

## Curriculum Committee Procedures

### Structure and Composition

The Curriculum Committee is a standing faculty committee of the Baylor College of Medicine (BCM) School of Medicine with leadership and at-large members nominated by the faculty, chairs, and deans, elected by the Committee and approved by the Dean of the School of Medicine, as established in BCM Policy 01.2.01. The Curriculum Committee is responsible for updating the Dean of the School of Medicine on its actions, who reports the Committee's work to the Provost & Senior Vice President of Academic and Faculty Affairs and to the President & Executive Dean of BCM.

### Meeting Schedule and Minutes

The Curriculum Committee meets twice monthly and more often if needed. The meeting minutes are posted on the BCM intranet and available to all BCM Faculty. Supporting materials are provided and stored electronically and available at all times to all members of the committee. Administrative support is provided to the Curriculum Committee by Curriculum Office staff.

### Composition

The voting members of the Committee consist of 18 faculty members: a chair, a vice-chair, a past-chair, nine at-large faculty members, representing a cross-section of clinical and foundational sciences departments; six appointed faculty members (subcommittee chairs and vice-chairs); 10 student members consisting of two student representatives from each of the four medical school classes, and two from the dual degree programs, at least one being from the M.D. /Ph.D. program.

Voting Members	Terms of Service	Appointment
Chair (1)	2 years	By succession (from Vice Chair role)
Vice Chair (1)	2 years	Elected by full Committee from faculty-wide open call
Past Chair (1)	2 years	By succession (from Chair role)
At-Large Faculty (9)	3 years, maximum 2 consecutive terms	Elected by full Committee from faculty-wide open call
Appointed Faculty (6)	Length of service in qualifying position (variable)	Positional Appointment
Student Representatives (10) 2 per class year + 2 dual degree	Until BCM graduation (Variable: 3.5 to 5+ years)	Elected by full Committee from open call of students from represented class

Each faculty member and student member will serve as a voting member on at least one subcommittee. Additional administrative *ex-officio* [non-voting] members may include but are not limited to: Curriculum Office staff, the Registrar; the Dean of the School of Medicine; the Dean of Graduate Medical Education (GME); the Dean of Admissions; and other members

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designated by the Dean of the School of Medicine and Curriculum Committee chair.

### Voting and Quorum

Each faculty member has one vote while each medical school class and dual degree program students together have one vote (two students per one vote). A quorum for the Curriculum Committee is a simple majority of the total voting members (faculty members plus one vote per student class).

### Attendance

Attendance will be taken at each meeting of the full committee and each subcommittee. July is designated the first month of the academic year, and June is designated the final month of the academic year. Committee chair and vice chair must maintain a minimum of 70% attendance at curriculum committee meetings. Faculty members must maintain a minimum of 50% meeting attendance for each committee/subcommittee that they are voting members of within an academic year. Student members must maintain a combined minimum of 50% meeting attendance with their fellow class/dual degree representative for the full curriculum committee meetings within an academic year. Student members must maintain a combined minimum of 50% meeting attendance with the other voting student members of a given subcommittee within an academic year. Failure to meet minimum attendance requirements may result in loss of committee appointment.

### Appointment and Terms of Service

At-large members are elected from the BCM faculty based on their sustained interest and active participation in undergraduate medical education, and should not hold a current School of Medicine administrative position. Elections will be held annually over the spring or as needed, to maintain nine at-large members. The Curriculum Committee leadership will send out a call for self-nominations to fill any open at-large positions. This call will include committee member responsibilities and requirements. Calls are communicated to faculty via multiple modalities, including, but not limited to, email, the BCM Faculty Commons, and the BCM intranet announcements. In addition, the committee solicits nominees from Department Chairs, Vice Chairs of Education, and the Faculty Senate (Chair and Faculty Senate Education Subcommittee). The Membership Subcommittee recommends at-large faculty members in good standing from candidates responding to the call. Candidates must provide a letter summarizing their interest in serving on the Curriculum Committee, their CV, and a letter of support from their chair indicating support of the time commitment to participate in committee and subcommittee activities. One-third of the at-large faculty membership of the committee are elected by a vote of the full Curriculum Committee in any given year. This pattern of appointment preserves continuity of committee membership while requiring continuous renewal. The term of service on the Curriculum Committee as an elected at-large faculty member is for three years, and elected at-large members are limited to two consecutive full terms.

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Appointed faculty members, including subcommittee chairs and vice-chairs, serve at the discretion of the dean with annual review and renewal. The Curriculum Committee leadership consists of a vice-chair, chair and past-chair of the committee, with each role lasting two years to provide a planned succession. The vice-chair candidate is recommended by the Membership Subcommittee from candidates responding to a call for the vice chair position to the entire faculty in good standing, and is elected by the Curriculum Committee after all nominations are vetted by the Dean of the School of Medicine and the Membership Subcommittee. The nomination process includes a personal statement and *curriculum vitae* from the faculty member, and a brief letter from the candidate's department chair supporting the faculty member for the position.

