

Reports to Undergraduate Medical Education Committee (UMEC)

Chair: Director of UME Research

Responsibilities:

1. To promote and oversee research in and for the Undergraduate Medical Education (UME) program.
2. To coordinate research opportunities for medical students. Not provide, supervise, or fund

Duties:

1. Oversee, support, and meet the research needs of UME at the Cumming School of Medicine:
2. Ensure the research in UME is conducted appropriately:
 - a. Supporting the Associate Dean UME in overseeing/adjudicating CHREB sign-off on UME-related project proposals.
 - b. Track complaints and problems in conducting research in Calgary UME
3. Support UME students interested in becoming involved in research in any domain, including:
 - a. Identify research projects that UME students could become involved in and help match students with appropriate supervisors
 - b. Maintain a catalogue* of research contacts from all areas for students interested in participating in research
4. Act as an adjudication panel for Calgary UME student research projects (as requested).
5. Adjudicate on requests for UME support in facilitating research:
 - a. Discuss/adjudicate support for internal projects requesting support in contacting learners and faculty
 - b. Discuss/adjudicate support for internal projects requesting UME data
 - c. Discuss/adjudicate support for projects originating outside the University of Calgary
6. Reporting:
 - a. Annual report to UMEC
 - b. Other reporting as necessary
7. Communication and dissemination
 - a. Regular communication with UME community regarding research opportunities, activities etc.
 - b. Engage with CSM communication in support of the above.

*Research Folder of OneDrive

Annual report to UMEC:

1. Number of research proposals reviewed, number approved
2. Number of UME projects published/disseminated by members of the committee
3. Number of projects that included students in the research team
4. Decisions significantly altering curricular plan or affecting other subcommittees

Membership

Chair: Director of UME Research (who votes only as a tie-breaker)

Voting members:

Assistant Dean, UME Evaluation & Research
Assistant Dean Continuous Quality Improvement
Director, Program, Faculty & Student Evaluation
Manager, Academic Technologies
UME Research Technician
Student representatives (n = 2)
Director of Professional Role
Faculty member involved in medical education research
SAWH representative,
PGME representative,
Manager, UME
RIhSE representative

Non-voting members:

UME Associate Dean
UME Administrative Assistant

Attendance by others:

Non-members, such as other Assistant Deans, Course Leaders, students, investigators, etc., may be invited to meetings as needed.

Terms of membership:

Consistent with UME policy on membership

Meetings: 5 times per year at 1-3 pm on the first working Monday of September, November, January, March, and May.

Quorum: Five (5) of the voting membership AND the number of voting faculty must exceed the number of voting non-faculty.

Voting: The students will have one vote and collaborate on casting this single vote. Decisions both in meeting and between meetings (electronic votes) are reached by majority vote.

Conflicts of Interest: Members must declare any conflict of interest and will recuse themselves from voting where there is a real or perceived conflict of interest (e.g., if they are PI on a research project being considered).

Minutes: Minutes are taken and approved by consensus at the following meeting.

Updated Membership: June, 2025

Updated & Approved by UMEC: June 2024