


<b>Name of Policy:</b> College of Medicine and Life Sciences: <a href="#">Curriculum governance of the MD Program</a> <b>Policy Number:</b> 3364-81-04-001-00  <b>Approving Officer:</b> Dean, College of Medicine and Life Sciences  <b>Responsible Agent:</b> Senior Associate Dean for Undergraduate Medical Education  <b>Scope:</b> All University of Toledo Campuses		  <b>Revision date:</b> September 28, 2022  <b>Original effective date:</b> 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 hold designated authority for the oversight of the educational program leading to the Doctor of Medicine (MD) degree.

(B) **Purpose of policy**

The curriculum committees carry an institutional responsibility for shared governance of the MD program. Their Charge includes the overall design, organization, implementation, management, monitoring, evaluation, and continuous quality improvement of a coherent and coordinated curriculum.

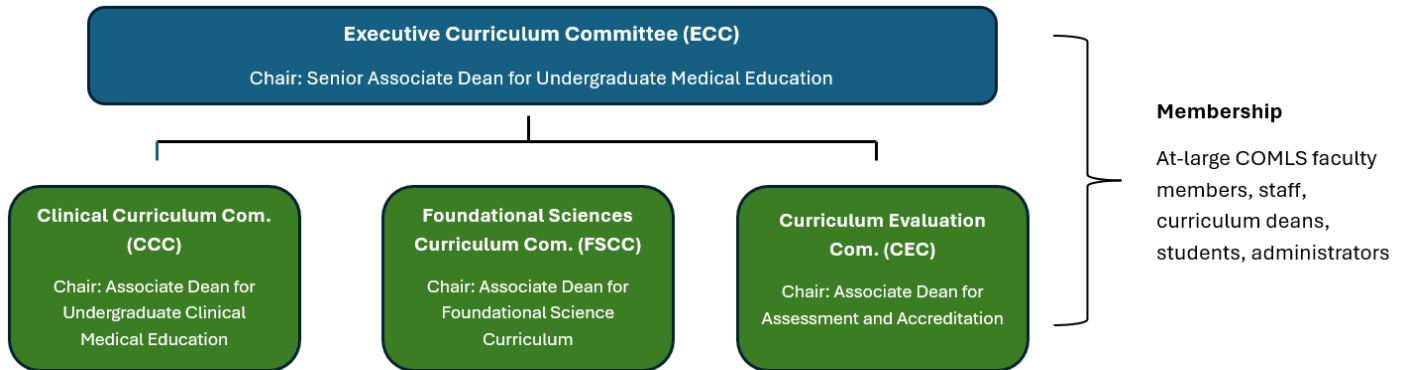
(C) **Procedure**

**Curriculum Governance Structure**

Four interrelated committees provide oversight and shared governance of the medical school curriculum:

1. **Executive Curriculum Committee (ECC):** Holds executive authority for the MD program and receives monthly reports from the three standing committees.
  - A. **Foundational Science Curriculum Committee (FSCC):** Oversees the pre-clerkship curriculum and electives of the M1-M2 academic years.
  - B. **Clinical Curriculum Committee (CCC):** Oversees the clerkship and clinical training curriculum of the M3-M4 academic years.
  - C. **Curriculum Evaluation Committee (CEC):** Oversees MD program evaluation, assessment, and continuous LCME accreditation.

### The COMLS Curriculum Governance Structure:



### Authority & Oversight of the Medical School Curriculum

Consistent with state law (House Bill 96, Section 3345.457), the Board of Trustees (BOT) of the University retains ultimate, non-delegable authority to approve the establishment and modification of academic programs, as well as changes to curriculum, courses, and general education requirements.

The Executive Curriculum Committee (ECC) is the primary faculty-led body responsible for the organizational design, longitudinal oversight, evaluation, and continuous quality improvement of the medical school curriculum. All ECC actions pertaining to curricular modifications, changes and new programming are subject to the approval process by the University's Board of Trustees.

### CURRICULUM COMMITTEE RESPONSIBILITY

Each committee fulfills a specific role in assuring excellence in Undergraduate Medical Education (UME). Collectively, they are accountable for the following in addition to continuous quality improvement:

- Establishing, approving, and reaffirming the educational program objectives (EPOs).
- Designing, managing, and evaluating the program to ensure achievement of the EPOs.
- Managing curriculum content and ensuring alignment and mapping of learning objectives to EPOs in One45.
- Establishing a process for reviewing, evaluating, and revising each curriculum component based on educational outcomes to ensure that the curriculum is coherent, coordinated, and current.
- Establishing, editing, and reviewing curriculum policies;
- Providing future direction for the educational program and the learning environment.
- Reviewing horizontal and vertical integration across the continuum of the MD program.
- Promote innovations in medical education that involve, but are not limited to, Artificial Intelligence.
- Review of the MD academic program

Each committee is guided by a document that outlines its charge, specifying its responsibilities, processes, and procedures under the direction of the Dean of the COMLS.

### **APPOINTMENT, MEMBERSHIP, VOTING & TERMS**

1. **Membership Term:** Three years, with potential renewal at the discretion of the chair to preserve institutional knowledge and continuity.
  2. **Voting Members:** Defined in each committee's charge and generally include:
    - Faculty and administrators from multiple departments committed to education, program evaluation, and student support.
    - Elected student representatives from each class, as appropriate.
    - Individuals with expertise in curriculum design, pedagogy, and evaluation.
    - Faculty from both basic science and clinical departments.
- **Ex officio members:**
    - Senior Associate Dean for Undergraduate Medical Education and Chair of ECC
    - Associate Dean for Foundational Sciences and Chair of FSCE
    - Associate Dean for Clinical Undergraduate Medical Education and Chair of CCC
    - Associate Dean for Assessment and Accreditation and Chair of CEC
  - **Staff members** serving as active committee participants (not solely as support personnel, e.g., for minutes) have voting rights.

**Voting Restrictions:** Committee chairs serve as mediators and do not vote. Members must recuse themselves from voting on matters in which they have a conflict of interest. All committees adhere to University conflict of interest policies.

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 FSCE (*ex officio*);
- Associate Dean for Clinical Undergraduate Medical Education and chair of CCC (*ex officio*);
- Associate 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.

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**

- Committees meet monthly and are chaired by the designated chair.
- A quorum requires a simple majority (>50%) of voting members.
- Official actions require a quorum and pass by a simple majority.
- Urgent matters may be resolved via electronic vote at the discretion of the chair.

### **MINUTES**

Minutes of all committee meetings 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>_____</p> <p><u>Imran I. Ali, M.D.</u>  <u>Dean of the College of</u>  <u>Medicine and Life Sciences</u>  <u>Vice Provost for Health Education</u></p> <p>_____</p> <p>Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Dean, College of Medicine and Life Sciences</i></p>	<p><b>Policies Superseded by This Policy:</b>  <b>None</b></p> <p><b>Initial effective date:</b> 12/15/05</p> <p><b>Review/Revision Date:</b></p> <ul style="list-style-type: none"> <li>• 12/15/05</li> <li>• 02/27/06</li> <li>• 04/22/07</li> <li>• 11/23/10</li> <li>• 9/19/13</li> <li>• 6/23/17</li> <li>• 6/23/20</li> <li>• 12/23/20</li> <li>• 09/28/22</li> </ul> <p><b>Next review date: 09/29/25</b> (three years from most recent revision/review date)</p>
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