

CURRICULUM INNOVATION & OVERSIGHT COMMITTEE (CIOC)

TERMS OF REFERENCE (TOR)

1. ESTABLISHMENT

The Undergraduate Medical Education Committee (**UMEC**) hereby establishes a standing committee called the Curriculum Innovation & Oversight Committee (**CIOC**).

2. ROLE

The CIOC is responsible for managing all clinical content within the UME Medical Doctor (MD) Program curriculum in keeping with the goals, objectives and philosophy of the University of Calgary's Cumming School of Medicine (CSM), in a manner that meets or exceeds accreditation standards.

3. RESPONSIBILITIES

The CIOC reports to UMEC, and through the CIOC Chair, shall:

- Report to the RIME Pre-clerkship Committee (RPCC) through a status report as a standing agenda item on each committee meeting agenda.
- Report to the Clerkship Committee (CC) through a status report as a standing agenda item on each committee meeting agenda.
- Provide an annual report to the Undergraduate Medical Education Committee (UMEC) outlining CIOC activities and report on the status of CIOC responsibilities respecting accreditation requirements.
- Otherwise report as required by the Chair, Curriculum Executive Committee (CEC).

4. DUTIES AND PROCEDURES

The CIOC will fulfill its role primarily by carrying out the duties enumerated below. The listed duties shall be the common, recurring activities of the CIOC; however, the CIOC may carry out additional duties, as necessary or appropriate for the performance of the committee's role.

Primary duties are as follows:

1. Regularly review the curriculum to ensure:
 - curriculum is organized and implemented effectively, and in a manner consistent with accreditation standards and UMEC directives
 - ensure the guiding educational objectives of the undergraduate program are appropriately mapped & implemented
 - integration and coordination of the program as a whole remain cohesive and purposeful
2. Review, recommend, and approve all proposed modifications to the curriculum ensuring:
 - the guiding educational objectives and philosophy of the program (e.g. RIME principles in the pre-clerkship) are respected and followed
 - Appropriate consultation with UME stakeholder groups including:
 - EDI stakeholders
 - Evaluations teams
 - Academic technologies
 - UME operations (regarding resources required – human, physical and financial)
 - Provide recommendations and guidance to the Block Directors, overseeing content creation and content curation.
 - Provide recommendations around new curricular components around issues of:
 - Delivery (e.g. synchronous or asynchronous)
 - Attendance (e.g. mandatory or supplemental)
 - Integration and spirality (e.g. update of the curriculum map)
3. Provide regular reports to the RIME Pre-clerkship Committee (RPCC) and Clerkship Committees (CC).
4. The following procedures will be followed:
 - **Decisions on content modification:** Requests for a change to the curriculum will submit a proposal to this committee. This committee will review all proposed modifications to the curriculum and decide if the proposal is in keeping with: 1) the educational objectives of the program; and 2) the rhythm and structure of the calendar, including scheduled time assigned to the course. If a committee member is submitting a proposal, they must recuse themselves from the meeting during the voting process and will not be a voting member on their proposal.
 - **Addition of curriculum content:** The Committee will be responsible for approval of content added into the curriculum and provide guidance and recommendations on what may be removed from the curriculum as a result (if anything). The committee may also provide recommendations to the Block Directors on addition of curricular content based on factors including but not limited to: 1) accreditation requirements; 2) University requirements; 3) societal needs; and 4) student feedback. If content is added, the committee will provide recommendations and guidance for: 1) appropriate integration and spirality within the curriculum through a generalist lens; and 2) the creation or curation of resources and other relevant content in collaboration with the Block Directors, Pre-Clerkship Educators and Clerkship Directors.

5. MEETINGS

Number of Meetings: Committee will meet quarterly (4x) during the academic year, or subject to the call of the Chair.

Notice of Meetings: Notice of a Committee meeting should be provided to Committee members, at least five (5) business days advance of the meeting, unless waived by the Committee members at the meeting.

Agenda: Agenda items should be sent to the Committee administrative support at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Committee prior to the meeting.

Decision-Making: The model for decision-making is by majority vote. Chair only votes in the case of a tie.

Committee Meeting Guests: All Committee meetings will be limited to members only unless the Chair otherwise grants approval for certain individuals to attend all or a portion of the meeting.

Telephone Meetings/Email Discussion: The Chair may consult with Committee members by email or arrange telephone meetings, instead of in- person meetings, as the circumstances may require.

Confidentiality: All Committee members, resource persons, consultants, guests, and administrative support who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information.

Minutes & Confidentiality: Minutes are to be taken of business occurring during Committee meetings. However, the Committee may move “in camera” to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy legislation. Once approved by the Committee, meeting minutes shall be publicly available, in accordance with applicable legislation.

Administrative Support: The Committee shall receive administrative support from the UME. The administrative support shall be provided through an individual whose duties shall include:

- Assisting the Chair with preparation of Committee meeting agenda and distributing notification of meetings
- Ensuring follow-up of Committee action items
- Information gathering
- Preparation and distribution of meeting material
- Minute-taking
- Maintaining Committee records

6. MEMBERSHIP

The Chair is responsible for the following at Committee meetings:

- Call the meeting to order.
- Establish an agenda and ensure agenda items are addressed.
- Ensure the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification).
- Facilitate discussion to reach consensus on matters under consideration in a professional manner;
- Ensure appropriate approval/voting procedures are followed.
- Adjourn meeting after business is concluded
- Acting as the main representative of the Committee.

Chair, Assistant Dean, Program Evaluation	Dr. Adrian Harvey	Voting (Only if a tie)
Associate Dean, UME	Dr. Amy Bromley	Non-Voting
Assistant Dean, Preclerkship	Dr. Sarah Weeks	Voting
Assistant Dean, Clerkship	Dr. Kevin Busche	Voting
Director of Innovation	Dr. Sylvain Coderre	Voting
Assistant Dean, SAWH	Dr. Carol Hutchison	Voting
Assistant Dean, Evaluation & Research	Dr. Janeve Desy	Voting
Course 8, Chair	Dr. Jolene Haws	Voting
RIME Block Directors (3x)	Dr. Adam Bass Dr. Theresa Wu Dr. Murray Lee	Voting (1)
Director, Health Equity & Structural Competency	Dr. Amy Gausvik	Voting
Director, The Professional Role	Dr. Melanie Sohn	Voting
Director, Assessments	Dr. Glenda Bendiak	Non-Voting (Voting if Assistant Dean, Evaluations & Research not present)
Director, UME Accreditation	Dr. Marcy Mintz	Voting
Faculty Members (2x) (Appointed by UMEC; one from Family Medicine)	TBA	Voting (2x)
Patient Advocate/Patient/Community Member	Bonnie Vogeli	Voting
Resident Representative	TBA	Voting
External Health Equity Reps (2x) ILGH & HEST Nominated	Dr. Kanin Osei-Tutu Sage Runner	Voting Voting
Student Representatives: Year 1 VP Academics Year 2 VP Academics	Shiva Ivaturi (2026) Alam Randhawa (2026) Jason Kreutz (2025) Vak Joe (2025)	Voting (1x per Class)
Administrative Support	Sharon Litton	Non Voting

**Other members may be invited at the discretion of the chair (Non-Voting)

7. QUORUM

Quorum is 8 voting members, excluding the Chair.

8. EFFECTIVE DATE

Terms of Reference will be effective on the date that they are approved by the UMEC.

Created: November 8, 2023

Approved by UMEC: December 15, 2023