

Medical Student Curriculum Committee Charter

Purpose, Authority, and Responsibilities

As written in the College of Medicine Bylaws, the charge of the Medical Student Curriculum Committee is to: (1) Oversee and have ultimate authority on policies and procedures related to medical student education, assessment, placement, and requirements for graduation; (2) Oversee and have the ultimate authority on the design, content, implementation, and evaluation of the medical school curriculum, and (3) Notify and seek feedback from the Faculty Council regarding significant changes to policies and procedures.

Membership

The voting membership of the Medical Student Curriculum Committee is as follows:

- Elected members of the General Faculty (N=15)
- Directors from each defined Phase of the COM Curriculum (3)
- Director of Clinical Skills (1)
- Associate Dean for Medical Education (1)
- Assistant Dean of Diversity, Equity, and Inclusion in Education Programs (1)
- Resident/Fellow Physician (2)
- Medical Student Curriculum Chairs (up to 8)
- Member of the Volunteer Faculty (1)

The election process and terms of membership for the General Faculty is outlined in the College of Medicine (COM) Bylaws. At least 3 elected members of the General Faculty must come from a basic science department and 3 from a clinical department. Medical student members are elected by their peers. The Volunteer Faculty member is appointed by the Associate Dean for Medical Education in coordination with the Chair.

Administrative leaders and support personnel within the COM and campus community (e.g., student affairs, learning environment, librarian, simulation, assessment, information technology) can be appointed by the Associate Dean of Medical Education and participate as non-voting members.

Leadership

The Committee will have a Chair and Vice-chair, and each may serve terms of extended length of service as allowed by the COM Bylaws. The Associate Dean for Medical Education will accept

nominations for the Chair and Vice-chair of the Committee. The Associate Dean will then vet the candidates who were nominated and present a slate, with recommendations, to the Committee for consideration. From this slate, a Chair and Vice-chair will be elected by the voting members of the Committee to a three-year term. The Chair and Vice-chair must be a current member of the Committee and have been elected to that position by the General Faculty. The Vice-chair can serve as Chair if that individual is temporarily unable to lead.

Meetings

Meetings will be scheduled a minimum of once every two months and may be conducted electronically, virtually, or in person. The committee may meet more frequently if needed. Meetings may be called by the Chair or by a majority of voting members of the committee. A quorum for a meeting is 50% of voting members with the majority of those present being an elected member of the General Faculty. Medical student, resident/fellow, and non-voting attendees do not count towards a quorum.

Operating Procedures

The Committee may establish internal operating procedures/policies and develop sub-committees/taskforces consisting of members of the full committee, involve other members of the campus community, and other stakeholders, to achieve its stated charge.

Agenda, Minutes, and Reports

The Office of Medical Education will provide administrative support for the committee. The Chair and/or Vice-Chair, or their designee, are responsible for developing an agenda and ensuring completion of minutes for the meeting. Meeting minutes should be forwarded to the Dean for review. The Chair will report the activities of the committee to the General Faculty at least on an annual basis.

Amendments

The committee will review its charter at least biannually. Proposed amendments to this Charter require a 2/3 majority of eligible and present voting members and should be presented to members at least one week prior to the meeting in which a vote is taken. Once approved by the Committee, proposed amendments should be submitted to the Faculty Council for ratification.

Approved by Curriculum Committee: May 23, 2023

January 23, 2024

Approved by Faculty Council:

July 14, 2023

April 12, 2024