

Purposes and Functions of the Curriculum Committee

8/2013





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Purposes and Functions of the Curriculum Committee

Through its management and oversight of the undergraduate program leading to the Medical Doctor (M.D.) degree, the College of Medicine Curriculum Committee ensures that students learn the requisite knowledge, skills, attitudes and behaviors to progress to residency training. The Curriculum Committee functions in accordance with the LCME ED-33 mandate that “there must be integrated institutional responsibility...for the overall design, management, and evaluation of a coherent and coordinated curriculum.”

Curriculum Design and Management

The Curriculum Committee works to continually update the medical curriculum and to ensure that students receive the most effective and relevant curriculum for the practice of medicine.

Curriculum Design and Management Functions:

- Review Competencies
 - Review, evaluate, and periodically update the competencies of the entire medical education program.
 - Ensure adequate coverage of all competencies throughout the curriculum.
 - Consult with individual course directors to evaluate whether the distribution of competencies among courses is logical and coherent.
- Ensure Vertical and Horizontal Integration
 - Horizontal Integration – Assess whether each course employs multidisciplinary, foundational concepts from the pertinent basic sciences disciplines that advance understanding of clinical medicine.
 - Vertical Integration – Assess whether the sequencing of courses provides a functional building of concepts to facilitate student learning.
 - Make recommendations on curriculum course/clerkship structure based on feedback from the Quality Assurance Reports

Curriculum Evaluation

The Curriculum Committee reviews aggregate data and individual course measures annually. Based upon these measures, the Committee recommends subsequent action, when necessary, and devises a mechanism to monitor the action taken. In addition to the review of aggregate data, individual courses are reviewed annually through Course Quality Assurance Reports. Annually, the Committee compiles the data from the abovementioned and submits a report to the Dean that contains an overall review of the curriculum, including recommendations for further action or resources needed.

Curriculum Evaluation Functions:

- Review and Evaluate Individual Courses
- Review and Evaluate Aggregate Data
 - Step 1 & 2 results

- CPX results
- Overall course and faculty evaluation data
- Match results
- Entering class demographics (GPA, MCAT, Residency, etc.)
- Residency Director Reports
- AAMC Graduation Questionnaire Program and Course Request Approvals

The Curriculum Committee deliberates upon all requests to modify programs or courses within the College of Medicine. Whereas the Curriculum Committee reviews course/program changes required for the Medical Doctor degree, the Basic Science Subcommittee reviews all other course/program changes and communicates recommendations to the Curriculum Committee for final approval.

Program and Course Change Proposal Functions:

- Evaluate proposals for completeness of information.
- Communicate concerns, follow up action needed to the proposal author
- Assess the proposal alignment with the competencies of the educational program.
- Assess (at minimum) the adequacy of the following to support course/program activities:
 - Facilities
 - Faculty expertise and dedicated time
 - Office of Curriculum personnel expertise and availability

Policy Development

The Curriculum Committee recommends policies that support any of the above functions. This includes, but is not limited to, policies concerning curriculum design, pedagogical principles, assessment standards, course and faculty evaluation standards, and admissions criteria.

Recordkeeping

Per LCME ED-33, the Curriculum Committee must document the performance of its designated functions. This documentation also serves to ensure that medical education competencies are fulfilled and that the education program is progressing appropriately.

Recordkeeping Functions:

- Curricular Quality Assurance documents, including annual report to the Dean
- Curriculum Committee minutes
- Policy changes
- Course and program change forms and supporting documents

Membership of Curriculum Committee

From *College of Medicine Rules of Procedure and Structures of Committee* : The Dean appoints Curriculum Committee members in consultation with the appropriate Departmental Chair and Associate Deans. The Curriculum Committee shall be composed of three basic science faculty, four clinical science faculty, one community-based faculty, a medical student representative from each class, the Associate Dean for Academic Affairs (Committee Chair), and the Assistant Dean for Curriculum (as an ex officio member).

2013-2014 Curriculum Committee Membership

Charles Griffith, Associate Dean for Academic Affairs, Curriculum Committee Chair

In the absence of the Associate Dean for Academic Affairs, Christopher Feddock, MD, MS, Assistant Dean for Curriculum will serve as Chair and voting member.

Basic science faculty:

- Phyllis Nash, Ed.D., Department of Behavioral Science
- Brian Jackson, Ph.D., Department of Physiology*
- Thomas Roszman, PhD, Department of Microbiology

Clinical science faculty:

- Michael Brooks, M.D., Department of Radiology
- Curtis Cary, M.D., Departments of Pediatrics and Internal Medicine
- Deborah Erickson, M.D., Department of Urology
- Michelle Lofwall, M.D., Department of Psychiatry
- Melissa Kesler, M.D., Department of Pathology
- Laura Stadler, M.D., Department of Pediatrics

Community-based Faculty:

- LaDonya Cassidy, M.D.

