MARSHALL UNIVERSITY
JOAN C. EDWARDS SCHOOL OF MEDICINE

EXECUTIVE CURRICULUM COMMITTEE STANDARD OPERATING PROCEDURES

ESTABLISHED: 3/9/2009
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EXECUTIVE CURRICULUM COMMITTEE STANDARD OPERATING PROCEDURES

I. MISSION

The mission of the Marshall University Joan C. Edwards School of Medicine Executive 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 Executive 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 Executive Curriculum Committee shall consist of the following members, all with full voting rights:

i. BASIC SCIENCES FACULTY

Six members will be selected by election by faculty members, with three members from the Department of Biomedical Sciences, two members from the Department of Medical Education, and one member from the Department of Pathology. The Department Chair shall be responsible for determining how that election will be conducted.

ii. CLINICAL FACULTY

Seven members will be selected by election by faculty members of their respective departments. To ensure a mixture of clinical science representation the following departments shall elect one member and an alternate member: Family Medicine, Obstetrics and Gynecology, Psychiatry, Internal Medicine, Pediatrics, Surgery, and Neurology. The Department Chair shall be responsible for determining how that election will be conducted. Members will serve a 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 Assistant Dean of Longitudinal Curriculum will be non-voting, functioning as the Executive Secretary of the Committee, organizing the agenda as directed by the Chair and maintaining 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. The Chair may also serve one-year post-chair as a non-voting advisor. 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 Executive 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 Executive 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 Executive Curriculum Committee will be covered by and adherent to the standardized Marshall University Conflict of Interest form.

III. MEETINGS

a. REGULAR MEETINGS

The Executive Curriculum Committee shall meet monthly unless more frequent meetings are approved by the majority of the Executive 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 Executive Curriculum Committee members.

b. MEETING PROCEDURES

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

c. PROPOSAL INTRODUCTION

Any new proposal, including any proposed changes to the curriculum, brought to the Executive Curriculum Committee must be introduced a minimum of 48 hours prior to the meeting.

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. In rare cases, approved in advance by the committee, committee members who cannot attend a regular or called meeting in person may attend and vote through a conference call.

Under extraordinary circumstances there may be a 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 Executive Curriculum Committee or a majority of the Executive 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 to assist in the planning process.

Rarely, an official vote may be taken by electronic means if authorized by 66% +1 of the voting Executive 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 Executive Curriculum Committee has responded.

IV. OFFICERS

a. CHAIR

The chair of the Executive Curriculum Committee will be one of the voting 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 Executive 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 Executive Curriculum Committee to chair any meetings which he/she cannot attend.
- Maintain the Executive Curriculum Committee’s adherence to the Standard Operating Procedures.

b. SECRETARY

The Assistant Dean of Longitudinal Curriculum 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 Executive Curriculum Committee as well as reporting the results of each vote. The Secretary will also be responsible for creating minutes of any formal meeting between the Executive Curriculum Committee and the medical school administration and disseminating them to the full Committee.

- 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-CLERKSHIP and CLERKSHIP SUB-COMMITTEES

i. MEMBERSHIP

The pre-clerkship sub-committee will be composed of Course Directors (as approved by this committee on an annual basis from the recommendation of the pre-clerkship sub-committees), a student representative and faculty as appropriate. The Clerkship 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 Executive 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 Executive 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 Executive Curriculum Committee and ascertains that the recommendations made by the Executive 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, and evaluations of ongoing courses monthly and after student course evaluations have been received. This process is carried out using the curriculum map database, regular meetings, and annual curriculum retreats. Sub-committee Chairs report and recommend to the Executive Curriculum Committee and communicate recommendations of the Executive Curriculum Committee to the Block Leaders and Clerkship Directors.

b. ASSESSMENT EVALUATION SUB-COMMITTEE

i. MEMBERSHIP

The Assessment sub-committee will be composed of representatives from both pre-clinical and clinical faculty, education specialists, and DME representatives. Members will be appointed by academic administration or the Executive 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 Executive 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 Executive Curriculum Committee and the sub-committee. The Chair ensures that sub-committee reports are provided to the Executive 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 Executive Curriculum Committee for review.

c. FORMATION OF SUB-COMMITTEES

The Executive 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.

d. SUB-COMMITTEE MINUTES

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

VI. CURRICULUM OVERSIGHT AND REVIEW

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

a. CONTINUOUS OVERSIGHT

The Executive Curriculum Committee will provide continuous oversight of the curriculum.

