



VCU

[DRAFT] School of Medicine Curriculum Council Policy

Policy Type: Local

Responsible Office: School of Medicine Dean’s office

Initial Policy Approved: MM/DD/YYYY

Current Revision Approved: MM/DD/YYYY

Policy Statement and Purpose

The purpose of this policy is to define the School of Medicine Curriculum Council’s charge, its membership, terms of office and function. The Liaison Committee on Medical Education (LCME) is the accrediting body for medical schools within the U.S. and establishes standards for the functions and structure of a medical school. Standard 8: Curriculum Management, Evaluation, and Enhancement, section 8.1 states the following:

A medical school has in place an institutional body (e.g. a faculty committee) that oversees the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

This policy describes compliance with this standard and establishes procedures for its governance.

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Who Should Know This Policy

The faculty of the VCU School of Medicine are responsible for knowing this policy, its contents and provisions.

Definitions

There are no definitions associated with this policy.

Contacts

The Dean of the School of Medicine (or his/her designee) officially interprets this policy. The Dean's office is responsible for obtaining approval for any revisions as required by the policy *Creating and Maintaining Policies and Procedures* through the appropriate governance structures. Please direct policy questions to the Dean's office.

Procedures

The Curriculum Council has the authority to monitor, review and revise the curriculum of the medical school. This council will monitor the workload and well-being of the medical students.

The council is responsible for:

- Establishing and approving the education program objectives and reviewing them periodically;
- Design, management, and evaluation of the undergraduate medical program to ensure the education program objectives are met and are in accordance with the requirements of the Liaison Committee on Medical Education and other regulatory bodies;
- Ensuring that methods of pedagogy and medical student assessment are appropriate in achieving the educational program objectives;
- Establishing a process for reviewing, evaluating and revising each segment of the curriculum on an annual basis to ensure the program is effective, coordinated and integrated across the four years and that there is a logical sequencing of the various segments of the curriculum (vertical and horizontal integration);
- Establishing performance standards for instructors, requiring faculty development when necessary, and evaluating instructor performance;
- Monitoring workload of the student body;
- Establishing performance standards required for promotion and graduation;
- Advising the Dean of the School of Medicine on resources required to support the curriculum.

- Ensuring that all proposed curricular changes are submitted for final approval as required by the university curriculum review process.

The Dean of the School of Medicine in his or her capacity as the Chief Academic Officer, reserves the right to veto any decision made by the curriculum council that is deemed to not be in the interest of the missions of the medical school or if the resources are not available to support what the curriculum council proposes. The Curriculum Council derives its authority to implement changes to the curriculum through the Dean.

Curriculum Council membership shall consist of the following voting members of the committee:

- Council chair
- Chair representative from the basic sciences (term of two years)
- Chair representative from the clinical sciences (term of two years)
- Chairs of the two sub-committees
- Eight faculty representatives from both campuses and the VA medical center elected by the faculty (term of four years) distributed as follows:
 - Three basic science faculty and three clinical faculty from the main campus,
 - One faculty representative from the VA medical center
 - One faculty representative from the Inova campus
 - Two medical students, one representing each class of the pre-clinical years (M1/M2)
 - Two medical students representing each class of the clinical years (M3/M4).

The Council chair and chair representatives shall be appointed by the Dean. The faculty will be selected by a vote of the faculty. The student representatives are rotating each month from the Curriculum representatives of their class which are chosen by vote by their class.

Nonvoting members include:

- Senior Associate Dean for Medical Education and Student Affairs (ex-officio),
- Assistant Dean for Pre-clinical Medical Education (ex-officio)
- Assistant Dean for Clinical Medical Education (ex-officio)
- Assistant Dean for Curriculum (ex-officio)
- Assistant Dean for Professional Instruction and Faculty Development
- A representative from the Center for Human Simulation and Patient Safety
- A representative from the library
- A representative from the Division of Assessment and Evaluation studies.

From time to time, the Curriculum Council may call other individuals to assist based on their areas of expertise to advise and counsel the Curriculum Council, but these individuals will not have a vote. A quorum shall consist of 50% of the voting faculty members plus one student.

There will be two sub-committees of curriculum council, the pre-clinical curriculum committee and the clinical curriculum committee. These sub-committees exist to review the individual divisions and

clerkships on an annual basis. The findings of these sub-committees are then presented to the Curriculum Council for a final vote. The members of these committees will be as follows:

Pre-clinical Committee

- Chair, appointed by the Dean (term of four years)
- 2 faculty members from the basic sciences (term of four years)
- 2 faculty from the clinical departments (term of four years)
- 2 medical students (one from each year)
- Senior Associate Dean for Medical Education and Student Affairs
- Assistant Dean for Pre-clinical Medical Education

Clinical Committee

- Chair, appointed by the Dean (term of four years)
- 1 faculty representative from the basic sciences (term of four years)
- 4 faculty representatives from clinical departments (term of four years)
- 1 faculty representative from Inova campus (term of four years)
- Representative from the Center for Human Simulation and Patient Safety
- 3 medical students (one from M3, one from M4, one from Inova)
- Senior Associate Dean for Medical Education and Student Affairs
- Assistant Dean for Clinical Medical Education

Faculty members on these sub-committees are chosen by the Chair of the Curriculum Council from a list of faculty who express an interest in belonging to the committees. The chair will then present it to the council for a vote.

If a vacancy should come open on the Curriculum Council before the end of the four year term of a member, the Dean can select an alternate member of the faculty to complete the term.

Forms _____

There are no forms associated with this policy and procedures.

Related Documents _____

There are no related documents associated with this policy and procedures.

Revision History _____

None – New Policy

FAQs _____

There are no FAQs associated with this policy and procedures.