DSD: 1145
Date: 03-04-26

Lahore Medical and Dental College

Curriculum Committee of Dentistry

TERMS OF REFERENCE

PART I - PRELIMINARY

1. Short title and extent

1) This document may be called the Curriculum Committee, Terms of Reference (TORs).
2) The committee will be called curriculum committee of dentistry and abbreviated as "CCD-LMDC "
3) It is an advisory committee and relates with, LMDC College of Dentistry.
4) This section came into force on –**Feb. 2017**-- by notification through Principal of the college.
5) These TORs can be amended, changed or remitted by Academic Council, Chairperson.

2. Definitions

Statute: A statute is a permanent rule made by a body or institution for its internal affairs.

Regulation: A principle, rule , or law designed to control or govern conduct.

Meeting: A meeting which is held usually on a regular basis and conducts business at a meeting.

Quorum: The required minimum number of members who must be present in person. (50%)

Casting vote : A casting vote is a vote given to the Chairperson of the Academic Council to resolve a deadlock and which can be exercised only when such a deadlock exists.

Consent of the majority: mean that the majority of members concur with what has been proposed.

Approved by Chairperson Curriculum Committee of Dentistry Sadia Iqbal

Approved by Principal Dental College, LM&DC ____________

PART II - CURRICULUM COMMITTEE; TERMS OF REFERENCE

The Curriculum Committee is the non-statutory body of the Lahore Medical and Dental College. The indent of TORs of the board is briefed hereunder:

1. Committee Objectives
2. Composition Of Board
3. Operational Arrangement
4. Standard of Operating procedure (SOPs)
   A-Process of meeting
   B-Roles and responsibilities

1-Committee Objectives

1) a) To plan, implement and evaluate the curriculum in order to ensure the educational outcomes.
   b) To plan, implement, and evaluate the innovation in the curriculum. *
2) To direct and oversee implementation of course outline/syllabi of all subjects taught in undergraduate dental program as directed by PMDC and UHS.
3) To establish a logical sequencing of curriculum and curriculum content that permits the integration among different subjects – horizontal and vertical integration.
4) To monitor and evaluate the quality of the learning process and their effectiveness in meeting the goals and objectives for dental student education in liaison with Timetable Committee, Quality Assurance Committee, Student Affairs Committee.
5) To evaluate the taught curriculum as a part of continuous monitoring process.
6) Ensure that the pedagogies and assessments are effective, innovative and appropriate for the achievement of program's educational objectives.
7) Maintaining compliance with all relevant PMDC Standards

Curriculum Innovation Flowchart*

PLANNING PHASE:

Needs Assessment

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Identify Gaps in Current Curriculum

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Define Goals & SMART Objectives

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Select Educational Strategies (PBL / CBME / Integrated Learning)

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Resource Planning (Human, Financial, Infrastructure)

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Stakeholder Engagement

IMPLEMENTATION PHASE:

Pilot Testing

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Faculty Development & Training

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Curriculum Delivery (Blended Learning / Clinical Exposure)

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Change Management

↓ Continuous Monitoring & Feedback

EVALUATION PHASE:

Formative Evaluation (Feedback, Observations)

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Summative Evaluation (Exams, Competency Assessment)

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Apply Evaluation Models (Kirkpatrick / CIPP]

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Assess Outcomes (Knowledge, Skills, Attitudes)

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Quality Assurance

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Curriculum Revision & Improvement

Kirkpatrick Model

[Reaction]
(Student Satisfaction)
↓
[Learning]
(Knowledge & Skills Gained)
↓
[Behaviour]
(Application in Clinical Settings)
↓
[Results]
(Impact on Patient Care/System)

CIPP Model

(Context, Input, Process ,Product)

2-Composition of board

The curriculum committee shall consist of:

1) Member from Basic Sciences.
2) Member from Clinical Sciences.
3) Member from Dental Education
4) Member from Community Dentistry
5) Principal / Vice Principal
6) Minimum one student representative.
7) For Medical subjects' compliance, Medical subjects Coordinators of 1st and 2nd should be included in the curriculum committee member list.

Principal will nominate one senior member as the chairperson of the committee and one person as secretary.

By Invitation:

- Chairperson can invite any person in the meeting of curriculum committee to increase the efficiency of the committee.
- SVL (Student Voice Leader) will be invited by the chairperson for student representation in the curriculum committee as per requirement.

3-Operational Arrangements

1) **a.** The Board of Curriculum Committee shall hold its meeting at least twice in a year.
   b. Emergency meeting can be called by the Principal/Chairperson Curriculum Committee as per requirement during the academic year.
2) Any decision / recommendation has to have approval from the majority.
3) The committee may terminate any member by a vote of two thirds or the Principal on the request of chairperson/ members in case of misconduct or severe breaches of the committee regulations, institutional policies, procedures or code of conduct.
4) The quorum for a meeting shall be half of the members, If a quorum is not present, no business shall be carried out.
5) The agendas points relating to a meeting shall be circulated in time i.e 2 working days before the meeting so that members have the opportunity to prepare themselves for the meeting.

   a. **How to write a meeting agenda?**

      1-Identify the meeting goals
      2-List the questions you want to address
      3-Estimate the amount of time to spend on each topic
      4-End meeting with a review

   b. **What to include in the meeting agenda?**

      1- Information Items—Any updates you may want to share with the group
      2- Action items—The task your team should complete
      3- Discussion items—Topics you want your team to provide feedback on

   c. **Agenda for meeting**

Time and place	Topics	Members
		• Action items
		• Input required

6) All agenda, reports and other documents and all proceedings of and discussion at committees shall be treated as confidential until and unless disclosed in the legitimate programme of business.
7) The normal duration of a board meeting shall not exceed 2 hours.
8) Committee secretary will be responsible for writing minutes of the meeting.
9) Primary mode of correspondence will be email.

10) **Subcommittees of Standing committees**

a. Each standing committee has the right to establish subcommittees to deal with specific aspects of its mission.
b. The chairperson of the subcommittees shall be a voting member of standing committee
c. The subcommittees may include members of faculty and staff.

4-Standard Operating Procedure

A- Process of meeting

Process of Meeting (Agenda points or Action items)

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Approval of Agenda

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Preparation of meeting notice

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Notice , Agenda , Documents sent to members
(Arrangement before meeting)

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Circulation of Meeting Minutes

B- Roles and Responsibilities of Chairperson, Secretary and Members

Chairperson:

- Preside the meeting
- Introduce the Members and expose the Agenda of the Meeting
- Communicate to Secretary and Members of the meeting.

Secretary:

- Make schedule of the meeting.
- Setting of agenda and inform to all members
- Communicate to chair and members of the meeting.

- Capturing all key points discussed in the meeting.
- Distribute Minutes of the meeting to relevant people.

Members:

- Respond to the communication from secretary and chair.
- Confidentiality
- Ensuring the outcomes are cascading down, following decisions.

Approved by Chairperson Curriculum Committee of Dentistry Fadia Iqbal

Approved by Principal Dental College, LM&DC ____________________