

## **TERMS OF REFERENCE – STUDENT ACADEMIC MANAGEMENT COMMITTEE**

COLLEGE OF MEDICINE, U OF S – UPDATED NOVEMBER 2020

### **1. ESTABLISHMENT**

This Committee is a standing committee of the College of Medicine Faculty Council and will provide reports and/or advice to Faculty Council.

### **2. FUNCTIONS AND RESPONSIBILITIES**

2.1 To make decisions on student promotions, supplementary examinations, and graduation within the MD program, in accordance with the promotion standards of the undergraduate program, and to provide information on student promotion and graduation to the University via the Teaching Learning and Student Experience

2.2 To make decisions on requests for leave of absence and withdrawal from the MD program, and decisions related to re-entry to the MD program for students who have been on leave or away from the program after withdrawal or any other reason.

- In order to avoid unnecessary delays in a student's academic program, the Committee grants the Academic Director, in consultation with the appropriate Year Chair and the Associate Dean, the authority to approve student leaves and withdrawals, and student requests for re-entry into the program after brief absences or leaves

2.3 To approve program policies directly related to management and operation of the undergraduate program, but which do not impact curricular content or processes (note – policies which may impact curricular content or processes would be approved by the Curriculum Committee).

- When uncertainty exists regarding whether a policy should be approved by the Student Academic Management Committee or the Curriculum Committee, the Associate Dean shall determine the appropriate Committee to approve the policy.

2.4 To award scholarships. Unless otherwise directed by the Committee, decisions on awarding of scholarships will be delegated to the Undergraduate Awards Committee, which will report to the Student Academic Management Committee.

2.5 To make decisions about applications from students for advanced standing.

2.6 To review and put forward the Technical Standards for the MD Program.

### **3. REFERRAL OF MATTERS**

In exercising its responsibilities, this Committee may refer any item to the Faculty Council for discussion, consideration and/or action.

This Committee may refer relevant matters for action or voting to other committees as appropriate.

#### 4. SUB-COMMITTEES

This Committee may establish such sub-committees of a standing or ad hoc nature as it deems appropriate. The Terms of Reference of each sub-committee shall be approved by this Committee.

This Committee shall receive reports as required from such sub-committees and have responsibility to monitor and evaluate activities in respect of each sub-committee's functional responsibilities.

#### 5. MEMBERSHIP

##### **Voting Members:**

Chair – Director, Academic

Associate Dean, Undergraduate Medical Education

Chair, Year 1

Chair, Year 2

Chair, Year 3

Chair, Year 4

*(\*Year Chairs will recuse themselves for decisions involving students in their associated year)*

Assistant Dean, Student Services (*\*non-voting on decisions in which there may be a real or perceived conflict of interest*)

Assistant Dean, Curriculum

Year 2 Site Coordinator - Saskatoon

Year 3 Site Coordinator - Regina

Year 4 Site Coordinator - Saskatoon

*(\*Year Coordinators will recuse themselves for decisions involving students in their associated year)*

Undergraduate medical students as follows (*Student members shall be in current good academic standing in the program*):

Vice-President, Academic, Student Medical Society of Saskatchewan (SMSS)

One student appointed by the SMSS in Year 1 for a two-year term

One student appointed by the SMSS in Year 3 for a two-year term

Up to three faculty members of the College, chosen to ensure site representation from major program sites

One representative from the College of Dentistry (typically the Associate Dean, College of Dentistry)

##### **Non-voting Members:**

Manager, Undergraduate Medical Education

Assessment Specialist

Other identified administrative support personnel as relevant and identified by the Chair or Committee

#### 6. CHAIR

The Chair of this committee shall be the appointed Director, Academic UGME program.

The Chair shall serve for the duration of their appointment as Director, Academic.

## **7. QUORUM**

A quorum for the committee meeting is defined as 50% of the membership, plus one.

## **8. CONFLICT OF INTEREST**

Committee members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the committee's agenda.

If a committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, that member will be excused from Committee discussions and deliberations on the issue where a conflict of interest exists.

## **9. MEETINGS**

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means.

The committee shall meet regularly, as determined annually in advance by the Committee.

Committee members are required to make every reasonable effort to attend each meeting.

Decisions of the Committee may be made at a duly called and constituted meeting; or, by a resolution in writing to all members of the Committee and physically or electronically approved by at least a quorum of the voting members of the Committee.

## **11. ACCESS TO RESOURCES**

Committee members will be provided with access to the Committee's website and any other resources reasonably required to fulfil their duties as a committee member.

## **12. OBSERVERS AND VISITORS**

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered in camera.

## **13. AGENDAS AND MINUTES**

Agendas and associated documentation will be distributed five working days prior to the meeting, via email or committee online portal

Members are encouraged to bring laptops, or other electronic devices to the meetings and view the agenda online during the meeting.

Committee records must be retained in accordance with the University's records management policy. Responsibility for ensuring appropriate records management for the committee rests with the Administrative Coordinator under the direction of the Chair of the committee. All committee documentation shall be retained in the University's primary electronic records management system.

Minutes are to be prepared for each committee meeting. The draft minutes and action sheet of each meeting are to be reviewed by the Chair and circulated to all committee members by the Administrative Coordinator as soon as practicable. A copy of the minutes, once they have been reviewed by the Chair, will be included in the agenda papers for the next committee meeting.

#### **14. REPORTING**

This Committee reports to College of Medicine Faculty Council

#### **15. EVALUATION AND REVIEW**

To ensure that this committee is fulfilling its duties, it will:

- undertake an annual self-assessment of its performance against its Terms of Reference and provide that information to Faculty Council; and
- provide any information the Faculty Council may request to facilitate its review of committee's performance and its members.

This Committee shall review its Terms of Reference every two years and provide a report, including any recommendations, to Faculty Council.