

**Department of Community Health Sciences – Undergraduate Medical Education Committee  
(UGME)  
By-Laws**

**1. Membership**

The Committee shall consist of the following voting members:

1. Undergraduate Co-Directors (and committee Co-Chairs)
2. Department Head, DCHS
3. Undergraduate Program Coordinator
4. Course Leaders/Representatives
  - Population Health Course Leader – Preclerkship
  - Population Health Course Leader - Clerkship
  - FM/PH Clerkship
  - Electives
  - Indigenous Health
  - Gender and Sexual Health Theme Leader
5. One student from each year
6. Public Health and Preventive Medicine Resident
7. Member-at-large (elected by Department Council)
8. Member-at-large (appointed by Department Head)

Other faculty members who are involved in the Population Health course may also be invited to participate on an ad hoc basis.

**2. Method of Selection**

- a. The undergraduate Co-Directors and course leaders/representatives are selected by the Department Head, DCHS
- b. The Undergraduate Program Coordinator is selected by the University of Manitoba through a search process.
- c. The student and resident representatives are selected by the medical student and resident bodies.
- d. One member-at-large is elected by DCHS Council, and one by the Department Head, DCHS.
- e. Other members may be selected by the UGME Committee as required.

**3. Meetings of the UGME Committee**

- a. One of the Co-directors, UGME, or his/her designate shall preside.
- b. Regular meetings of the UGME Committee shall be called by one of the Co-Directors, UGME, at least four times during the academic year.
- c. Notice for regular meetings shall be at least 72 hours.
- d. Special meetings may be called by a Co-Director, UGME, on his/her own motion, or on the written request of three members of the UGME Committee.
- e. Notice for special meetings shall not be less than 24 hours.
- f. A quorum shall be six members of the UGME Committee.

#### **4. Functions**

- a. The Committee shall review teaching areas and recommend actions to the Co-Directors and Department Head.
- b. The Committee shall nominate members for participation in Faculty Committees for planning and evaluation purposes.
- c. The Committee shall review the UGME departmental budget and make recommendations to the Co-Directors and Department Head regarding expenditures.
- d. The Committee shall be responsible for reviewing, monitoring and evaluating the content of the UGME program.
- e. The Committee shall be responsible for monitoring the undergraduate teaching responsibilities of Department members, and for recommending teaching assignments to the Co-Directors and Department Head.
- f. The Committee shall be responsible for reviewing new proposals for undergraduate programs and courses, and recommending action to the UGME Co-Directors and Department Head.