



MARSHALL UNIVERSITY
JOAN C. EDWARDS SCHOOL OF MEDICINE
CURRICULUM COMMITTEE STANDARD OPERATING PROCEDURES

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CURRICULUM COMMITTEE STANDARD OPERATING PROCEDURES

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I. 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 medical students that will enhance their learning and provide a foundation for their professional careers.

II. COMPOSITION

a. MEMBERSHIP

The Curriculum Committee shall consist of the following members, all with full voting rights except for the Academic Administration members who will serve as Ex-Officio non-voting members.

The Curriculum Committee shall consist of the following members, all with full voting rights:

i. BIOMEDICAL SCIENCES FACULTY

Five members will be selected by election by faculty members of the department. The Department Chair shall be responsible for determining how that election will be conducted. There should be a mixture of faculty who teach across the spectrum of basic science material both the normal and abnormal.

ii. CLINICAL FACULTY

There will be a rotating schedule of the clinical departments responsible for electing a member of their department to the Curriculum Committee. The Department Chair shall be responsible for determining how that election will be conducted. The clinical departments represented will include: Family Medicine, Obstetrics and Gynecology, Psychiatry, Orthopedics, Ophthalmology, Internal Medicine, Pediatrics, Surgery, and Neurology. A total of five members will come from the clinical departments each three year cycle.

iii. STUDENTS

One member from each of the four medical school classes. Student members will be voted upon by their representative class during their first year and will serve a four year term.

iv. ACADEMIC ADMINISTRATION

The Vice Dean for Medical Education or his/her designee and the Associate Dean for Pre-Clinical Education will serve as Ex-Officio members of the Committee. The Associate Dean for Pre-Clinical Education will be non-voting, function as the Executive Secretary of the Committee, organize the agenda as directed by the Chair and maintain the records of the actions of the Committee.

b. TERMS

The Chair may serve more than one term, but no more than two consecutive terms. Each term will be 3 years. Faculty terms will be for three years. A faculty member may serve no more than two consecutive terms, but may serve on the Curriculum Committee again after having one full term (three years) not on the Committee. The term of office for student members will be four years.

c. ATTENDANCE

If a member has not attended three consecutive meetings of the Curriculum Committee, or 50% of the meetings in one year without advanced notification of 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.

d. CONFLICT OF INTEREST

The Curriculum Committee will be covered by and adherent to the standardized Marshall University Conflict of Interest form.

III. MEETINGS

a. REGULAR MEETINGS

The Curriculum Committee shall meet bi-monthly unless more frequent meetings are approved by the majority of the Curriculum Committee. Meetings are closed to all non-members of the committee unless invited by the Chair or academic administration. The Executive Secretary shall be responsible for providing written minutes to the Dean and the Curriculum Committee members.

b. MEETING PROCEDURES

The Curriculum Committee will follow “Robert's Rules of Order” unless superseding procedures are specified in the Curriculum Committee’s Standard Operating Procedures.

c. PROPOSAL INTRODUCTION

Any new proposal, including any proposed changes to the curriculum, brought to the Curriculum Committee must be introduced one meeting prior to any subsequent vote on approval or disapproval. Under extraordinary circumstances, this procedure can be overridden providing 66% +1 of the voting members of the Curriculum Committee present agree by vote to allow a motion on the proposal.

d. VOTING PROCEDURES

A quorum for any vote requires the participation of 50% +1 (i.e. one member more than half) of the voting Committee members. Once a quorum is established, general motions put to a vote are approved if 50% +1 of the voting members of the Committee in attendance approve the motion. Votes to change the internal operating procedures of the Committee require approval of 66% + 1 of the voting members in attendance. The Executive Secretary may vote in rare circumstances where there is no quorum. 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.

