

Curriculum Committee Standard Operating Procedures

Established March 9, 2009

Mission

The mission of the Marshall University Joan C. Edwards School of Medicine Curriculum Committee is to create an optimal learning environment and develop and implement the best possible curriculum for the medical students which will enhance their learning and provide a foundation for their professional careers as physicians.

Composition

The Curriculum Committee will consist of:

Two members for each of the basic science departments (Anatomy & Pathology, Biochemistry & Microbiology, and Pharmacology, Physiology & Toxicology)

One member from each of the clinical departments (Family & Community Health, Internal Medicine, Neuroscience, Obstetrics & Gynecology, Orthopedics, Pediatrics, Psychiatry, and Surgery)

One student member from each medical school class

Four members appointed by the Dean, at least two of whom have to be basic scientists.

Members of the committee are either selected by the department chairs or elected by the departments. If a member has not attended three consecutive meetings of the Curriculum committee or 50% of the meetings in one year without adequate excuses, the chair of that department will be asked to recommend another member of the department with sufficient available time to participate in the committee.

Regular Meetings

Regular meetings will occur monthly at a time agreed on by the committee. More frequent meetings may be needed under certain circumstances. The Executive Committee will determine when such additional meetings are necessary and provide the best possible notice to committee members of such meetings.

Voting Procedures

A quorum for any vote requires the participation of 50% +1 (i.e. one member more than half) of the committee members. Once a quorum is established, general motions put to a vote are approved if 50% of the members of the committee plus one in attendance approves the motion. Votes to change the internal operating procedures of the committee require approval of 66% of the members plus one in attendance.

Voting will typically take place during a regular or called committee meeting. When technically possible, committee members who cannot attend a regular or called meeting in person may attend and vote through a conference call.

Occasionally, there may be need for an electronic vote on certain questions. These electronic votes will be of two types: a “straw poll” and an official vote. The Executive Committee of the Curriculum Committee or a majority of the Curriculum Committee will determine when these votes are necessary and useful. A “straw poll” is a non-binding, non-official vote to provide the committee with general guidance on certain questions in order to assist in the planning process. Rarely, an official vote may be taken by electronic means if authorized by the entire curriculum committee. For an electronic vote, a motion must be proposed and seconded prior to being proposed for a vote. There must be at least 3 working days for discussion of the motion. Results of such a vote are official only when responses 50% of the members plus one of the Curriculum Committee are received.

Proxy voting through another person or member of the committee is not permitted.

Conflict of Interest

A standardized conflict of interest form will be filled out by the members of the curriculum committee yearly and be available for review by all members of the medical school staff.

Officers

Chair

The chair will be responsible for:

- A) Provide the organizing force for the curriculum committee.
- B) Work with the committee to generate a timeline for its activities.
- C) Assist in liaison activities between the committee and other committees of the medical school.

Secretary

The secretary will be responsible for:

- A) Recording the minutes of each meeting of the full Curriculum Committee as well as for reporting the results of each vote. The secretary will also be responsible for creating minutes of any formal meeting between the Executive Committee and the medical school administration and disseminating them to the full committee.
- B) Keeping attendance records and reporting to the chair any members that have not met the attendance standards set forth elsewhere in this document.
- C) The secretary serves a two-year term and may be re-elected to that term if so desired by the committee.
- D) In the absence of the chair, the secretary temporarily assumes the activities of the chair.

Year 1 Subcommittee Chair: Provides leadership for the Year 1 subcommittee.

Year 2 Subcommittee Chair: Provides leadership for the Year 2 subcommittee.

Years 3 and 4 Subcommittee Chair: Provides leadership for the Years 3 and 4 subcommittee.

Subcommittees

Executive Committee: The Executive Committee will consist of the Chair, Secretary, Chair of the first year subcommittee, Chair of the second year subcommittee, and Chair of the third and fourth year subcommittee and the Associate Dean for Medical Education.

The primary functions of the Executive Committee are to:

A) Set the agenda for meetings and keep track of committee activities and assignments. Agenda items may be suggested by any member of the committee. In addition, all faculty and students at the institution will be able to suggest agenda items through a link on the Curriculum Committee website.

B) Represent the full Curriculum Committee in meetings with the medical school administration.

C) Provide information that is useful to the Curriculum Committee in their evaluations.

The Executive Committee will be in frequent contact through email, conference calls and through face-to-face meetings as mutually agreed on. It is expected that Executive Committee communications may be as frequent as once a week and at least one week prior to each formal Curriculum Committee meeting.

The Executive Committee will not have the authority to make any decisions for the full Curriculum Committee. The Executive Committee cannot veto actions of the Curriculum Committee or make decisions for the Committee. All authority remains vested in the full committee.

Year 1 Subcommittee: The responsibility of the year 1 subcommittee is to provide all information the full Curriculum Committee considers relevant to the education of first year medical students. This committee will consist of the committee chair, the course directors for all required courses in that year, and at least one student in that year. The subcommittee chair may add other members to the committee as necessary.

Year 2 Subcommittee: The responsibility of the year 2 subcommittee is to provide all information the full Curriculum Committee considers relevant to the education of second year medical students. This committee will consist of the committee chair, the course directors for all required courses in that year, and at least one student in that year. The subcommittee chair may add other members to the committee as necessary.

Years 3&4 Subcommittee: The responsibility of the years 3&4 subcommittee is to provide all information the full Curriculum Committee considers relevant to the education of third and fourth year medical students. This committee will consist of the committee chair, the course directors for all

required courses in that year, and at least one student in that year. The subcommittee chair may add other members to the committee as necessary.

Evaluation Committee: The responsibility of this committee is to review course evaluations for each course and provide ongoing feedback to the course directors and to alert the full committee of any significant issues that are raised. The composition of this committee will vary from time to time as deemed appropriate by the full Curriculum Committee.

Ad Hoc Committees: The full Curriculum Committee will create ad hoc committees as needed to perform its functions. The specific task assigned to each committee and the time over which this assignment is expected for completion will be specified by the chair and recorded by the secretary.

Minutes of each significant subcommittee meeting should be sent to the Curriculum Committee Secretary so that they can be forwarded to the entire curriculum committee prior to the next committee meeting.