

Name of Policy: Curriculum governance

Policy Number: 3364-81-04-001-00

Approving Officer: Dean, College of Medicine and Life Sciences

Responsible Agent: Senior Associate Dean for Undergraduate Medical Education

Scope: All University of Toledo Campuses



Revision date: September 28, 2022

Original effective date: November 23, 2013

<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The curriculum committees of the College of Medicine and Life Sciences have designated authority over the educational training program leading to the Doctor of Medicine degree.

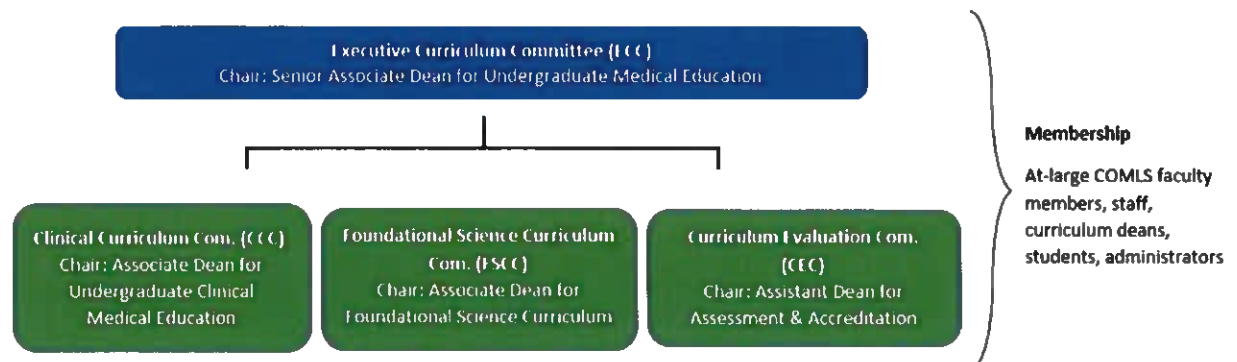
(B) Purpose of policy

The curriculum committees have an Integrated and institutional responsibility for shared governance for the overall design, organization, implementation, management, monitoring, evaluation and continuous quality improvement of a coherent and coordinated curriculum.

(C) Procedure

Four interrelated committees provide oversight and shared governance of the medical school curriculum. The Executive Curriculum Committee (ECC) receives monthly reports from the following committees: Clinical Curriculum (CCC), Foundational Science Curriculum (FSCC) and Curriculum Evaluation (CEC). The ECC has executive authority over the medical school curriculum.

The COMLS Curriculum Governance Structure:



CURRICULUM COMMITTEE RESPONSIBILITY

Each curriculum committee performs a specific function within the curriculum and must assure and foster excellence in Undergraduate Medical Education (UME). The committees are responsible for direct oversight and accountability in the following for continued quality improvement:

- establish, approve and reaffirm the educational program objectives;
- design, manage and evaluate the UME to ensure the MD program objectives;
- establish a process for reviewing, evaluating and revising each curriculum component based on educational outcomes to ensure that the curriculum is coherent, coordinated and current;
- establish and review curriculum policy;
- provide future directions and design of educational programs and learning environment;
- manage curriculum content and proper alignment/mapping of learning objectives to educational program objectives;
- review horizontal and vertical integration across the continuum of the MD program;
- promote innovations in medical education.

Each curriculum committee has a dedicated guiding document that outlines the mission/charge, process and procedures under the direction of the Dean of the COMLS.

APPOINTMENT, MEMBERSHIP, VOTING & TERMS

The term for membership is three years. Additional term renewals could be granted, at the discretion of the chair, to avoid significant overturn of the committee membership. This would assure maintenance of COMLS institutional and committee experience. Voting members for each committee is outlined in each mission/charge specific to the committee. Committee membership with **voting** privileges is comprised of the following:

- Multi-departmental COMLS faculty and administrators who are dedicated to the educational program, program evaluation and student support services;

- Elected student representatives of each class as appropriate for the curriculum committee;
- Individuals with expertise in curricular design, pedagogy and evaluation;
- Representation from all basic and clinical departments who participate in required threads and clerkship curriculum;
- Representation/faculty from library administration;
- Senior Associate Dean for Undergraduate Medical Education and Chair of ECC (*ex officio*);
- Associate Dean for Foundational Sciences and chair of FSCC (*ex officio*);
- Associate Dean for Clinical Undergraduate Medical Education and chair of CCC (*ex officio*);
- Assistant Dean for Assessment and Accreditation and chair of CEC (*ex officio*);
- Staff members, unless they do not serve as active committee members (i.e. attending to take minutes only) shall have voting rights.

By virtue of their positions, committee chairs serve as meeting mediators, and therefore, are non-voting members.

If a member brings an issue, materials, policy and/or major revision to a process or procedure to the committee that will require a vote, that member should recuse themselves from voting. University conflict of interest rules apply to all curriculum committees.

MEETINGS & QUORUM

The Chair shall convene and preside over monthly Committee meetings. A quorum for the committees shall be constituted when a simple majority (greater than 50%) of voting members is present. Official votes may be taken only when a quorum is present, and all motions shall pass by a simple majority. The Chair has the prerogative of obtaining an electronic vote should an urgent decision be needed when a quorum has not been attained.

MINUTES

Meeting minutes for all committees are made available to the COMLS faculty and staff community and provided to the Dean of the COMLS office monthly for reporting, review and accountability.

<p>Approved by:</p> <p><u>/s/</u> Christopher Cooper, M.D.</p> <p>Executive V.P. for Clinical Affairs and Dean of the College of <u>Medicine and Life Sciences</u> Title</p> <p><u>September 28, 2022</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Dean, College of Medicine and Life Sciences</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: 12/15/05</p> <p>Review/Revision Date:</p> <ul style="list-style-type: none">• 12/15/05• 02/27/06• 04/22/07• 11/23/10• 9/19/13• 6/23/17• 6/23/20• 12/23/20• 09/28/22 <p>Next review date: 09/29/25 (three years from most recent revision/review date)</p>
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