



Northern Ontario
School of Medicine
École de médecine
du Nord de l'Ontario
ᑭᓄᑦᑎᓄᑦ ᑭᓄᑦᑎᓄᑦ
L'ᑎᓄᑦᑎᓄᑦ ᑭᓄᑦᑎᓄᑦ

NORTHERN ONTARIO SCHOOL OF MEDICINE

/École de médecine du Nord de l'Ontario

Approved: June 7, 2012

Guidelines for Submission of Reports and Work Plans to Academic Council

These guidelines, prepared by the Secretary to the Academic Council, are presented to assist in the preparation of Reports and Work Plans for submission to Academic Council (AC). For any assistance or clarification, please contact Gina Kennedy 705-662-7206 or gina.kennedy@nosm.ca

Which Standing Committees will submit Annual Reports and Work Plans to the Academic Council?

The following committees are required to provide reports to every Academic Council meeting in addition to an annual report and work plan:

- Governance and Nominations Committee
- UME Committee
- PGE Committee **
- Research Committee **
- CEPD Advisory Committee **
- HS IPE Committee **
- Appeals Committee *
- Admissions Committee *
- SAPC Committee (Sub Committee of UMEC) *

A number of other Committees/Portfolios and Divisions, while not Standing Committees of AC, are recognized as doing work that intersects with the core responsibilities of the AC (academic principles, academic standards, integrity, policies, programs, and research and scholarly activity). These Divisions/Portfolios and or Committees are required to provide **Reports (annual* or bi-annual**)** and **Work Plans** to the AC *for information*.

The following are identified in this regard:

- Clinical Sciences Division **
- Human Sciences Division **
- Medical Sciences Division **
- Faculty Affairs Portfolio **
- Community Engagement Portfolio *
- Health Science Library *
- Joint Senate Committee for NOSM (when available)
- Learner Affairs
- UME Portfolio*
- PGE Portfolio*
- Information technology and Systems Advisory Group (ITSAG) **

When will reports and work plans be submitted?

The Academic Council, through the Secretary will work with the Committees to set up a reporting schedule that works with the committee's business as well as ensures that reports (annual and bi-annual) and work plans are received by the AC on a staggered basis.

What is required for an Annual Report?

It is recognized that committees at NOSM have differing mandates or purposes, requirements and working practices. However, some basic elements are required to convey an adequate understanding of the Committee's accomplishments over the previous year. As well, consistency of reporting will assist the members of the AC in reviewing the materials.

The following are recommended as the basic elements of a Report:

1. Committee Membership, noting membership changes including but not limited notice of sabbaticals.
2. Summarized information on the number of meetings and meeting dates.
3. Summary of the various activities of the committee and outcomes for the past year. This should include, as applicable:
 - Review of core activities undertaken and matters considered (such as policies reviewed; programs/courses reviewed; strategic initiatives undertaken). Indicate recommendations or actions undertaken, final outcomes and/or matters that are still ongoing.
 - Demonstrate the connection of the activities of the Committee to the NOSM's Academic Principles.
 - Refer to accreditation standards (e.g. CFPC, RCPSC, CACMS/LCME, etc) when applicable.
 - Outline of the Committee's activities in relation to their specific terms of reference. (Both delegated functions empowered to act on, and functions required to bring forward as recommendations to Council).
 - Indication of orientation of committee members and education or training sessions (retreats).
 - Discussion of outreach activities undertaken (such as forums or participation in professional development activities).
4. Consideration of the extent to which the committee achieved its objectives. Were elements of the work plan not achieved, and if so, for what reasons? Were priorities changed or reordered?
5. Consideration of the Academic Principles to which the committee has achieved its objectives. Including relating the objectives to the overall strategic priorities of the School.
6. Issues on the Committee's agenda for the following year.
7. Other information that may be of interest to the Academic Council.

What is required for a work plan?

As noted above, it is recognized that Committees have differing requirements and working practices; this may factor into preparation of Work Plans for the Academic Council's review.

Generally speaking, a Work Plan summarizes the different components of a group or individual's activities, setting out main objectives and then indicating what actions will be undertaken within a specific time frame and identifying who is responsible for ensuring the work is carried out. Work Plans can be presented in a narrative format, as a list, or as a graph or chart.

The following are recommended as the basic elements of an annual Work Plan:

1. Information on anticipated activities of the Committee for the year. Of particular importance and interest to the AC are those activities (such as policy reviews or planning initiatives) that deal with academic matters. Indicate whether the activities are new or ongoing.
2. Indicate priorities or areas of focus, including background or rationale.
3. Include timelines when available.
4. Indicate who is responsible, as appropriate (for example, if a sub-committee or task team is working on a specific initiative).

A guiding principle is that the Academic Council is provided with enough information to have a good understanding of what the Committee's plans are, particularly in terms of anticipated items coming forward to the Academic Council or otherwise related to the Academic Council's responsibilities in terms of academic matters. Further, the annual Work Plan will allow the Committee to reflect on what has been accomplished over the year in preparing the annual report.

Is any other documentation required?

Annual Reports will not normally include other substantive recommendations or motions.

The Annual Report and Work Plan will be received for information at the meetings and should be submitted in a timely manner as outlined in the yearly meeting schedule.

In the situation where there are recommendations from the Committee on changes to membership, terms of reference, course calendar or content and or policies, these changes need to be accompanied by the Request for Decision document, a motion, which will briefly outline the purpose of the committee recommendations (rationale), a copy of the track changes or an outline of the changes and a clean copy for approval.

For further information on substantive recommendations or motions, please refer to the Protocol for Submission of Documents for Decision to the Academic Council and the Request for Decision document.