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

Under extraordinary circumstances 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 Chair 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 66% +1 of the voting Curriculum Committee members. For an electronic vote, a motion must be proposed and seconded prior to being proposed for a vote. There must be at least three working days for discussion of the motion. Results of such a vote are official only when a quorum of the Curriculum Committee has responded.

e. ACTION ITEMS

At the end of each meeting, prior to adjournment, the Chair of the Curriculum Committee will summarize all action items that have been approved by the Curriculum Committee. This will include any item that was voted on and also any item that will require a report at a subsequent meeting. This summary will also be emailed to all members of the Curriculum Committee by the Secretary within two business days of the meeting.

IV. OFFICERS

a. CHAIR

The chair of the Curriculum Committee will be one of the ten faculty members and will be selected by vote of the full Committee one month prior to expiration of the term of a current Curriculum Committee Chair.

The chair will:

- Provide the organizing force for the Curriculum Committee.
- Work with the Committee to generate a timeline for its activities.
- Assist in liaison activities between the Committee and other Committees of the medical school.
- Set the agenda.
- Designate a member of the Curriculum Committee to chair any meetings in which he/she cannot attend.
- Maintain the Curriculum Committee’s adherence to the Standard Operating Procedures.

b. SECRETARY

The Associate Dean for Medical Education will function as the Executive Secretary of the Committee. This is a non-voting position.

The Secretary will:

- Organize the agenda as directed by the Chair and maintain the records of the actions of the Committee.
- Be responsible for the minutes of each meeting of the full Curriculum Committee as well as report the results of each vote. The Secretary will also be responsible for creating minutes of any formal meeting between the Curriculum Committee and the medical school administration and disseminating them to the full Committee.
- Distribute the action item report within two business days following the close of each meeting.
- Keep attendance records and report to the Chair any members that have not met the attendance standards set forth elsewhere in this document.
- Keep records of member terms.

V. SUB-COMMITTEES

(Flow Chart marked Appendix A)

a. PRE-CLINICAL and CLINICAL SUB-COMMITTEES

i. MEMBERSHIP

The Pre-clinical sub-committee will be composed of Block Leaders (as approved by this committee on an annual basis from the recommendation of the Pre-clinical sub-committees), a student representative and faculty as appropriate. The Clinical sub-committee shall be composed of the Clerkship Directors (as appointed by the Chair of their respective departments), students, and faculty for required rotations in year 3 and 4 as appropriate.

ii. CHAIR

Sub-committee Chairs are elected by their respected sub-committee and serve a term of three years with no term limits. These positions do not need to be voting members of the Curriculum Committee but are required to meet the attendance policies set forth elsewhere. The Chair provides leadership for their sub-committee while acting as a liaison between the Curriculum Committee and the year sub-committees, and coordinates the curricular management for their academic years. The Chair ensures that their course reports and annual report are provided to the Curriculum Committee and ascertains that the recommendations made by the Curriculum Committee are implemented in their curriculum.

iii. CHARGE

The sub-committees are responsible for overseeing and coordinating the integration and delivery of the curriculum, including horizontal and vertical integration, pedagogy and student assessment. This process is carried out using the curriculum map database and regular meetings. Sub-committee Chairs report and recommend to the Curriculum Committee and communicate recommendations of the Curriculum Committee to the Block Leaders and Clerkship Directors.

b. CURRICULUM EVALUATION SUB-COMMITTEE

i. MEMBERSHIP

The Curriculum Evaluation sub-committee will be composed of representatives from both pre-clinical and clinical faculty. Members are selected by academic administration or the Curriculum Committee chair and do not have to be voting members of the parent committee.

ii. CHAIR

Curriculum Evaluation sub-committee Chairs are elected by their respected members and serve a term of two years with no term limits. These positions do not need to be voting members of the Curriculum Committee but are required to meet the attendance policies set forth elsewhere. The Chair provides leadership for their sub-committee while acting as a liaison between the Curriculum Committee and the sub-committee. The Chair ensures that their course reports are provided to the Curriculum Committee.

