

COLLEGE Procedure

Procedure Title:	Pedagogical Merit Review of Animal Use Protocols (AUPs)
Procedure ID:	#9-902D
Manual Classification:	Section 9 - Applied Research
Approved by Board of Governors:	<i>Original:</i> September 25,
Revision Date(s):	2019 N/A
Effective Date:	October 1, 2019
Next Policy Review Date:	October 1, 2024
Administrative Contact for Policy Interpretation:	Office of the Vice-President Academic Office of Applied Research
Linked to a Policy or Operating Procedure:	Animal Care and Welfare Policy #9-902 Operating Procedures #9-902A - #9-902C and #9-902E - #9-902H (inclusive)

Procedure Statement

The Canadian Council on Animal Care's states that "CCAC-certified institutions that conduct animal-based teaching or training must have a formal pedagogical merit review process in place" (CCAC, 2016). It is Fleming College's responsibility to ensure that the appropriate mechanisms are in place to evaluate the pedagogical merit of proposed animal use for teaching activities.

Purpose

The purpose of this procedure is to ensure that all teaching activities involving animals are subjected to an independent review by expert peers and outline the process for pedagogical merit review.

Definitions/Acronyms

Merit Review Committee: Subcommittee of the ACC which includes the ACC Chair and at least two internal ACC members.

Pedagogical Merit Reviewers: peer reviewers have to meet the following conditions to assure that the scientific review is at arm's length from the PI and the ACC:

- Must be external to the program in which the teaching activity will be undertaken and must not be directly involved in the teaching activity
- Should have appropriate experience and/or knowledge of pedagogy and animal-based teaching
- Should not be in any potential conflict of interest (e.g. financial, personal)
- The PI may submit recommendations for appropriate reviewers to the MRC

See Animal Care and Welfare Policy

Procedural Guidelines for the Pedagogical Merit Review

Teaching activities involving live animals must be subject to two levels of review before receiving final approval to proceed:

- An expert peer review of the activities' pedagogical merit
- An ethical review by the Fleming College's ACC, as per the *Animal Use Policy #9-902*, of whether the proposed animal use is acceptable, and whether the proposed animal-based methods are appropriate.

Requirements for Pedagogical Merit Reviewers are based on CCAC recommendations for Pedagogical Merit Reviewers. Pedagogical Merit Reviewers must

- Be independent from the teaching activity under review
- Possess the expertise to adequately review the pedagogical value and alternatives to animal-based teaching
- Be external to the ACC

The pedagogical merit review must be undertaken by a minimum of two expert peers and must be completed for all new AUPs and for every subsequent renewal of AUPs that underwent changes.

The PI must submit the Pedagogical Merit Assessment Form to the ACC Coordinator at least four weeks in advance of scheduled ACC meetings. Any concerns and questions received from the Scientific Merit Reviewers must be addressed by the PI prior to AUP review by the ACC.

The ACC Coordinator will inform the Merit Review Committee (MRC) and provide the MRC with the AUP and Pedagogical Merit Assessment form.

The MRC will assign to each PI Pedagogical Merit Reviewers and provide reviewers with required documentation/forms at least three weeks prior to scheduled ACC meetings.

The Pedagogical Merit Reviewers will perform the review within two week of receiving the Pedagogical Merit Assessment form and send completed Pedagogical Merit Review forms to the ACC Coordinator at least one week prior to scheduled ACC meetings.

Animal Care Committee Involvement

The Pedagogical Merit Review process must be completed in advance of the final AUP review by the ACC.

The ACC must receive confirmation about the pedagogical merit of the proposed AUP before granting final approval. The ACC must respect the feedback from the pedagogical merit reviewers and any concerns must be forwarded to the MRC for consideration. The ACC must consider student feedback for renewal of AUPs.

Collaborative Projects

Each organization conducting a teaching activity involving live-animals must undergo the pedagogical merit review process as outlined in this policy, regardless of where the activity is undertaken.

Roles and Responsibilities

The Vice President Academic Experience (VPAE) Office is responsible to

- Ensure that a mechanism for pedagogical merit review is in place in alignment with this procedure

The Merit Review Committee (MRC) is responsible to

- Determine and assign to each PI pedagogical merit reviewers that are independent and subject matter experts
- Provide the Pedagogical Merit Review form and completed Pedagogical Merit Assessment form to the Pedagogical Merit Reviewers at least three weeks prior to scheduled ACC meetings requesting completion and submission within two weeks' time

- If outstanding questions or concerns have been identified, act as a liaison between the PI, the Pedagogical Merit Reviewers, and the ACC
- Forward completed pedagogical merit reviews to ACC Coordinator, at the latest two days prior to ACC meetings

Principal Investigator (PI) is responsible to

- Provide the ACC Coordinator with the appropriate Pedagogical Merit Assessment form at least four weeks prior to ACC meetings.
- Address Pedagogical Merit Reviewers questions in a timely manner
- Forward concerns with feedback of the review process to the MRC for consideration
- Solicit student feedback using the Student Feedback form and consolidate the feedback for the ACC

Pedagogical Merit Reviewers are responsible to

- Perform the pedagogical merit review within two weeks of receiving the Pedagogical Merit Assessment form from the MRC.
- Notify the MRC immediately if the timeline cannot be met
- If applicable, identify themselves as not being 'experts' or 'independent' (as defined in this procedure) immediately upon receiving the Pedagogical Merit Assessment form.
- Submit the Pedagogical Merit Reviewer form to the ACC Coordinator upon completion, at least one week prior to scheduled ACC meetings

The Animal Care Committee Coordinator is responsible to:

- Provide the Pedagogical Merit Assessment form to the PI
- Forward Pedagogical Merit Assessment form to MRC once received from PI
- Provide the Pedagogical Merit Review form to MRC
- Liaise with the MRC and confirm the status of reviews
- Identify outstanding scientific merit reviews of AUPs
- Forward review results to the ACC
- Provide the PI with written pedagogical merit reviewer feedback
- If applicable, forward outstanding questions from the ACC to the MRC and act as a liaison until all outstanding concerns are resolved
- Maintain a record of all pedagogical merit reviews undertaken by the MRC

The Animal Care Committee is responsible to

- Consider the pedagogical merit review outcome in approval of AUPs involving animals in research
- Consider the student feedback during renewal of AUPs

Related Documents

- Pedagogical Merit Assessment form
- Pedagogical Merit Review form
- Student Feedback Form
- Animal Care and Welfare Policy #9-902
- Operating Procedures #9-902A, #9-902B and #9-902D - #9-902H (inclusive)

Appendices

N/A

References

- CCAC (2016): CCAC policy: Pedagogical merit of live animal-based teaching and training. Canadian Council on Animal Care, Ottawa, Canada.

Summary of Changes	Date
--------------------	------