

NOSM University Accommodations Committee

Approval Authority: Provost and Vice President Academic

Established: July 22, 2022

Amendments: None

Category: N/A

1.0 Purpose

The NOSM University Accommodations Committee serves as a resource and the approving body for academic accommodations, including in the clinical environment for all NOSM University academic programs. This committee will review and approve accommodation plans in a manner consistent with the NOSM University Accommodations Committee Policy (“The Policy”).

2.0 Functions

The voting members of the core Committee will:

- Review and approve accommodation recommendations provided by the Accessibility Advisor or changes to approved accommodation plans brought to the committee by the Accessibility Advisor in accordance with the NOSM University Accommodations Committee Procedure (“The Procedure”).
- The non-voting members of the core committee and those invited members, as appropriate, will make recommendations about the feasibility of 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 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:

Voting Core Members

- Assistant Dean, Learner Affairs (Co-chair)
- Assistant Dean, Resident Affairs (Co-chair)
- Faculty Member with expertise in disability assessment (e.g., a psychologist or physician)
- Accessibility Advisor
- One Post-Graduate Medical Education (PGME) faculty representative (e.g, previous program director or site director)
- 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) who are not in conflict of interest based on having a direct role in the approval of the grade of the learner seeking the accommodation or be a treater of said learner.

Non-Voting Members

- Senior Director, PGME
- Director, Learner Support Services
- UME Administrative Director, Curriculum and Learning Environment

Invited Participants

Depending on the individual learner's situation, the Co-Chairs or the Accessibility Advisor 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 will be invited to provide their expertise on the recommendations by the Accessibility Advisor.

Invited participants shall not have voting rights.

Membership will be reviewed annually.

Conflict of Interest

Members of the Accommodations Committee including nonvoting members should excuse themselves from any discussion if they believe they cannot be unbiased or have a conflict of interest. All participants, including voting, nonvoting and invited shall declare any conflict of interest with a particular learner. Voting members with a conflict of interest should abstain

from any decision making in regards to learners including if they have a direct role in the approval of a grade, or are a treater of said learner. Voting members will take into consideration the declared conflict of interest, if any, of invited participants.

Quorum and Decision Making

Quorum will be a majority (50%) 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 a majority vote. In the event of a tie, the Provost and Vice President Academic will be invited to hear the issues and cast the deciding vote.

5.0 Reporting

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

6.0 Meetings

Meetings will occur monthly and, when necessary, at the call of a Co-Chairs.

AUTHORITIES AND OFFICERS

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

- a. Approving Authority: Provost and Vice President 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: Yearly

Date for Next Review: April 2023

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| Version | Date yyyy-mm-dd | Authors/Comments |
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| 2.0 | 2023-01-17 | Changed « Vice Dean Academic » to «Provost and Vice President Academic » |
| 2.1 | 2023-03-30 | changed |
| 2.2 | 2023-11-28 | Updated Union Agreed Changes |
| 2.3 | 2023-12-05 | Approved |