

## Indigenous Health Admissions Sub-Committee Terms of Reference

<b>Office of Accountability:</b>	Faculty of Medicine & Dentistry
<b>Office of Administrative Responsibility:</b>	MD Admissions
<b>Approver:</b>	Faculty Council (Dean’s Executive Committee)
<b>Scope:</b>	These terms of reference apply to the IHI Indigenous Health Admissions Sub-Committee, supported by the Faculty of Medicine & Dentistry.

### Overview

Faculty Council may provide for the admission of students to the faculty under Section 29(1) of the *Post-Secondary Learning Act of Alberta*.

### Purpose

Under the authority of the Faculty of Medicine & Dentistry, reporting to the MD Admissions Committee, the Indigenous Health Admissions Sub-Committee reviews all self-identified candidates’ applications; develops, implements, oversees and reviews the admissions processes and procedures for the self-identified Indigenous candidates; and recommends self-identified Indigenous candidates for admission to the MD Program.

### **POLICY**

#### 1. RESPONSIBILITIES

- a. To review all self-identified Indigenous candidates’ applications for the MD Program, as identified in the University Calendar.
- b. To develop, implement, oversee and review the admissions processes and procedures for the self-identified Indigenous candidates within the parameters of the **MD Admissions Committee**
- c. To recommend self-identified Indigenous candidates for admission to the MD Program for the seats reserved for Indigenous applicants to the MD Admissions Committee for its consideration.

#### 2. MEMBERSHIP

- a. All of the following will be voting members of the Committee:



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- i. 3 elected faculty members
- ii. 2 self-identified Indigenous students selected by the Indigenous Medical and Dental Students' Association (IMDSA)
- iii. 3 self-identified Indigenous faculty members, appointed by the Chair of the subcommittee
- iv. Ex-officio: Executive Director, Indigenous Health Program
- v. Ex-officio: 4 Health Representatives, one from each of the three Treaty organizations and one from the Metis Nation of Alberta
- vi. 2 Elders
- vii. 1 representative from the MD Admissions Committee
- viii. Assistant Dean, MD Admissions

## 3. CHAIR

- a. Assistant Dean, MD Admissions or an individual appointed by the Assistant Dean

## 4. MEETING SCHEDULE AND PROCEDURAL RULES:

- a. Minimum of two meetings per year
  - i. One fall meeting to review the procedure for the Indigenous applicant selection process and procedures
  - ii. One meeting prior to the MD Admissions Committee spring meeting to review results of the admissions process for Indigenous applicants and to develop the recommendations for the MD Admissions Committee
  - iii. Additional meetings may be called by the Chair
  - iv. Terms are four years in length
  - v. The Chair may request the invitation of non-committee members of staff and faculty to address specific issues
  - vi. Faculty need to make up the majority of voting members in all meetings
  - vii. Quorum is 50% of voting members plus one, and the Chair, in person attendance or by teleconference
  - viii. The Chair only votes in the event of a tie
  - ix. These Terms of Reference are to be reviewed and updated every three years at a minimum

## 5. ADMINISTRATIVE SUPPORT FOR COMMITTEE

- a. Indigenous Student Supports & Services Lead in collaboration with the Admissions and Academic Records, Coordinator, MD Program



## DEFINITIONS

<p>Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <a href="#">▲ Top</a></p>	
<b>Indigenous Health Program</b>	<p>The Indigenous Health Program follows the mandate to support the growth in the number of First Nations, Inuit, and Metis people in University of Alberta Faculty of Medicine &amp; Dentistry programs, in order to address the gap in the underrepresentation of Indigenous peoples in health professions in Alberta and across Canada. Through our collaborative and holistic program, we provide wrap-around supports to qualified Indigenous applicants as they enter into, and graduate successfully from, the U of A's health sciences programs.</p>
<b>MD Admissions Committee</b>	<p>The Alberta Post-Secondary Learning Act gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over “academic affairs” (Section 26(1)). Providing for the admission of students to the MD Program has been delegated by the GFC to the Faculty Council of the Faculty of Medicine and Dentistry (FoMD). The MD Admissions Committee is a Standing Committee of the FoMD Faculty Council. The Committee on Accreditation of Canadian Medical Schools (CACMS) Standards and Elements document asserts the final authority and responsibility to the MD Admissions Committee for the selection of students to the program. The accreditation standards requires that the faculty of a medical school establish criteria for student selection, and develop and implement effective policies and procedures regarding, and made decisions about, medical student application, selection and admission.</p>

## RELATED LINKS

<a href="#">Indigenous Health Program</a>
MD Admissions Committee
<a href="#">Powers of Faculty Council, Section 29, Post-Secondary Learning Act</a>
<a href="#">University Calendar</a>



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<b>APPROVER</b>	<b>STATUS</b>	<b>DATE</b>
	Drafted	22 October 2013
Kent Stobart, Associate Dean	Approved	11 February 2014
Dean's Executive Committee (DEC)	Approved	June 13, 2022