

EPC Committee Membership and Responsibilities

Educational Policy Committee

1. Membership

- a. While the Dean has ultimate individual responsibility for the design and management of the educational program as a whole, the Committee has five elected Executive Faculty, four General Faculty appointed by the Dean, three student representatives, and the Associate Dean for Curriculum who is Chair and a non-voting member. Members of this committee who have served two full consecutive terms must wait an additional two full terms before being eligible to serve again.
- b. The five members elected by the Executive Faculty are selected as follows: one member elected from the preclinical departments responsible for the major core courses in the first year; one member elected from the preclinical departments responsible for the major core courses in the second year; one member elected from the Trover Campus; and the other two members elected at large from the clinical departments.
- c. Representatives appointed by the Dean include two basic science faculty and two clinical faculty. These representatives are selected from at least two (2) nominations for each vacant position forwarded to the Dean by the Educational Policy Committee. Of the four clinical faculty members serving on the Committee, there shall be at least one generalist and one specialist. The Committee may not have more than one representative from any department. Student members are elected for terms of three years in this committee. Appointed members should have appropriate qualifications for curriculum oversight responsibilities, including but not exclusive of:
 - Significant experience with curriculum development of implementation, including service as course or clerkship director, or completing of training in educational design.
 - Expressed willingness to assess, and make recommendations regarding instructional design or implementation for subjects outside of area of expertise.

2. Responsibilities

- a. The Committee is responsible for the overall design, management, and evaluation of a coherent and coordinated curriculum that achieves the educational objectives of the medical school, as approved by Faculty Forum and the Executive Faculty. The Committee will have the authority to lead, direct, coordinate, control, plan, evaluate and report on matters related to the curriculum to Faculty Forum and the Dean.
- b. To fulfill its responsibilities, the Committee will oversee the following curriculum-related activities:
 - Development of the schedule for all courses
 - Ensuring that the curriculum is logically sequenced

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- Maximizing horizontal and vertical integration within and across all four years of the curriculum
 - Evaluation of program effectiveness using outcomes analysis
 - Surveying the content and workload in each course and clerkship
 - Identifying and eliminating gaps and redundancies in the curriculum
 - Reviewing the learning objectives of each course and clerkship and ensuring their alignment with programmatic objectives
 - Development of policies that position students for mastery of the school's educational objectives and maximize their success as learners and future physicians
- c. The Committee will base its authority to implement these responsibilities on adherence to a defined process for determining curriculum changes, to ensure appropriate instructional freedom in the setting of central curriculum management.
- d. The Committee should ensure that each academic segment of the curriculum maintains common standards for content, such that each medical student will acquire appropriate competence in general medical care regardless of subsequent career specialty.