iii. CHARGE

The Curriculum Evaluation sub-committee is responsible for evaluating the learning content, learning environment, student performance, and student feedback for each pre-clinical course and required clerkship. Assessed content includes learning objectives, adherence to institutional competencies, pedagogies, methods of assessment, and course structure including syllabi, learning resources, and the learning environment(s). Student performance, both within the course and on representative standardized content, is examined. Following each course or clerkship evaluation, feedback is provided to the respective Block Leader or Clerkship Director and a report is presented to the Curriculum Committee for review.

c. ASSESSMENT SUB-COMMITTEE

i. MEMBERSHIP

The Assessment sub-committee will be composed of representatives from both pre-clinical and clinical faculty, students, education specialists, and OME representatives. Members will be appointed by academic administration or the Curriculum Committee chair. Members of the sub-committee do not have to be voting members of the parent committee.

ii. CHAIR

Sub-committee Chairs are elected each year by their respected sub-committee and serve a term of three years with no term limits. These positions do not need to be voting members of the Curriculum Committee but are required to meet the attendance policies set forth elsewhere. The Chair provides leadership for their sub-committee while acting as a liaison between the Curriculum Committee and the sub-committee. The Chair ensures that sub-committee reports are provided to the Curriculum Committee.

iii. CHARGE

The Assessment sub-committee is responsible for evaluating all assessment items across low, medium, and high risk evaluations and working with faculty to improve test/question writing skills. Assessment items are examined for their content, clinical applicability, format, and effectiveness and recommendations are provided to the respective Course Directors. The Chair provides course assessment reports to the Curriculum Committee for review.

d. FORMATION OF SUB-COMMITTEES

The Curriculum Committee shall from time-to-time create standing and Ad Hoc Committees as necessary to fulfill its mission. The specific task assigned to each sub-committee and the time over which this assignment is expected for completion will be specified within the proposal for the formation of the sub-committee and recorded by the Secretary.

e. SUB-COMMITTEE MINUTES

Minutes of each sub-committee meeting must be reported to the Curriculum Committee and posted on the Curriculum Committee website.

VI. CURRICULUM OVERSIGHT AND REVIEW

The Curriculum Committee will fulfill its duty of curricular oversight and review through several different mechanisms.

a. CONTINUOUS OVERSIGHT

The Curriculum Committee will provide continuous oversight of the curriculum.

b. COURSE/CLERKSHIP ANNUAL REPORTS

Each first and second year course and required clerkship will be reviewed annually. The course or Clerkship Director will submit and present a report to the Curriculum Committee annually. Each course will be reviewed with specific attention given to horizontal integration, pedagogies, assessment methods, life-long learning opportunities, diversity elements and student course/clerkship evaluations. (Course/Clerkship Annual Report marked Appendix B)

