

Student Representation on Faculty Committees

MUMUS 2007

1. Committees requiring representatives

1.1 MCMC Committee

MUMUS President & Senior AMSA Rep (Clinical VP when absent)

Role is to attend all meetings to be aware of all important changes in curriculum & how they inter-relate. This particularly includes current reports of ERC Cohort, Malaysian & Gippsland Medical Schools, and their effect on 'Monash Clayton' students.

1.2 Yr Level Management Committees

1 MUMUS Yr Level Rep for each committee (2 MUMUS Reps on 5th Yr Committee – 3 in total)

1 non-MUMUS committee rep for each committee

3rd Yr Committee may also include non-MUMUS committee reps from each major hospital site if required due to lack of representation from above representatives.

Representatives to attend all scheduled meetings + Annual Review Day.

Primary port of call for all students to direct course related questions/concerns/feedback – Contact details & photos will be heavily advertised on our website for all students to access.

Students encouraged to speak to any of the reps for their year level, and all may contribute at Year Level Mx Committee meetings of course.

In 2007, the 1st & 2nd year Management Committees will combine – 2nd year reps will attend the Committee for the 2007 Calendar year as per normal, and all 1st year reps will be elected in June '06 attend a July 2007–June 2008 tenure.

1.3 Theme Committees

1 MUMUS representative on each committee

1 non-MUMUS committee rep for each committee

Role of student reps to attend all meetings to be aware of all proposed changes to curriculum & to give student opinions based on direction of MUMUS Executive.

If the MUMUS Rep on a particular Theme committee is a Pre-Clinical student, the non-MUMUS Rep shall be a Clinical student, to maintain balanced representation.

1.4 Assessment Sub-Committee

MUMUS Pre-Clinical & Clinical Vice Presidents (Clinical VP to report to MUMUS)

Assessment specific questions/concerns/feedback can be directed to these two students; however one may be advised to contact relevant year level committee. Role of position is similar to Theme Committee Reps.

Due to sensitive nature of possible matters to be addressed, ASC student reps to meet with Elaine Halley prior to sitting on this committee to discuss Monash University Privacy & Confidentiality Policy.

ASC is to be advised that students must not be present for any discussion relating to specific possible future assessment content, to avoid a potential conflict of interest.

1.5 Student Support Sub-Committee

MUMUS Pre-Clinical & Clinical Vice Presidents (Pre-Clinical VP to report to MUMUS)

Students strongly advised to contact these reps for all student support questions/help/feedback – matters can be discussed with these reps to be addressed at meetings, or if of a sensitive nature, VP's can refer students directly to Committee Chairs (2007: Prof. Murtagh & Claire Owen). Reports to MUMUS Committee essential for all general discussions held, however given the sensitive nature of many items discussed in these meetings, all reports to MUMUS are to be generalised & not include specifics of students affected – This is to remain confidential within the members of that sub-committee.

Due to sensitive nature of possible matters to be addressed, SSSC student reps to meet with Prof. Murtagh prior to sitting on this committee to discuss Monash University Privacy & Confidentiality Policy.

1.6 Advisory Committee for Human Anatomy Education

MUMUS President (Clinical VP when absent)

Can be first port of call for anatomy-related course issues, however only meets 3 times per year, so students advised to see their Yr Level Reps in the first instance.

1.7 Faculty of M,N&HN Alumni Committee

MUMUS President (Clinical VP when absent)

Role is purely advisory to MUMUS Committee for relationship between Alumni & current medical students – not an avenue for specific student communications.

1.8 Rural Committees

Rural Rep & Clinical VP (Rural Rep to report to MUMUS)

Role is to be aware of and attend (if appropriate) all meetings which occur regarding Bendigo & Northern Clinical School changes, and all discussions regarding any other Monash Rural Clinical Schools.

Other student reps may be involved with these discussions, but role of Rural Rep is to oversee all representation, and ensure these students report to him/her, so that he/she can report to MUMUS regarding all current issues.

MUMUS will request to have 1 MUMUS Representative sit on the Gippsland MCMC Committee once it is established, and this student will report to the Rural Representative.

President will monitor effects of Gippsland Medical School & Monash Malaysia Medical School on Monash Clayton students at MCMC meetings and delegate student representatives to attend specific discussions where appropriate.

1.9 Medical Selection Committee

MUMUS President & Pre-Clinical VP (President to report to MUMUS)

2 non-MUMUS Committee Reps

Role of student reps to attend all meetings (Approx. 3 per year) to be aware of all proposed changes to medical selection & to give student opinions based on the direction of the MUMUS Committee.

1.10 Equity & Diversity Committee

2 MUMUS representatives & 2 non-MUMUS committee reps (1 of the MUMUS Reps to report to MUMUS)

Students reps are to liaise with Student Support reps and are to attend all meetings (approx. 3-4 per year) to become aware of the current issues facing students within the Faculty, and to advise the Committee of the student opinions based on these issues. These issues include those related to disability, equal opportunity, work life flexibility, equal opportunity for women in the workplace, indigenous cultural awareness & student equity.