Student members self-nominate by writing an essay about why they want to serve on the committee, and are vetted by the Membership Subcommittee to determine any past relevant experience, ability to successfully integrate Curriculum Committee obligations with their studies, and desire to represent their class beyond their personal interests. The student representatives are elected by vote of the full committee and serve through the completion of their MD degree, as long as they remain in good academic standing. Students who go on leave from BCM (outside the official dual degree programs) relinquish their appointment.

There is an annual Curriculum Committee orientation for new and established members to review the charge and activities of the Committee and to review current LCME and other accreditation guidelines pertaining to medical school curriculum. Unless otherwise noted, the committee operates under *Robert's Rule of Order*.

### Procedures

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The Curriculum Committee has central authority over the medical education program. It oversees and directs the detailed development, design and implementation of all components of the medical education program as per its charge.

The Curriculum Committee carries out its charge thru regular bimonthly meetings. Typical items include those listed on the Agenda Items for Regular Review – such as looking at various outcomes data, completing regular reviews of all courses, phases and curriculum as a whole, and making, regularly reviewing and updating policies concerning medical student education such as timeliness of grades and duty hours.

The Curriculum Committee leadership (chair, vice chair, and past chair) meets with the Curriculum Office administration at a weekly Curriculum Committee administrative meeting to draft upcoming Curriculum Committee meeting agendas and ensure timely follow up of action items approved by the Committee. CC

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administrative meeting agendas and minutes are posted to the Curriculum Committee SharePoint site, and are available for all Curriculum Committee members to review.

### **I. Educational Program Review – Required Courses, Phases, and Whole Curriculum**

All reviews of the curriculum are assisted by the support from the staff of the Office of Curriculum, Division of Evaluation, Assessment and Medical Education Research, and Simulation Program.

#### A. CCGGs review and whole curriculum review

- Core competency graduation goals reviewed and approved with whole curriculum reviews on a 3-year cycle
- The overall Curriculum Committee designs and implements the whole curriculum review. The review focuses on horizontal and vertical integration of curriculum content and whether sufficient content is included and appropriately placed in the curriculum related to each of the medical education program objectives.
- Also considers the curriculum structure, and whether the instructional formats and methods of assessment are consistent with and designed to support the medical education program objectives being met.
- Educational policies are reviewed and revised and/or approved on a 3-year cycle.

#### B. Foundational phase reviews

- Foundational curriculum is reviewed and approved on a 3-year cycle
- The overall Curriculum Committee designs and implements the foundational phase reviews with participation from course directors.
- The Curriculum Committee takes into account reviewing the horizontal and vertical integration of curriculum content in the foundational phase and whether sufficient content is included and meeting the appropriate medical education program objectives in the foundational phase
- Action items are delegated back to corresponding subcommittee for implementation

#### C. Clinical phase reviews

- Clinical curriculum is reviewed and approved on a 3-year cycle
- The overall Curriculum Committee designs and implements the clinical phase reviews with participation from course directors.
- The Curriculum Committee takes into account reviewing the horizontal and vertical integration of curriculum content in the clinical phase and whether

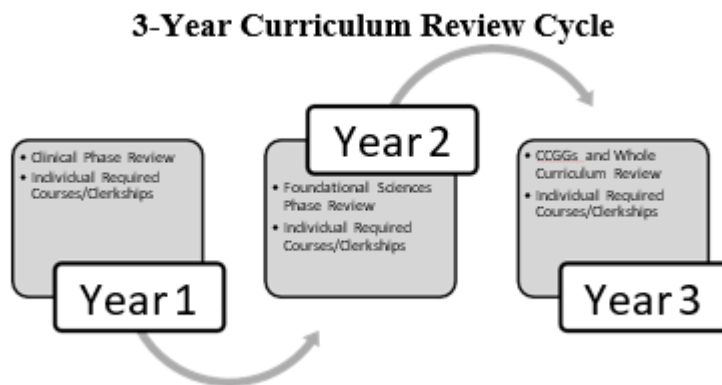
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sufficient content is included and meeting the appropriate medical education program objectives in in the clinical phase

- Action items are delegated back to corresponding subcommittee for implementation