b. CURRICULUM EVALUATION REPORTS AND ASSESSMENT COMMITTEE REPORTS

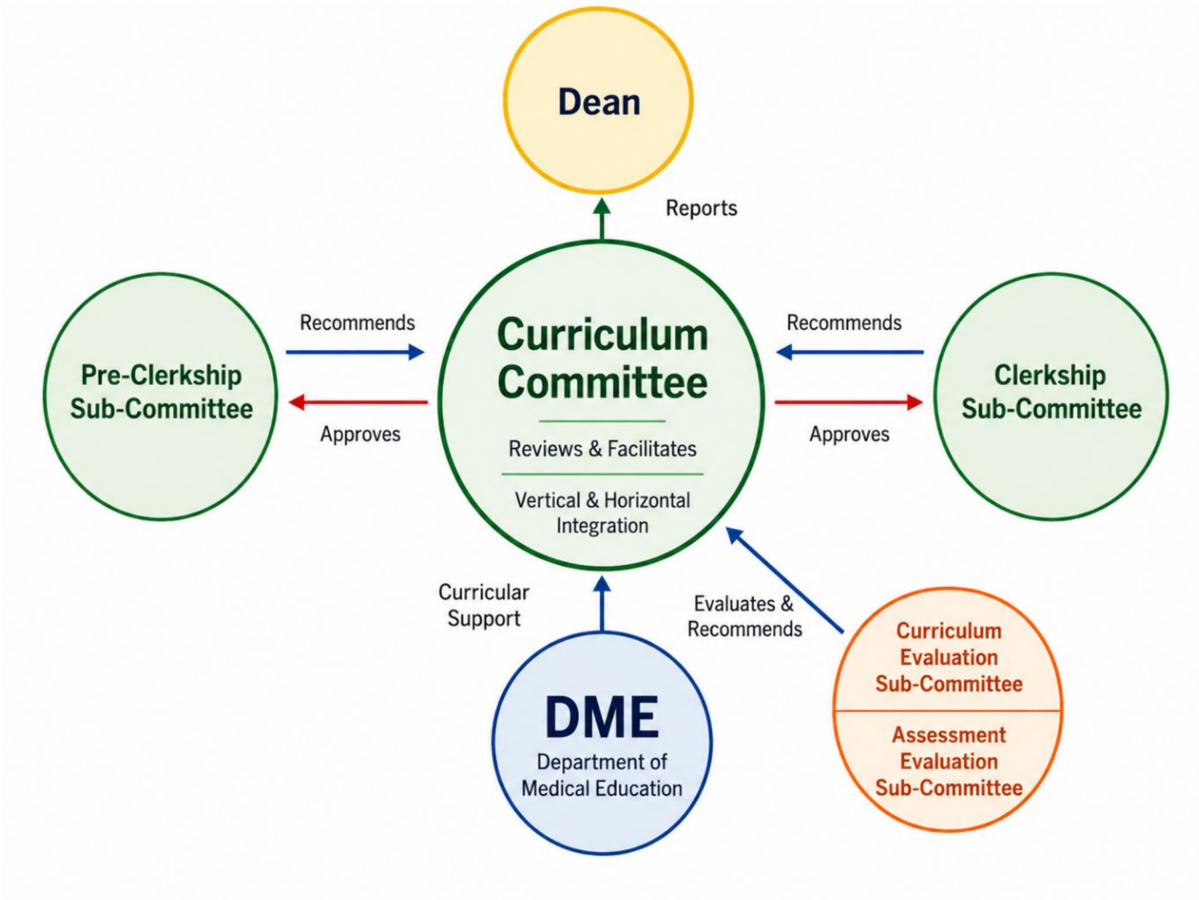
The Pre-Clerkship and Clerkship Sub-committees will review each pre-clerkship course and each clerkship as described above. Attention will be given to course structures, integration within and across years, integration of institutional competencies, pedagogies, assessments, and student feedback. Similarly, 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 Executive Curriculum Committee.

c. ANNUAL RETREATS

Clerkship and Pre-Clerkship Committees will hold annual retreats in the last semester of the academic year. A whole curriculum evaluation will be performed by the Executive Curriculum Committee at its annual retreat held after the sub-committee retreats. At the retreat, the Executive 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.

VII. APPENDIX

a. FLOW CHART OF CURRICULAR MANAGEMENT



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