

EPC Structure Policy

Educational Policy Committee Approved: June 1, 2011

Educational Policy Committee Last Revised: August 7, 2013

EPC Advisory Committees

Four committees will serve as advisory to the EPC: Preclinical Curriculum Committee, Clinical Curriculum Committee, Curriculum Advisory Committee, and the Academic Technology Committee.

The Preclinical and Clinical Curriculum Committees will be chaired by a committee member, elected annually in June by fellow committee members. The chair of each of these committees will serve a one-year term, at which point he or she may be re-elected for a second term. No member may serve more than two consecutive terms as Chair. The chairs for the Curriculum Advisory Committee and the Academic Technology Committee are ex-officio chairs, and are not subject to election or term limits.

The Chair of the Educational Policy Committee will serve as an ex-officio member of each EPC advisory committee. In addition, a committee chair may appoint a limited number of ex-officio members to facilitate the work of the committee.

Each EPC advisory committee will meet monthly, with the exception the Curriculum Advisory Committee, which will meet twice during the spring and fall semesters, with additional meetings held as determined necessary by the Chair or members. Additionally, Preclinical Curriculum Committee will hold two separate meetings each year. These separate meetings will be meetings of first year and second year course directors, respectively, and will replace the usual monthly meeting for this committee. Course representatives may be asked to attend these separate meetings. Finally, a chair may cancel a monthly meeting no more than twice during an academic year.

Minutes of EPC advisory committee meetings will be distributed to the EPC Chair and EPC members. All committee minutes will be reviewed at the first EPC meeting of each month.

1 Preclinical Curriculum Committee*

Membership: First Year Course Directors; Second Year Course Directors; Assistant Dean for Medical Education, Director of Medical Education; Director of Academic Support; Two Clinicians (one generalist, one specialist) appointed by the Dean or his/her designee (non-course directors); First and Second Year Class Presidents and Vice Presidents; Second Year Student EPC Representative; and Chair of the Clinical Curriculum Committee.

Responsibilities: The Preclinical Curriculum Committee is responsible for recommending policy and curricular changes (including new courses/electives and discontinuing courses/electives) to the EPC. These changes must support EPC goals and maximize students' learning experiences and teaching effectiveness (faculty development). The committee is also responsible for annual review of the effectiveness of each year of the preclinical curriculum and review of topic areas across both years to eliminate redundancy and increase vertical and horizontal integration. Additional responsibilities include confirming the course and examination schedule for each semester and ensuring that individual course objectives support and are aligned with the school's educational objectives.

2 Clinical Curriculum Committee

Membership: Directors of all required Clerkships; Trover Campus representative; Assistant Dean for Medical Education; Director of Medical Education; Student Affairs Registrar; one Basic Scientist appointed by the Dean or his/her designee (from either first year or second year); Course Director for ICM course; Third and Fourth Year Class Presidents and Vice Presidents; Third and Fourth Year Student Representatives to the EPC; and the Chairs of the First Year and Second Year Curriculum Committees.

Responsibilities: The Clinical Curriculum Committee is responsible for recommending policy and curricular changes (including new courses/electives and discontinuing courses/electives) to the EPC. These changes must support EPC goals and maximize students' learning experiences and teaching effectiveness (faculty development). The committee is also responsible for providing oversight for the Clinical Skills Exams and for ensuring that individual clerkship objectives support and are aligned with the school's educational objectives.

2 Curriculum Advisory Committee (formerly Curriculum Management Committee)**

Membership: Assistant Dean for Medical Education, who shall chair the committee; Chairs of First, Second, and Clinical Curriculum Committees (or their designees); one gratis or alumni faculty member (to be appointed by the Chair); the second, third and fourth year EPC student representatives; one basic science and one clinician EPC member (to be selected by the EPC Chair); and the Director of Medical Education.

Responsibilities: The Curriculum Advisory Committee is responsible for recommending to the EPC changes in the curriculum that maximize horizontal and vertical integration throughout the preclinical and clinical curriculum, evaluating the curriculum in terms of "gaps" and redundancies, and promoting discussions among basic and clinical science faculty.

3 Academic Technology Committee

Membership: Director of Technology, who shall chair the committee; Assistant Dean for Medical Education; First, Second, Third and Fourth Year Student Technology and Mobility Officers; one Graduate Student; one Basic Scientist; one Clinician; and one representative from the Delphi Center.

Responsibilities: The Academic Technology Committee is responsible for coordinating and evaluating SOM academic technology initiatives and for recommending to the EPC new initiatives that utilize technology to support student learning.

* The former First and Second Year Curriculum Committees were merged in June, 2013 to form the Preclinical Curriculum Committee.

** The Curriculum Advisory Committee was previously named the Curriculum Management Committee. The name was changed on August 7, 2013 to better reflect their official duties.

Policy History

Approved: June 1, 2011

Revised: January 16, 2013

Revised: February 6, 2013

Revised: April 3, 2013

Revised: May 15, 2013

Revised: August 7, 2013