### D. Individual required courses and clerkships

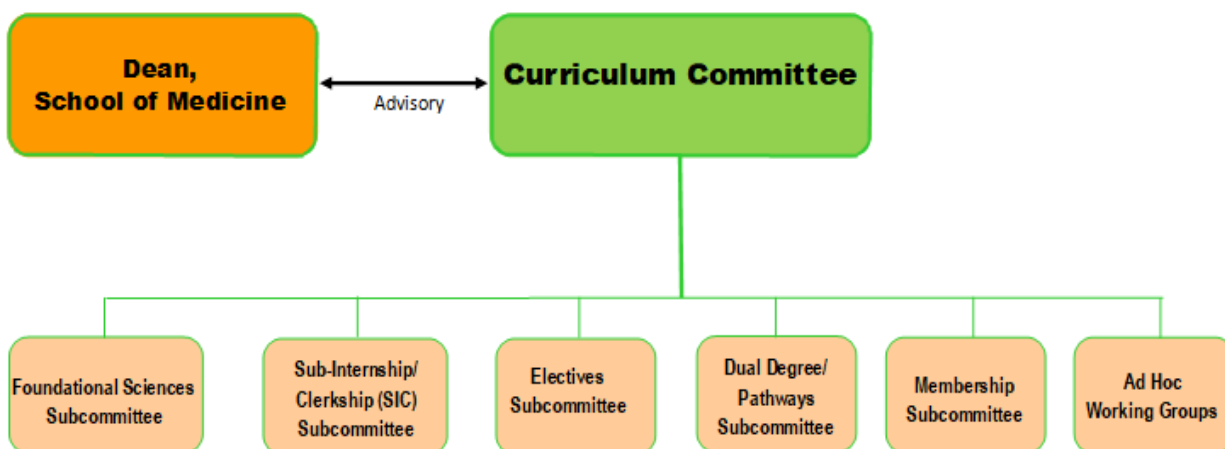
- Required courses in both the foundational and clinical curriculum are reviewed, at a minimum, every 2 years.
- Curriculum Dean or designee meets with course leadership to lead course reviews at the subcommittee level and to identify action items that are presented to curriculum committee for review and approval.
- At a minimum, the following are reviewed during an individual course and clerkship review: objectives for individual course/clerkship, course and clerkship content, teaching formats, assessment methods, quality of individual faculty member teaching, and overall quality and outcomes of the course/clerkship.



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### II. Subcommittees

To facilitate ongoing review, the Curriculum Committee charges the subcommittees to focus on specific aspects of the curriculum –foundational sciences, core clerkships, sub-internships, electives, dual degree programs and pathways. – and they are tasked by the Curriculum Committee to monitor specific aspects of these curricula related to achievement of student competencies in medical knowledge, patient care, interpersonal and communication skills, practice-based learning, systems-based practice, professionalism, and leadership. Utilizing data analysis and reporting support from the Curriculum Office, directors of each course, clerkship, elective and sub-internship, the subcommittees make recommendations for changes in content and direction of the course or clinical rotation, or for other tasks assigned to them, to the Curriculum Committee for discussion and approval. The subcommittees may form working groups to facilitate performing their tasks. Ad Hoc subcommittees are formed and charged by the Curriculum Committee as needed, and members assigned by the Curriculum Committee Chair.



Annually, the Membership Subcommittee reviews the attendance record and composition of all subcommittees and their chairs and makes recommendations for renewals and changes in membership in consultation with the subcommittee chairs.

A staff member is provided to each subcommittee for administrative committee support.

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Most subcommittees meet at least monthly, with some meeting more often and some less often depending on the tasks assigned. The subcommittees approach their work utilizing the principles of quality improvement.

Duties of each subcommittee chair include:

- Create agendas and oversee meetings
- Review meeting minutes
- Ensure the duties of the subcommittee are completed
- Make recommendations for action items to the Curriculum Committee and carry out action items tasked to the subcommittee by the Curriculum Committee
- Follow up on action items approved by the Curriculum Committee
- Ensuring a quorum, which is a simple majority of all voting members, makes the decisions regarding recommendations to the Curriculum Committee
  - o Each clerkship, course, sub-I, elective, dual degree program, etc. that is represented on subcommittees may have only one vote
  - o At the subcommittee chair's discretion, based on the track record of participation and engagement in the subcommittee, an assistant course director may vote as proxy for a course director who is absent where this is applicable

Administrative responsibilities of staff supporting the subcommittees include:

- Assist in creating agendas, and distribute meeting agendas and supporting documents, minutes and reminders for meetings
- Take minutes for the subcommittee
- Room reservation/set up
- Assist in the follow up of action items

The Curriculum Committee receives recommendations from the subcommittees, and through review and discussion of the recommendations, it may approve, modify, table or reject the recommendations. The Curriculum Committee may also specifically task the subcommittees. This results in a bi-directional flow of information with the Curriculum Committee retaining the responsibility for oversight and approval of any changes in the medical education program. Utilizing this structure and process, the Committee can fulfill its responsibility to ensure that the overall design and management of the curriculum, through evaluation and enhancement, result in an integrated, coherent and coordinated medical education curriculum. Minutes of the Curriculum Committee meetings include the reports and recommendations of the subcommittees; summaries of deliberations, actions taken and recommendations made by the Curriculum Committee.

