



TERMS OF REFERENCE

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 seven (7) 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
Director, Master Teacher Program	Voting
Family Medicine Department Chair	1 Position, 5 Year Term, Renewable Once Represented by the UME Director, Department of Family Medicine - Voting
Director, 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
Manager, Finance	Non-Voting
4 Faculty Representatives, Elected by Faculty Council	2 Positions, 3 Year Term, Renewable Once - Voting 2 Positons, 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

UMEC Membership	Name	End of Term
Chair, Associate Dean, UME	Dr. Chris Naugler	Ex-officio
UME Assistant Dean, Pre-Clerkship	Dr. Sarah Weeks	Ex-officio
UME Assistant Dean, Clerkship	Dr. Kevin Busche	Ex-officio
Assistant Dean, UME Research & Evaluation	Dr. Janeve Desy	Ex-officio
Assistant Dean, Program Evaluation	Dr. Adrian Harvey	Ex-officio
Department Head, Family Medicine	Dr. Sonya Lee (alternate Dr. Clark Svrcek)	Ex-officio
Director, Student Advising & Wellness	Dr. Carol Hutchison	Ex-officio
CMSA Vice Presidents Academic or Alternate	Class of 2026: Jessica Young Alam Randhawa	Ex-officio
	Class of 2025: Vak Joe Jason Kreutz	Ex-officio
	Class of 2024: Mohamed Bondok Kathy Fu	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 2023

Updated & Approved by UMEC: January 31, 2020

Approved by Strategic Education Council: September 2017