


<p>Name of Policy: Curriculum governance</p> <p>Policy Number: 3364-81-04-001-00</p> <p>Approving Officer: Dean, College of Medicine</p> <p>Responsible Agent: Associate and Assistant Deans for Undergraduate Medical Education and Associate Dean for Faculty Development and Curriculum Evaluation</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective date: 04/22/07</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input type="checkbox"/> Minor/technical revision of existing policy</p> <p><input checked="" type="checkbox"/> Reaffirmation of existing policy</p>

(A) Policy statement

The Curriculum Committees of the College of Medicine will oversee the educational training program leading to the doctor of medicine degree.

(B) Purpose of policy

Integrated institutional responsibility for the overall design, implementation, management, and evaluation of a coherent and coordinated curriculum will be the responsibility of the Curriculum Committees.

(D) Procedure

Four interrelated committees exist to provide oversight and governance of the medical school curriculum. These committees include; The Executive Curriculum Committee, Clinical Curriculum Committee, Preclinical Curriculum Committee and Curriculum Evaluation Committee. The Clinical Curriculum, Preclinical Curriculum, and Evaluation Committees report to the Executive Curriculum Committee.

1. Membership of the committees is designed to include representation from multiple groups:

- Faculty and administrators dedicated to education.
- Golden Apple Award winners for prior year.
- Student representatives elected by each class.
- Individuals with expertise in curricular design, pedagogy and evaluation methods.
- Representation from all departments who participate in required blocks or clerkship in either curriculum or its subcommittees.
- Departmental Educational representatives from all disciplines not represented by Block or Clerkship Directors.
- Registrar (ex-officio)
- Information Systems representative (ex-officio)

Faculty and administrative personnel selected to these committees serve on the committee for a three year term except for the Teaching Award recipients who are selected on a yearly basis. Students serve on the committee for two years on the Pre-Clinical, Clinical Curriculum and Curriculum Evaluation Committee. Students serve on Executive Curriculum Committee from one to four years depending on the year of their election to the committee.

2. The Curriculum Committees must assure that the curriculum as a whole will be designed to achieve the Educational Program Objectives. Evidence of a coherent and coordinated curriculum includes:
 - Logical sequencing of the various segments of the curriculum.
 - Content that is coordinated and integrated within and across the academic periods of study (horizontal and vertical integration).
 - Methods of pedagogy and student evaluation that are appropriate for the achievement of the College of Medicine educational objectives.
3. The Curriculum Committee's responsibilities include leading, directing, coordinating, controlling, planning, evaluating and revising the curriculum and reporting to the Dean. The charge of each of the committees is detailed, as follows:

Executive Curriculum Committee (ECC)

- The ECC is charged by the Dean to develop, implement and evaluate the curriculum of the medical school.
- The ECC will provide oversight to all the committees that report to it (Pre-clinical, Clinical and Curriculum Evaluation Committee)
- This curriculum must be organized, well designed and integrated both horizontally and vertically.
- The ECC must periodically review vertically integrated programs including but not limited to ethics, professionalism and cultural competency.
- The ECC must develop specific educational program objectives and periodically review those to maintain the highest standard of education for all its programs.
- It is also the responsibility of the ECC to align the educational program objectives with the stated mission of the medical school.
- The ECC must identify specific resources needed by the faculty and students to enhance the quality of teaching and further the mission of the medical school.

- The ECC must monitor the content and workload in each discipline including the identification of omissions and redundancies. The committee should also ensure that each academic period maintains common standards of content. These standards should address the depth and breadth of knowledge required for a general professional education regardless of subsequent career specialty.
- The ECC should receive periodic reports and recommendations from its committees. These recommendations should be discussed by the membership and submitted to the Dean within 30 days of receipt to bring closure to relevant issues.
- Minutes of the committee meetings and reports to the Dean must document that such activities take place and must show the committee's findings and recommendations.

Pre-clinical Curriculum Committee

- It is the responsibility of the Pre-clinical Curriculum committee to align the basic science "blocks" with specific educational program objectives of the medical school.
- It is the responsibility of the Pre-clinical Curriculum committee to review the stated objectives of the individual educational experiences in each block as well as methods of pedagogy and student evaluation, to assure congruence with educational program objectives of this institution.
- The Pre-clinical Curriculum committee must periodically review its course content, the educational course objectives and evaluations and consider changes in the curriculum based on feedback from students and faculty.

Clinical Curriculum Committee

- It is the responsibility of the Clinical Curriculum Committee to align the clinical clerkships with specific educational program objectives of the medical school.
- It is the responsibility of the Clinical Curriculum Committee to review the stated objectives of the individual educational experiences in each clerkship as well as methods of pedagogy and student evaluation, to assure congruence with educational program objectives of this institution
- The Clinical Curriculum Committee must develop, implement and monitor policies related to the amount of time students spend in required activities, including the total required hours spent in clinical and educational activities during clinical clerkships.

- The Clinical Curriculum Committee must review guidelines regarding the requirements for adequacy of clinical experiences in each required clerkship.
- The Clinical Curriculum Committee must monitor the student performance in years 3 and 4 so that appropriate clinical skills are acquired for competence in general medical care.

Curriculum Evaluation Committee

- It is the responsibility of the curriculum evaluation committee to periodically evaluate the curriculum and recommend changes to the executive curriculum committee based on these evaluations.
- The curriculum evaluation committee must evaluate effectiveness of programs by outcome analysis, using national norms of accomplishments as a frame of reference, supplemented by other objective and subjective methods of evaluation.
- The curriculum evaluation committee must review blocks and clerkships for assessment of course and educator quality.
- The curriculum evaluation committee must monitor the performance and content of the curriculum by reviewing an annual report submitted by each block and required clerkship by the beginning of the academic year. Recommendations based on evaluation of these annual reports should be submitted to the curriculum committee within 90 days of receipt of such.

<p>Approved by:</p> <p>Jeffrey Gold, M.D.</p> <hr/> <p>Name Dean, College of Medicine</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</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 <p>Next review date: 04/22/10 (three years from most recent revision/review date)</p>
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