

DATE: February 3, 2013; Updated: June 25, 2013; February 10, 2014 (DEC and FLC); June 9, 2014 (DEC and FLC), April 13, 2015 (DEC and FLC); Dec 7, 2015 (DEC and FLC); Feb 13, 2017 (DEC and FLC); May 28, 2018 (DEC and FLC); Sept 30, 2019 (DEC and FLC); June 8, 2020 (DEC and FLC); August 10, 2020 (DEC and FLC)

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This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.					

Faculty Learning Committee

Office of Accountability:	Dean Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	Office of the Vice Dean Education
Approver:	Dean's Executive Committee
Scope:	Terms of Reference. Compliance with University policy extends to all members of the University community.

OVERVIEW

The Faculty Learning Committee (FLC) advises the Dean and the Faculty on matters related to strategic direction and priorities for Education for the Faculty. This is done through the Vice Dean Education who reports to the Dean's Executive Committee and to the Dean. The Vice Dean Education (VDE) represents the Education mission and advocates for the Education programs as brought forward from the advice of the FLC.

Purpose

As the senior advisory committee to the Vice Dean, Education (VDE) of the Faculty of Medicine & Dentistry the purpose of the Faculty Learning Committee is to facilitate the planning and priorities of all education programs' responsibilities and initiatives. As well, the FLC:

1. Has the overall responsibility of advising the Dean, through the VDE, on important strategic and operational matters related to teaching, learning, and the education environment generally within the Faculty, and,
2. Assumes those functions relevant to the education mission as delegated by Faculty Council, Deans Executive Committee or the Dean.

POLICY

The RESPONSIBILITIES of the FLC are to recommend or review policy, processes and guidelines on education programs and initiatives, and to provide advice and guidance on:

1. Education and program-specific planning including
 1. New undergraduate and graduate degree programs and major changes to existing degree programs prior to Faculty Council approval
 2. The learning and teaching environment
 3. University calendar program and course changes

4. Initiatives in academic technologies
2. Education Strategic planning
 1. Vice Dean funding for education programming
 2. Communications around education initiatives
 3. Education space planning
 4. Strategic education partnerships
 5. Social accountability
 6. Response to Truth and Reconciliation Calls for Action
3. Quality improvement of the Faculty's education activities including
 1. Accreditation of education programs
 2. Faculty member teaching and education metrics (eg. for the ARO)
 3. Student issues and concerns
 4. Use of examination, survey results or data and related outcome metrics
 5. Social accountability metrics
4. Other initiatives
 1. Education awards (through the Education Awards subcommittee)
 2. Faculty committee membership (eg. Search & selection, or chair review committees)
 3. Trainee research access committee (TRAC)
5. COMPOSITION (Refer to Appendix 1 for current committee members)

Chair: Vice Dean, Education

Ex-Officio (Voting):

Associate Dean, MD Program
Associate Dean, Postgraduate Medical Education
Associate Dean, Faculty Development
Associate Dean, Advocacy and Wellbeing
Associate Dean, Community Engagement
Associate Dean, Clinical Faculty
Associate Dean, Graduate Studies
Associate Dean, Life Long Learning
Associate Dean, Educational Innovation & Academic Technologies
Associate Chair (Academic), School of Dentistry
Assistant Dean, Education Quality and Accreditation
Director, Dental Hygiene Program
Director, Medical Laboratory Science Program
Director, BSc Radiation Therapy Program
Executive Director, Indigenous Health Initiatives Program

Ad-Hoc Members (Non-Voting):

Director, IDEAS office

Director, Simulation

Canadian Association for Medical Education (CAME) Representative

Librarian Representative of the HS Library Committee

Members at Large (elected by faculty members of the Faculty of Medicine & Dentistry, three year term, Voting):

Up to five members of the Faculty of Medicine & Dentistry (FoMD) may hold a three-year appointment to the Faculty Learning Committee (FLC) renewable once in consultation with the FLC Chair and the faculty member.

One Member at Large position must be a rural clinical, as elected by rural clinical faculty members. Members at Large provide balance and perspective to the FLC. Normally, the member at large should have experience with health professions education or an academic interest in this field to be effective on the FLC. To ensure wide Faculty representation, there shall be no more than one elected member at large from any one department.

Term of office will normally begin July 1 with elections held during the spring, following self-nomination.

