

**Title: Academic Coordinator**

Originally Written: May 5<sup>th</sup>, 2018

By: Justine Ring ('20)

Last edited date: May 8<sup>th</sup>, 2019

Last edit by: Danny Jomaa ('22)

**Academic Coordinator**Background

The role of Vice President, Academic Affairs, is a role present in all medical student societies in Canada. While specific duties vary, the purpose of this role is to represent the student body on a number of committees concerned with curriculum, assessment, and accreditation for the undergraduate medicine program. Most all schools have 2 students as co-VPs, or in a Jr/Sn format. The (1) VP academic (at Queen's) currently sits on 8 UGME committees which meet regularly, the AMS academic caucus, the CFMS academic roundtable, as well as AS council. The VP academic also organizes the annual H.G. Kelly lectureship, attends half-day course retreats for many pre-clerkship courses throughout the year, and the summer, and is in regular communication with the curricular representatives in each class, as well as clerkship representatives.

The first year curricular representatives, who sit on the year 1 class council, also have a disproportionately high workload which I believe the students cannot appreciate at the time of September elections. The first year curricular reps specifically, have to plan a 6 week rotating observership program for 50-60 peers, involving hundreds of emails with dozens of faculty in nearly every department at Queen's. This program provides a unique and highly valuable career exploration opportunity to students, however the planning burden is excessively high when added to the already busy role of curricular representative.

Description of Role

This role is a one year (Sept-Sept) position selected by the Vice-President, Academic Affairs, immediately following the fall elections for the non-executive AS council. Selection will be based on blinded review of a written application, with brief interviews if needed, at the discretion of the current VP Academic Affairs. This Academic Coordinator will therefore not be a voting member of the AS, however they are encouraged to attend meetings. They are also encouraged to attend the meetings of the first year class council; but will not have a vote on the council.

The Academic Coordinator will have the following responsibilities:

1. Organize (attendance, location, agenda circulation) the meetings of the Education Committee, which is chaired by the VP Academic Affairs, and take notes for these meetings.
2. Serve as the first year representative to the Teaching, Learning, and Integration Committee
3. Serve as the first year representative to the Course and Faculty Review Committee
4. Serve as the AS representative to the Alma Mater Society Academic Caucus
5. Be the lead organizer of the rotating observerships program, with significant support provided by the first year curricular representatives, and additional members of the first year class council as required
6. Complete mapping of MCC (Medical Council of Canada) clinical presentations to their respective first year courses, and bring any identified discrepancies to the attention of the course director and the VP Academic Affairs prior to the annual meeting of the Curricular Change Working Group in May of each year.
7. Support the VP academic (outgoing) in the planning H.G. Kelly Lectureship
8. Liaise with the VP Academic Affairs and first year curricular representatives as required
9. Oversee Academic Enrichment Certificate program implementation through regular communication with student leads, and report to the Teaching, Learning, and Integration Committee (TLIC) at the annual TLIC retreat.

The Academic Coordinator will not

1. Be the 'assistant' to the VP Academic or the curricular reps for duties not specified in the role description (i.e. duties may not be passed off in excess)
2. Be viewed as the VP Academic Affairs for the next academic year (i.e. as a Jr/Sn role), OR circumvent the standard election procedure for the VP Academic Affairs in any way
3. Be the sole organizer for the rotating observerships program. They must have significant support from the first year curricular reps in doing so
4. Be a voting member of either the AS, or the first year class council
5. Have a budget associated with their role