1.11 Faculty Board

MUMUS President & Senior AMSA Rep

Role of student reps to attend all meetings (Approx. 3 per year) to represent the MBBS student body and to remain informed of progress & changes made throughout entire faculty, especially those which related to the MBBS course.

1.12 Others

Any other committees requiring student representatives are to make a request in writing to the MUMUS Committee. The Clinical VP will co-ordinate appointment of students to requesting committee in consultation with the MUMUS executive.

2. Procedure for all Student representatives

2.1 Current student representatives

All students who currently sit on faculty committees will be retired so that the new MUMUS student representation policy can be implemented for 2007.

Currently the majority of the student body is unaware of which students represent them on which committees. In some instances students have sat on committees for many years without the opportunity for other students to be involved. MUMUS would prefer that students be appointed to committees on an annual basis. In the past there has been a problem with students expressing opinions that do not reflect the overall opinions of the student body.

It is hoped the new MUMUS policy will allow for greater student input into the decisions of faculty committees and enhance communication between the faculty and students. This will be achieved by; increasing students' awareness of faculty committees and the student reps that sit on these committees, by encouraging student feedback to these reps, and by enhanced discussion of opinions within the student body, which will enable student reps and MUMUS to organise and articulate student opinions in an effective and confident manner.

2.2 Appointment of MUMUS student representatives

MUMUS Committee to appoint students from within MUMUS to each committee (proposed MUMUS members for each committee are outlined in section 1. In the case of the Theme Committees, volunteers will be sought from within the MUMUS Committee via expressions of interest through Yahoo Groups and finalised at the first MUMUS meeting in 2007).

2.3 Appointment of Non-MUMUS Committee student representatives

1. Invite all medical students to nominate for all remaining positions.
2. Elections conducted via MUSO for all contested positions; Overseen by MUMUS.

Nominations must include a brief statement indicating the basis of the student's decision to nominate for a particular committee, and their past experience if appropriate. This will be available to all students when voting.

Individual year levels will vote for their Year Level Management representatives; voting for all general positions will be open to all students.

Voting will be open for 1 week only, following a 1 week nomination period, as these representatives will be required very early in the New Year. This will take place in the first two weeks of February for all positions except non-MUMUS 2nd year representative (Early March) and 1st year representatives (June) – Election of general MUMUS 1st year reps & a non-MUMUS Management Committee rep will occur concurrently to avoid confusion, via MUSO.

2.4 Code of Conduct

All representatives will receive a brief portfolio outlining their roles & responsibilities. These will be constructed by President & Clinical VP and approved by the MUMUS committee & faculty prior to implementation (Will parallel this document).

All representatives must endeavour to attend all relevant meetings, and must submit an apology to the relevant Faculty member & to the MUMUS Clinical VP if they are unable to attend a meeting. MUMUS reserves the right to relieve a student of their duties as a student faculty committee rep & elect someone else to the position if they fail to satisfy the portfolio requirements. Such a decision would require a vote by the MUMUS Committee to be implemented.

2.5 Use of Yahoo Groups prior to Faculty meetings

Yahoo Groups is a secure forum which is currently accessible to all MUMUS Committee members. When agenda for each meeting is published, all MUMUS reps are to place a short list of important topics on the group noticeboard where necessary – This will enable MUMUS Committee members to give advice in this forum.

2.6 Receiving feedback from student body

Contact details of ALL student representatives will be heavily advertised on MUMUS website under 'Faculty Feedback' section, with names, email address & photos.

This will be co-ordinated by the President, Clinical VP & IT Officers.

Students will be notified of this via MUSO.

Students will be encouraged to feed back through any of the relevant representatives (MUMUS or non-MUMUS) via face-to-face contact, email, a confidential 'drop in' box at MUMUS Office or online via the forums on the MUMUS website (accessible to all Monash medical students).

2.7 Reporting outcomes of Faculty meetings to MUMUS Committee

The MUMUS Rep on each committee will be responsible for reporting outcomes of all Faculty meetings; this must occur in consultation with all non-MUMUS Representatives on that particular committee.

Brief reports of all meetings are to be tabled by the relevant MUMUS Representative at the following MUMUS meeting.

2.8 Reporting outcomes of Faculty meetings to Student Body

President & Clinical VP to negotiate the material to be reported to the student body using tabled reports from MUMUS Committee meetings & consultation with the Faculty where appropriate.

Major outcomes will be reported via email (MUMUS E-Weekly); all other outcomes will be reported via MUSO (For relevant year level) and the MUMUS website.

All outcomes being widely advertised to the student body MUST be approved by the President & Clinical VP.

3. MUMUS Student Representation Sub-Committee

3.1 Members and Chair

A sub-committee of MUMUS to be comprised of all student faculty committee representatives (MUMUS and non-MUMUS).

Chaired by the Clinical VP.

3.2 Meetings

3-4 meetings to be called by the Chair each year to discuss student issues, and any difficulties faced by the student representatives in achieving their objectives.

3.3 Reporting

Sub-Committee reports to be submitted to MUMUS Committee.

MUMUS President and Clinical VP to submit these reports to Faculty (via Professor Canny) at the next available opportunity.