



<b>TERMS OF REFERENCE</b>
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## **UNDERGRADUATE MEDICAL EDUCATION COMMITTEE**

### **Role**

Broadly advisory to Associate Dean, Undergraduate Medical Education (UME)

### **Responsibility**

Responsible to Strategic Education Council (SEC) for overseeing UME curriculum goals, objectives, philosophy in a manner that meets or exceeds Liaison Committee on Medical Education (LCME) education standards.

### **Duties**

- Provides direction to Associate Dean, UME
- Receives reports from Pre-clerkship (PCC), Student Evaluation (SEC) and Clerkship (CC) Committees.
- Reviews, on yearly basis, the UME “Goals, Objectives and Operating Philosophy” document and outcome measures relevant to the graduating objectives.
- Oversees planning, content, delivery and outcome of curriculum and recommends executive action. As such, UMEC has final authority (and thus needs not seek approval from Strategic Education Council) over decisions/policies directly relating to curricular content\*.
- Sponsors strategic change and innovation in the UME curriculum.
- Monitors and evaluates UME policy and the committee’s own procedures.
- Reviews adequacy of educational resources, implementation and outcome of executive action.
- Monitors Faculty developments and outcomes in medical education research.
- Creates subcommittees to develop new policy and approves appointments of Chairs of standing subcommittees and course leaders.
- Seeks approval of Strategic Education Council (SEC) for UMEC approved policies or procedures that have material impact/relevance to the entire faculty. Presents annual report of all other activities to Strategic Education Council (SEC).

### **Meetings**

Conducted quarterly.

### **Quorum**

A quorum will consist of ‘half plus one’ voting members (Excluding the Chair).

*\*Changes to the overall design or structure of a program, changes to the load that a student takes in an individual session or changes beyond swapping one course for another do require approval from main campus (as per their policy)*

## Membership

Associate Dean, UME (chair)	Non-Voting
UME Assistant Dean, Pre-Clerkship	Voting
UME Assistant Dean, Clerkship	Voting
UME Research & Evaluation	Voting
UME Director, Program Faculty and Student Evaluations	Voting
Family Medicine Department Chair	1 Position, 5 Year Term, Renewable Once Represented by the UME Director, Department of Family Medicine - Voting
Student Advising & Wellness	Voting
CMSA Vice Presidents Academic (or Alternate)- one vote per class year	2 Positions per academic year - 1 vote per class year
UME Evaluation Supervisor	Non-Voting
Manager, UME	Non-Voting
Manager, Academic Technologies	Non-Voting
4 Faculty Representatives, Elected by Faculty Council	2 Positions, 3 Year Term, Renewable Once - Voting 2 Positions, 2 Year Term, Renewable Once (One from Clinical/Adjunct Appointees) - Voting
Course Chair (Pre-Clerkship):	1 Position, 2 Year Term, Renewable Once - Voting
Basic Science Department Chair:	1 Position, 5 Year Term, Renewable Once, Represented by the UME Director, Department of Family Medicine - Voting
Clinical Department Chair:	1 Position, 5 Year Term, Renewable Once - Voting
Professional Educator:	1 Position, 3 Year Term, Renewable Once, Nominated by Faculty Council - Voting

<b>UMEC Membership</b>	<b>Name</b>	<b>End of Term</b>
Chair, Associate Dean, UME	Dr. Amy Bromley	Ex-officio
UME Assistant Dean, Pre-Clerkship	Dr. Sarah Weeks	Ex-officio
UME Assistant Dean, Clerkship	Dr. Kevin Busche	Ex-officio
UME Research & Evaluation	Dr. Janeve Desy	Ex-officio
UME Director, Program Faculty and Student Evaluations	TBD	Ex-officio
Department Head, Family Medicine	Dr. Clark Svrcek	Ex-officio
Director, Student Advising & Wellness	Dr. Carol Hutchison	Ex-officio
CMSA Vice Presidents Academic or Alternate	<b>Class of 2026:</b> Shiva Ivaturi Alam Randhawa	Ex-officio
	<b>Class of 2025:</b> Vak Joe Jason Kreutz	Ex-officio
	<b>Class of 2027:</b> Marissa Hsu Adibba Adel	Ex-officio
UME Evaluation Supervisor	Kerri Martin	Ex-officio
Senior Manager, UME	Shannon Leskosky	Ex-officio
Manager, Academic Technologies	Mike Paget	Ex-officio
Faculty Representative	Dr. Donna Slater Dr. Kim Meyers Dr. Taj Jadavji Dr. James Fewell Dr. Rabiya Jalil (Alternate for all Faculty Members: Dr. Dan Miller)	June 2026 June 2024 June 2024 June 2025 June 2025
Course Chair (Pre-Clerkship)	Dr. Adam Bass	December 2023
Basic Science Department Head	Dr. Benedikt Hallgrimsson	June 2023
Clinical Department Chair	Dr. Dan Zuege	June 2025
Professional Educator	Dr. Naminder Sandhu	June 2025

**Updated Membership: September 2024**

**Updated & Approved by UMEC: January 31, 2020**

**Approved by Strategic Education Council: September 2017**