Name of Policy: Curriculum governance

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

Approving Officer: Dean, College of Medicine

Responsible Agent: Vice Dean for Undergraduate Medical Education

Scope: All University of Toledo Campuses

☐ New policy proposal ☑ Minor/technical revision of existing policy
☐ Major revision of existing policy ☐ Reaffirmation of existing policy

Revision date: 06/23/17

Original effective date: 11/23/13

(A) Policy statement
The Curriculum Committees of the College of Medicine will oversee the entire 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.

(C) 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, Foundational Science Curriculum Committee and Curriculum Evaluation Committee. The Clinical Curriculum, Foundational Science Curriculum, and Evaluation Committees report to the Executive Curriculum Committee.

1. Committee chairperson selected for a two-year term and membership is for 3-years with a renewable term. 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 Thread/Course or clerkship in either curriculum or its subcommittees.
   • Departmental Educational representatives from all disciplines not represented by Thread/Course or Clerkship Directors.
   • Registrar (ex-officio)
• Information Systems representative (ex-officio)
• Membership may also include faculty members at UT (from outside the UT COM) with interest or expertise in curriculum development and/or assessment

Ad hoc work groups may be created with the permission of the Chair of the respective committee to support the mission of each of the committee. These work groups will report regularly to the appropriate curriculum committee with ultimate authority for review, analysis, and implementation rests with the curriculum committee(s).

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 Foundational Science, 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 coordinate 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 clinical skills, patient safety, interprofessional education, ethics, professionalism and cultural competency.

• The ECC must periodically (at least annually) review the entire curriculum for the COM.

• The ECC must develop specific educational program objectives/core competencies 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/core competencies 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 must periodically review curriculum related outcomes data to assess and analyze the quality of its educational program

• The ECC should receive periodic reports and recommendations from its committees. These recommendations should be discussed by the membership and submitted to the Dean as soon as possible but no longer than 60 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.

Foundational Science Committee

• It is the responsibility of the Foundational Science Curriculum committee to align the Thread/Course with specific educational program objectives/core competencies of the medical school.

• It is the responsibility of the Foundational Science Curriculum committee to review the stated objectives of the individual educational experiences in each
Thread/Course as well as methods of pedagogy and student assessment, to assure congruence with educational program objectives/core competencies of this institution.

- The Foundational Science 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.

- The Foundational Science committee will include systems co-directors and thread directors as well as faculty with interest and expertise in the delivery of the relevant curriculum.

**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 and comparisons across clerkship sites.

The Clinical Curriculum Committee must monitor the student performance in years 3 and 4 related to medical knowledge, clinical skills and professionalism. Institutional and national benchmarks should be used for comparative analysis.

**Curriculum Evaluation Committee**

- It is the responsibility of the curriculum evaluation committee to periodically at regular intervals of not more than a year 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 responsibility of this committee is to evaluate courses, threads and clerkships in the curriculum, measured against: 1) student feedback, 2) end of course student performance, and 3) corresponding subjects in licensure exams (Step 1, Step 2 CS, and Step 2 CK). All courses and clerkships are evaluated annually.

- The curriculum evaluation committee must review the Thread of Systems 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 system and thread director and required clerkship by the beginning of the academic year. Recommendations based on evaluation of these annual reports should be submitted to the relevant curriculum committee within 90 days of receipt of such.

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<td>Christopher Cooper, M.D.</td>
<td>None</td>
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