



STANDING COMMITTEE ON
MEDICAL CURRICULUM
CHARGES AND
RESPONSIBILITIES¹

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TABLE OF CONTENTS

1	COMMITTEE OVERVIEW	3
1.1	Overview of Charges	3
1.2	Membership and Attendance	3
1.3	Subcommittees	3
1.3.1	Standing Phase Committees	3
1.3.2	Ad hoc Committees	4
2	EVALUATING THE CURRICULUM	4
2.1	Required Courses	4
2.2	Elective Courses	4
2.3	New Courses	4
2.4	Monitoring Curriculum Content	5
3	MONITORING EDUCATION OUTCOMES	5
4	DETERMINING GRADING POLICY	5
5	COURSE BOOK	5

1 COMMITTEE OVERVIEW

1.1 Overview of Charges

The Curriculum Committee is charged by Faculty Council to:

- a. evaluate the curriculum;
- b. monitor education outcomes;
- c. formulate and ensure implementation, via the phase committees, curricular policy and academic programs leading to the MD or combined MD-professional school degree in the Jacobs School of Medicine and Biomedical Sciences (JSMBS);

The Curriculum Committee must accept input from all members of the faculty on matters of the curriculum, draft policies, and curricular organization.

The Curriculum Committee must be responsible for compliance with all LCME requirements.

Changes in Charges and Responsibilities of the Standing Committee on Medical Curriculum (this document) must require an initial presentation and discussion with the full Curriculum Committee, followed by a final vote at the next scheduled meeting. These changes will be reviewed and approved by the Faculty Council in accordance with the Bylaws. The Committee is charged with tracking all changes to the operational rules over time.

1.2 Membership and Attendance

Membership of the Faculty Council Standing Committee on the Medical Curriculum (Curriculum Committee) is constructed according to the Faculty Council Bylaws.

The Curriculum Committee will meet monthly throughout the calendar year. Emergency meetings may be called by the Co-chairs of the Committee.

Curriculum Committee members must attend all meetings or be excused by contacting the offices of either Co-chair in advance of the meeting. Two unexcused absences will be grounds for removal from the Committee.

1.3 Subcommittees

1.3.1 Standing Phase Committees

The Phase 1 and Phase 2 Committees are standing subcommittees of the Curriculum Committee and will serve as "operations" committees to implement the policies and action items as directed by the Curriculum Committee. In addition, the Phase Committees will

engage in discussions of pedagogy and best practices, and attend to the practical details of running an efficient curriculum on a day-to-day basis.

1.3.2 Ad hoc Committees

The Curriculum Committee will establish ad-hoc committees as needed to complete its work. Ad hoc committees will report their finding to the full Curriculum Committee for approval.

2 EVALUATING THE CURRICULUM

The Curriculum Committee is charged with the evaluation and crafting of curriculum content and structure based on the Mission and Goals of the Jacobs School of Medicine and Biomedical Sciences (JSMBS) and the Educational goals and competencies of the JSMBS. The Curriculum Committee is charged with evaluation of both the vertical (Years 1-4) and horizontal (within a school year) integration of the curriculum.

2.1 Required Courses

The Curriculum Committee shall review the content, performance, goals and objectives of each required courses at least once every three years. The review process will involve ad hoc subcommittees composed of the course director(s), a Phase 1 faculty, a Phase 2 faculty, and a student who has completed the course. The ad hoc committee will report to the full Curriculum Committee their results and recommendations. Courses may be reviewed on a more frequent basis based on quality measures.

2.2 Elective Courses

The Curriculum Committee must review all elective courses based on enrollment over the prior 4 years and make recommendations for approval, modification, or discontinuation.

2.3 New Courses

The Curriculum Committee must evaluate, review, and approve all new courses proposed for the curriculum. Required courses will be presented to the committee for full review. After discussion, the committee may ask for additional detail. A second presentation to the committee must occur during the next meeting of the Committee and recommendations for approval will be voted on at that time. Elective courses may be presented and voted on in the initial presentation to the Curriculum Committee, or the Committee may postpone the vote if additional data are required prior to a vote. The Committee must determine how to incorporate new required courses within the curriculum and how the architecture of the curriculum will be modified for inclusion.

2.4 Monitoring Curriculum Content

The Curriculum Committee must monitor curricular content through data provided by the curriculum office and remediate gaps in the curriculum. Gaps identified by the Committee must be directed to the appropriate Phase committee(s) with the charge of incorporation into the curriculum. Inclusion of new content may necessitate removal of some existing content and/or courses. The Phase Committee(s) must report their recommendations to the Curriculum Committee for review.

The Curriculum Committee must monitor national trends in medical education and consider whether curricular revisions are necessary. The Committee must monitor pedagogy and the balance of active to passive learning through the employment of best practices.

3 MONITORING EDUCATION OUTCOMES

The Curriculum Committee must determine if our students receive the skills, knowledge, and attitudes to fulfill our Mission and Goal statement. Special attention must be paid to life-long learning techniques.

4 DETERMINING GRADING POLICY

The Curriculum Committee shall determine grading policy of the Phase 1 and Phase 2 courses. The criteria for grading at each level shall be applied uniformly within each course.

Any changes in grading policy must be communicated to The Standing Committee on Medical Student Affairs and Academic Standing. Those changes will be incorporated into the Academic Status Policy. Changes in Grading Policy that impact the determination of Recognition of Academic Excellence (as defined in the Academic Status Policy) shall be coordinated with The Standing Committee on Medical Student Affairs and Academic Standing and aligned with the Academic Status Policy.

5 COURSE BOOK

The Curriculum Committee shall be responsible for ensuring that a “Course Book” for distribution to all students be maintained and kept up to date. The Course Book should contain the following:

- a. Course Schedules for Phase 1 and Phase 2
- b. Course requirements required to obtain an MD degree and all Joint MD degree programs

- c. Contact information for Clinical Department Course Coordinators
- d. Descriptions of all course offerings, including electives
- e. The Grading Scale, requirements for Latin Honors, and procedures for remediation

Log of Policy Updates:

06/27/2018: Faculty Council voted to approve the removal of grading policy from this document.