Ex-Officio (Non-Voting)

Dean, Faculty of Medicine & Dentistry

6. PROCEDURES

1. Meetings will be held monthly and at the call of the Chair
2. Minutes of FLC with action items will be kept and distributed to FLC, for approval at Deans Executive Committee
3. While consensus decision making will be the normal process established by the committee, quorum will consist of seven voting members of FLC. The Chair will only vote in the event of a tie.
4. Ex-officio members may designate alternates to attend meetings, however the alternate will be non-voting
5. Ex-officio (Voting) members are expected to attend a minimum of 50% of the scheduled FLC meetings. Failure to attend without explained absences or an approved delegate will result in a conversation with the Chair regarding ongoing participation on this committee
6. Ad hoc committee members will be non-voting and added at the discretion of the Vice-Dean, Education following consultation with the FLC. Such an individuals would be added based on current FoMD education priorities and agenda topics of relevance
7. At the request of the committee, guests may be invited to meetings to present and share their expertise or advice on a specific topic. Following the specific discussion they will leave the meeting
8. Guests of the committee will not be voting members of the committee

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9. The FLC may establish subcommittees tasked with a specific responsibility. These subcommittees will often be chaired by an FLC member or member at large. Subcommittee membership may include FLC members, other FoMD faculty, learners or other individuals as required.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

Accreditation	Accreditation refers to the recurring and regular review of the MD, DDS, MLS, DH, RADTH residency training and continuing education programs by outside bodies charged with the authority and responsibility to undertake these reviews (Committee on Accreditation of Canadian Medical Schools, Liaison Committee for Medical Education, Royal College of Physicians and Surgeons of Canada, College of Family Physicians of Canada, Canadian Medical Association, Committee on Dental Accreditation for Canada and the Committee on Accreditation of Continuing Medical Education).
Metrics	Metrics refers to the qualitative assessments and quantitative measurements developed by the FoMD to evaluate faculty members' performance and productivity in Education. These metrics will follow the guidelines published by the Faculty Evaluation Committee and as applied in the Annual Report used for merit, Promotion and Tenure
Graduate	Refers to students in Masters, PhD and post-doc positions within the various departments and programs in the Faculty.
Post-graduate	Refers to residents and fellows (with MD, DDS or equivalent degrees) in the various residency and fellowship programs of the Faculty in both medicine and dentistry.

RELATED LINKS

Should a link fail, please contact [the Office of the Vice-Dean Education \(780-492-5995\)](tel:780-492-5995)

APPENDIX 1

Faculty Learning Committee Membership (October 2020)

POSITION	MEMBER(S)	TERM
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DATE: February 3, 2013; Updated: June 25, 2013; February 10, 2014 (DEC and FLC); June 9, 2014 (DEC and FLC), April 13, 2015 (DEC and FLC); Dec 7, 2015 (DEC and FLC); Feb 13, 2017 (DEC and FLC); May 28, 2018 (DEC and FLC); Sept 30, 2019 (DEC and FLC); June 8, 2020 (DEC and FLC); August 10, 2020 (DEC and FLC)

Ex-Officio (Non-Voting)		
Dean, Faculty of Medicine & Dentistry	Brenda Hemmelgarn	
Ex-Officio (Voting)		
Chair, Vice Dean, Education	Shirley Schipper	Standing member
Associate Dean, MD Program	Darryl Rolfson	Standing member
Associate Dean, Postgraduate Education	Lawrence Cheung	Standing member
Associate Dean, Advocacy and Wellbeing	Melanie Lewis	Standing member
Associate Dean, Clinical Faculty	Jonathan Choy	Standing member
Associate Dean, Community Engagement	vacant	Standing member
Associate Dean, Faculty Development	Mia Lang	Standing member
Associate Dean, Graduate Studies	Gregory Funk	Standing member
Associate Dean, Life Long Learning	Denise Campbell-Scherer	Standing member
Associate Dean, Educational Innovation & Academic Technologies	Lyn Sonnenberg	Standing member
Associate Chair (Academic), School of Dentistry	Steven Patterson	Standing member
Assistant Dean, Education Quality and Accreditation	Hollis Lai	Standing member
Director, Dental Hygiene program	Sharon Compton	Standing member
Director, Medical Laboratory Science program	Lisa Purdy	Standing member
Director, BSc Radiation Therapy	Suzanne Fawcett	Standing member
Executive Director, Indigenous Health Initiatives Program	Vacant	
Member-at-Large (Rural)	Kyle McKenzie	
Member-at-Large	Vacant	
Member-at-Large	Shelley Ross	June 30, 2021

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Member-at-Large	Pamela Brett-MacLean	June 30, 2023
Member-at-Large	Rachel Milner	June 30, 2023
Ad-Hoc (Non-Voting)		
Director, IDEAS Office	Carol Hodgson	
CAME Representative	Momoe Hyakutake	
Director, Simulation	Jonathan Duff	
Librarian Representative of the HS Library Committee	Sandra Campbell	

RELATED SUB-COMMITTEES

Education Awards Sub-Committee of the Faculty Learning Committee

FoMD Calendar Change Sub-Committee of the Faculty Learning Committee