

Medical Education Strategic Advisory Committee

Terms of Reference

Authority

The Medical Education Strategic Advisory Committee is advisory to the Vice Dean, Medical Education.

Purpose

The purpose of the committee is to provide an advisory forum regarding existing and potential strategic actions, initiatives and opportunities for alignment, integration or harmonization of learner supports and programs, faculty processes, and systems across the education continuum. The committee also serves as a forum for information sharing and discussion about matters of strategic relevance to the programs and units that comprise the Medical Education portfolio.

Committee discussions will include but are not limited to consideration of:

- Strategic actions, initiatives and opportunities for alignment, integration or harmonization relevant to the Medical Education portfolio
- Development and monitoring of the Medical Education Strategic Plan, including alignment with Temerty Medicine strategic planning processes and priorities
- Financial and/or operational realities and potentialities that are relevant across the portfolio
- Academic and administrative human resource matters that are relevant across the portfolio
- The development, review and/or revision of policies, procedures or guidelines applicable across the education continuum
- Evolving issues, including the changing health professions education landscape, that are relevant across the portfolio

Membership

- Vice Dean, Medical Education (Chair)
- Associate Dean, MD Program
- Associate Dean, Postgraduate Medical Education
- Associate Dean, Continuing Professional Development
- Director, Physician Assistant Program
- Director, Integrated Physician Scientist Training Program
- Associate Dean, Regional (Mississauga)
- Associate Dean, Learner Affairs
- Temerty Chair, Learner Assessment and Program Evaluation
- Temerty Professor, Learner Wellness
- Director, Program Evaluation, Medical Education
- Director, Operations, MD Program
- Director, Administrative Services & Strategy, Postgraduate Medical Education

- Director, Continuing Professional Development Portfolio
- Director, Centre for Faculty Development
- Manager, Operations & Learner Affairs, Office of Learner Affairs
- Operations Manager, Mississauga Campus
- Manager, Operations, SAMIH
- Senior Project Manager, Strategic Initiatives, Medical Education

Guests may be invited to present and contribute to committee discussions, at the direction of the Chair.

Meeting Schedule

The committee meets normally five times annually, at the call of the Chair.

Administration

Administrative support is provided by the Executive Assistant to the Vice Dean, Medical Education.

Date of original approval: February 2022 (as the Medical Education Executive Committee)

Date of last review/update: September 2024; September 2026 (as the Medical Education Strategic Advisory Committee)

Date of next review/update: September 2028