Medical student members:

- Josh Rock, M-1
- Ruthie Fligor, M-2
- Kevin White, M-3
- Rachel Winchester, M-4

*Serves as Faculty Council Representative and basic science faculty member.

M1-M2 Course Director Subcommittee

1) Responsibility

- a) Coordinate and implement the educational activities in the preclerkship curriculum.
- b) Monitor and coordinate course content to ensure fulfillment of the overall curriculum plan.
- c) Perform periodic reviews of outcome data for the M1 and M2 academic years.
- d) Make policy and procedure recommendations to the Curriculum Committee for review and approval.
- e) Any additional roles as designated by Curriculum Committee.

2) Membership

- a) All course directors and co-course directors in the M1 and M2 academic years. Each individual shall be allotted a single vote.
- b) Senior Associate Dean for Medical Education (ex-officio)
- c) Assistant/Associate Dean for Curriculum (ex-officio)
- d) Chairperson of the M3-M4 subcommittee (ex-officio)
- e) A 3rd year class representative selected by his/her class (ex-officio)
- f) Ad hoc and other ex officio non-voting members shall be appointed as deemed necessary

3) Functions

- a) The chairperson shall convene the Subcommittee at his/her discretion or at the direction of the Curriculum Committee Chair.
- b) The Subcommittee shall elect a chairperson and/or vice-chairperson as necessary to fill vacancies. An elected chairperson will serve a 1-year term. A vice-chairperson shall be elected at the beginning of each academic year who shall succeed the chairperson at the beginning of the subsequent academic year. Whenever the chairperson is absent, the vice-chairperson shall fulfill the functions and duties of chairperson.
- c) Formal actions by the committee including elections, policy recommendations, or procedure recommendations shall be approved by a simple majority vote. A quorum of 15 voting members is necessary for any formal vote.
- d) The chairperson shall attend Curriculum Committee meetings as an ex-officio member and present any policy or procedure recommendations to the Committee.

M3-M4 Course Director Subcommittee

1) Responsibility

- a) Coordinate and implement the educational activities in the clerkship curriculum.
- b) Monitor and coordinate course content to ensure fulfillment of the overall curriculum plan.
- c) Perform periodic reviews of outcome data for the M3 and M4 academic years.
- d) Make policy and procedure recommendations to the Curriculum Committee for review and approval.
- e) Any additional roles as designated by Curriculum Committee.

2) Membership

- a) All course directors and co-course directors for the required clerkships and primary acting internship rotations. Each individual shall be allotted a single vote.
- b) Senior Associate Dean for Medical Education (ex-officio)
- c) Assistant/Associate Dean for Curriculum (ex-officio)
- d) Chairperson of the M1-M2 subcommittee (ex-officio)
- e) 4th year class representative
- f) Ad hoc and other ex officio non-voting members shall be appointed as deemed necessary.

3) Functions

- a) The chairperson shall convene the Subcommittee at his/her discretion or at the direction of the Curriculum Committee Chair.
- b) The Subcommittee shall elect a chairperson and/or vice-chairperson as necessary to fill vacancies. An elected chairperson will serve a 1-year term. A vice-chairperson shall be elected at the beginning of each academic year who shall succeed the chairperson at the beginning of the subsequent academic year. Whenever the chairperson is absent, the vice-chairperson shall fulfill the functions and duties of chairperson.
- c) Formal actions by the committee including elections, policy recommendations, or procedure recommendations shall be approved by a simple majority vote. A quorum of 7 voting members is necessary for any formal vote.
- d) The chairperson shall attend Curriculum Committee meetings as an ex-officio member and present any policy or procedure recommendations to the Committee.

Basic Science Course & Program Proposals Subcommittee

Responsibility

This subcommittee is charged with reviewing all undergraduate and graduate basic science course and program change proposals. The subcommittee will serve in an advisory manner to the Curriculum Committee providing approval recommendations for the full Curriculum Committee to modify and/or forward on to the Dean and Faculty Council.

Membership

The subcommittee consists of two members of the Curriculum Committee who will serve as Chair and Co-Chair of the subcommittee. Additionally, five faculty members with primary appointments in basic science departments who also serve as course directors of undergraduate or graduate courses will serve on the subcommittee. Faculty members who serve on this committee must exercise a broad educational perspective that enables them to view the curriculum as an integrated whole. In order to insure a continuum of activity and ideas, the membership terms will be staggered between three and five years. The Curriculum Committee will make recommendations for membership and forward recommendations to the Dean. The Dean will officially appoint faculty to the Basic Science Subcommittee. The Chair will report subcommittee recommendations to the Curriculum Committee.

Functions

1. Review proposals for changes in content, emphasis and time allotment for each course
2. Assess whether major curricular changes meet the goals of the educational program
3. Consider whether resources are adequate to meet the course objectives