c. CURRICULUM EVALUATION REPORTS AND ASSESSMENT COMMITTEE REPORTS

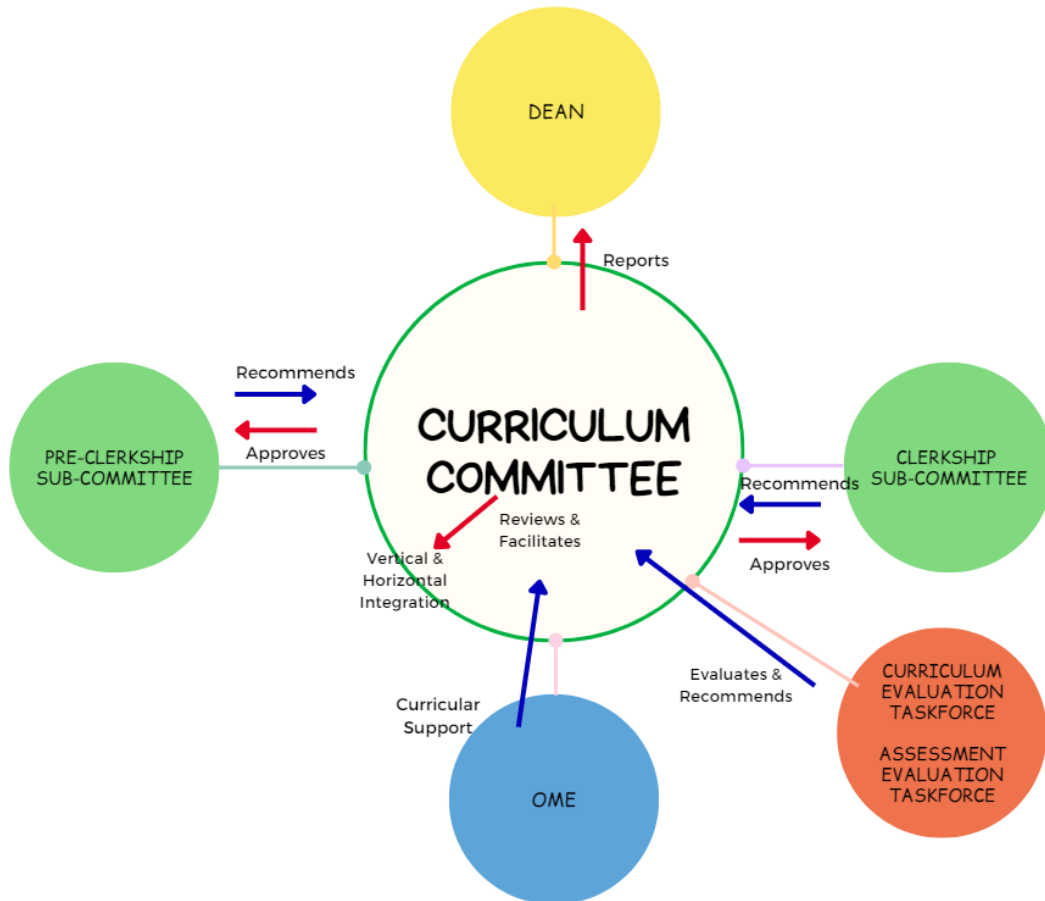
The Curriculum Evaluation Sub-committee will review each pre-clinical course and each clerkship bi-annually and present a report of their findings and recommendations to the Curriculum Committee. Attention will be given to each courses structure, integration of institutional competencies, pedagogies, assessment, student feedback for the course or clerkship, and student feedback for faculty. Similarly, the Assessment Sub-committee will regularly review assessments for each course to include test question content, structure, clinical relevance, and performance. The Assessment Sub-committee will provide feedback to the pertinent course director and present their findings and recommendations to the Curriculum Committee.

d. ANNUAL RETREAT

A global assessment of the curriculum will be completed at an annual retreat. At the retreat, the Curriculum Committee will discuss the annual reports from the various sub-committees, analyze the state of the curriculum, and debate changes in the various aspects of curricular presentation. At the end of the retreat, the Curriculum Committee will complete an annual LCME style database for core educational ED’s (see table). This database will be provided to the Dean and will be available for faculty comment on the Curriculum Committee website.

VII. APPENDIX

a. FLOW CHART OF CURRICULAR MANAGEMENT



The flow chart represents the model of curricular management and integration. The Curriculum Committee is in control of the curriculum and approves the work and recommendations of all of the sub-committees. The Curriculum Committee reviews and approves or recommends appropriate changes to the content and pedagogy on a regular basis (should be at least annually). The Curriculum Committee also tracks the themes and special topics and recommends appropriate additions

to the curriculum (using the curriculum database). The Curriculum Committee provides a report to the Dean on a regular basis regarding the curriculum.

The sub-committees are responsible for the coordination and delivery of the curriculum including horizontal (within the year) and vertical (between the years) integration, pedagogy and student assessment.

The Office of Medical Education (OME) provides curricular support to the Curriculum Committee and to the various sub-committees.

b. COURSE/CLERKSHIP ANNUAL REPORT FORM