Statement on course committees in UME

Approved by: Undergraduate Medical Education Curriculum Committee
Date of original adoption: [21 June 2011]
Date of last review: [21 June 2011]
Date of next scheduled review: [21 June 2015]

Note: For purposes of this policy, a “course” is defined broadly as including all transcripted Preclerkship and Clerkship courses, as well as official curricular themes.

All courses must have an active course committee consisting minimally of the course director(s), the elected student representative(s), and sufficient additional faculty members to total at least six members. In addition, the Preclerkship Director shall be an ex officio member of all Preclerkship course committees; and, the Clerkship Director shall be an ex officio member of all Clerkship course committees. Course committees must meet a minimum of four times per year.

Although each course committee is advisory to the course director(s), it is expected that course directors will seek feedback and endorsement from their committees regarding significant changes to areas including but not limited to:

- course objectives,
- timetable restructuring,
- formats of learning,
- assessment mechanisms,
- course content, and
- course and/or teacher evaluation procedures.

For clarity, “significant changes” comprise addition or removal of existing elements in any of the above categories or other changes with an impact on resources or the student experience.