVERVIEW

The Faculty Learning Committee (FLC) advises the Dean and the Faculty on matters related to strategic direction and priorities for Education for the Faculty. This is done through the Vice Dean Education who reports to the Dean's Executive Committee and to the Dean. The Vice Dean Education (VDE) represents the Education mission and advocates for the Education programs as brought forward from the advice of the FLC.

Purpose

As the senior advisory committee to the Vice Dean, Education (VDE) of the Faculty of Medicine & Dentistry the purpose of the Faculty Learning Committee is to facilitate the planning and priorities of all education programs' responsibilities and initiatives. As well, the FLC:

1. Has the overall responsibility of advising the Dean, through the VDE, on important strategic and operational matters related to teaching, learning, and the education environment generally within the Faculty, and,
2. Assumes those functions relevant to the education mission as delegated by Faculty Council, Deans Executive Committee or the Dean.

RESPONSIBILITIES

The RESPONSIBILITIES of the FLC are to recommend or review policy, processes and guidelines on education programs and initiatives, and to provide advice and guidance on:

1. Education and program-specific planning including
 - a. New undergraduate and graduate degree programs and major changes to existing degree programs prior to Faculty Council approval
 - b. The learning and teaching environment
 - c. University Calendar program and course changes
 - d. Initiatives in academic technologies
2. Education Strategic planning
 - a. Vice Dean funding for education programming
 - b. Communications around education initiatives
 - c. Education space planning
 - d. Strategic education partnerships
 - e. Social accountability
 - f. Response to Truth and Reconciliation Calls for Action
3. Quality improvement of the Faculty's education activities including
 - a. Accreditation of education programs
 - b. Faculty member teaching and education metrics (eg. for the ARO)
 - c. Student issues and concerns
 - d. Use of examination, survey results or data and related outcome metrics
 - e. Social accountability metrics
4. Other initiatives
 - a. Education awards (through the Education Awards Subcommittee)
 - b. Faculty committee membership (eg. Search & selection, or chair review committees)
 - c. Trainee research access committee (TRAC)

COMPOSITION

Chair: Vice Dean, Education

Ex-Officio (Voting):

Associate Dean, MD Program

Associate Dean, Postgraduate Medical Education

Associate Dean, Faculty Development

Associate Dean, Advocacy and Wellbeing

Associate Dean, Clinical Faculty

Associate Dean, Research - Graduate Programs

Associate Dean, Lifelong Learning

Associate Chair (Academic), School of Dentistry
Director, Dental Hygiene Program
Director, Medical Laboratory Science Program
Director, BSc Radiation Therapy Program
Director, Office of Rural and Regional Health
Executive Director, Indigenous Health Program

Ad-Hoc Members (Non-Voting):

Manager, Office of Education
Finance Partner, Office of Education
Director, Simulation
Canadian Association for Medical Education (CAME) Representative
Librarian Representative of the HS Library Committee
J. Alan Gilbert Chair in Medical Education Research
Chair, Education Awards Subcommittee

Members at Large (elected by faculty members of the Faculty of Medicine & Dentistry, three-year term, Voting):

Up to five members of the Faculty of Medicine & Dentistry (FoMD) may hold a three-year appointment to the Faculty Learning Committee (FLC) renewable once in consultation with the FLC Chair and the faculty member.

One Member at Large position must be a rural clinician, as elected by rural clinical faculty members. Members at Large provide balance and perspective to the FLC. Normally, the member at large should have experience with health professions education or an academic interest in this field to be effective on the FLC. To ensure wide Faculty representation, there shall be no more than one elected member at large from any one department.

Term of office will normally begin July 1 with elections held during the spring, following self-nomination.

Ex-Officio (Non-Voting)

Dean, Faculty of Medicine & Dentistry
Deputy Dean, Faculty of Medicine & Dentistry

PROCEDURES

1. Meetings will be held monthly and at the call of the Chair.

2. Minutes of FLC with action items will be kept and distributed to FLC, for approval at Deans Executive Committee.
3. While consensus decision making will be the normal process established by the committee, quorum will consist of seven voting members of FLC. The Chair will only vote in the event of a tie.
4. Ex-officio members may designate alternates to attend meetings, however the alternate will be non-voting.
5. Ex-officio (Voting) members are expected to attend a minimum of 50% of the scheduled FLC meetings. Failure to attend without explained absences or an approved delegate will result in a conversation with the Chair regarding ongoing participation on this committee.
6. Ad hoc committee members will be non-voting and added at the discretion of the Vice-Dean, Education following consultation with the FLC. Such an individual would be added based on current FoMD education priorities and agenda topics of relevance.
7. At the request of the committee, guests may be invited to meetings to present and share their expertise or advice on a specific topic. Following the specific discussion they will leave the meeting.
8. Guests of the committee will not be voting members of the committee.
9. The FLC may establish subcommittees tasked with a specific responsibility. These subcommittees will often be chaired by an FLC member or member at large. Subcommittee membership may include FLC members, other FoMD faculty, learners or other individuals as required.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
Accreditation	Accreditation refers to the recurring and regular review of the MD, DDS, MLS, DH, RADTH residency training and continuing education programs by outside bodies charged with the authority and responsibility to undertake these reviews (Committee on Accreditation of Canadian Medical Schools, Liaison Committee for Medical Education, Royal College of Physicians and Surgeons of Canada, College of Family Physicians of Canada, Canadian Medical Association, Committee on Dental Accreditation for Canada and the Committee on Accreditation of Continuing Medical Education).
Metrics	Metrics refers to the qualitative assessments and quantitative measurements developed by the FoMD to evaluate faculty members' performance and productivity in Education. These

	metrics will follow the guidelines published by the Faculty Evaluation Committee and as applied in the Annual Report used for merit, Promotion and Tenure
Graduate	Refers to students in Masters, PhD and post-doc positions within the various departments and programs in the Faculty.
Post-graduate	Refers to residents and fellows (with MD, DDS or equivalent degrees) in the various residency and fellowship programs of the Faculty in both medicine and dentistry.

RELATED SUBCOMMITTEES

Education Awards Subcommittee of the Faculty Learning Committee
FoMD Calendar Change Subcommittee of the Faculty Learning Committee
Trainee Research Access Committee (TRAC)