

**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.