

Advisory Committee on Academic Accommodations including in the Clinical Environment

Approval Authority: Vice Dean Academic

Established: July 22, 2022

Amendments: None

Category: N/A

1.0 Purpose

The Advisory Committee on Academic Accommodations including in the Clinical Environment ('the committee') serves as both a resource and the oversight body for the provision of academic accommodations including in the clinical environment for academic programs with NOSM University. This committee will make recommendations for learner accommodations and approve accommodation plans in a manner consistent with the Academic Accommodations including in the Clinical Environment Policy and the Procedure for Academic Accommodations including in the Clinical Environment.

2.0 Functions

The Committee will:

- Review, advise on and/or approve accommodation recommendations or changes to approved accommodation plans brought to the committee in accordance with the Procedure.
- Make recommendations to Senior Academic and Educational Leadership to assist with the implementation of the required accommodations within academic settings including in the clinical environment.

3.0 Process

The Committee consists of a core group responsible for the initial review, approval and subsequent revisions of accommodation plans in accordance with the Procedure. The committee will consult appropriately with other resources and experts to reach decisions and recommendations to assist with the implementation of learner accommodations within the academic and/or clinical settings.

4.0 Membership & Quorum

The Committee will consist of the following:

Core Members

- Assistant Dean, Learner Affairs (Co-chair)
- Assistant Dean, Resident Affairs (Co-chair)
- Accessibility Advisor
- Two Full-time Faculty Members (Unit 1, OPSEU 677) (selected by Division Heads (Medical and Human Sciences) and appointed for a renewable 1-year term).

Invited Participants

Depending on the individual learner's situation, the Co-Chairs may also invite participants who bring expertise in relevant areas to the meetings. Such invited participants may include Senior Academic and Educational Leadership, faculty members and clinical and/or academic participants to provide additional situational expertise (e.g., Surgeon for Surgical resident, etc.). For resident accommodations, the relevant Program Director shall be invited to provide their expertise on the recommendations.

Invited participants shall not have voting rights.

Membership will be reviewed annually.

Conflict of Interest

Members and invited participants are not to have a conflict of interest with the learner. Members of the accommodations committee should excuse themselves if they are of the view that they cannot be unbiased in the assessment.

Quorum and Decision Making

Quorum will be a majority of the Core members present in person or electronically. If quorum is not met, the members may meet for discussion purposes. The decision of the Core Committee will, whenever possible, be determined by consensus. If a consensus is not possible, the decision will be made by majority vote. In the event of a tie, the Vice Dean Academic will be invited to hear the issues and cast the deciding vote.

5.0 Reporting

The Committee reports to the Vice Dean Academic and where required, through the Vice Dean Academic, provides reports to the Senate.

6.0 Meetings

Meetings will occur at least quarterly and when necessary, at the call of a Co-Chair.

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: Vice Dean Academic
- b. Responsible Officer: Director – Learner Support Services
- c. Procedural Authority: Director – Learner Support Services
- d. Procedural Officer: Director – Learner Support Services

Review and Revision History

Review Period: As Required

Date for Next Review: TBD