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Five standing subcommittee report to the Curriculum Committee

- A. Foundational Sciences Subcommittee
- B. Sub-Internship/Clerkship Subcommittee
- C. Electives Subcommittee
- D. Dual Degree Programs and Pathways Subcommittee
- E. Membership Subcommittee

### A. Foundational Sciences Subcommittee

#### Duties:

- Carry out tasks assigned to the subcommittee by the Curriculum Committee
- Monitor compliance with LCME standards
- Perform reviews of individual courses including, but not limited to: curricular content, methods of pedagogy, assessment methods, course policies, mapping of objectives to the CCGGs, student evaluations, and recommend additions, changes, or deletions to the Curriculum Committee
- Identify under-performing elements of the foundational sciences courses and develop remediation plans together with the course director, when appropriate, for approval by the Curriculum Committee
- Monitor courses for achievement of annual goals and recommend remediation plans, if course not achieving goals, to the Curriculum Committee
- Recommend guidelines for instructional time to the Curriculum Committee for approval
- Review applications for new foundational courses, and make recommendations to the Curriculum Committee for approval

#### Membership:

- Chair and Vice Chair
- Five to ten course directors (voting) in Foundational Sciences
- At least one faculty member (voting) from the Curriculum Committee elected at-large faculty
- One Curriculum Committee student representative from the MS1 or MS2 class and one from the MS3 or MS4 class (sharing one vote)
- Other medical student members as desired (non-voting)
- Other faculty members as consultants (non-voting) as desired with a significant teaching role in the Foundation Sciences curriculum

#### Appointment and Terms of Service:



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- The Dean of the School of Medicine or their designee appoint faculty members with a leadership role in the foundational sciences as chair and vice-chair of the subcommittee. The chair and vice-chair serve a three-year appointment with eligibility to apply for reappointment.
- The subcommittee is populated with at-large faculty by an open call focused on educational leaders with direct expertise in subcommittee-focused area (foundational courses). The Curriculum Committee approves nominations.
- Subcommittee members serve a three-year appointment and are eligible to apply for reappointment.
- Each Curriculum Committee student representative is assigned to a subcommittee for the duration of their term upon accepting appointment to the full committee
- Non curriculum committee representative students and faculty may join subcommittees as non-voting members after vetting by the membership subcommittee and approval of the full Curriculum Committee

### **B. Sub-Internship/ Clerkship (SIC) Subcommittee**

#### Duties:

- Carry out tasks assigned to the subcommittee by the Curriculum Committee
- Monitor compliance with LCME standards
- Perform reviews of individual clerkships and sub-internships including, but not limited to: curricular content, methods of pedagogy, assessment methods, course policies, mapping of objectives to the CCGGs, student evaluations, and recommend additions, changes, or deletions to the Curriculum Committee
- Identify under-performing elements of the clerkships and sub-internships, and develop remediation plans together with the course director for approval by the Curriculum Committee Monitor clerkships and sub-internships for achievement of annual goals and recommend plans if not achieving goals to the Curriculum Committee
- Review applications for new clerkships, sub-internships and other required clinical courses, and make recommendations to the Curriculum Committee for approval
- Recommend guidelines for instructional time to the Curriculum Committee for approval

#### Membership:

- Chair and Vice Chair
- Each clerkship and sub-internship will provide one representative (either director or associate director) (voting). An individual may only represent either the clerkship or sub-internship and thus may only have one vote.

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- At least one faculty member (voting) from the Curriculum Committee elected at-large faculty
- One Curriculum Committee student representative each from the MS1, MS2, MS3 and MS4 class (sharing one vote)
- Other medical students as desired (non-voting)
- Other faculty members as consultants (non-voting) as desired with a significant teaching role in the clinical curriculum

### Appointment and Terms of Service:

- The Dean of the School of Medicine or their designee appoint faculty members with a leadership role in the clinical sciences as chair and vice-chair of the subcommittee. The chair and vice-chair serve a three-year appointment with eligibility to apply for reappointment.
- The subcommittee is populated with all appointed clerkship and sub-internship directors
- Subcommittee members serve on the subcommittee for the duration of their appointment
- Each Curriculum Committee student representative is assigned to a subcommittee for the duration of their term upon accepting appointment to the full committee
- Non curriculum committee representative students and faculty may join subcommittees as non-voting members after vetting by the membership subcommittee and approval of the full Curriculum Committee

### C. **Electives Subcommittee**

#### Duties:

- Carry out tasks assigned to the subcommittee by the Curriculum Committee
- Monitor compliance with LCME standards
- Review applications for new electives and make recommendations to the Curriculum Committee for approval
- Perform reviews of individual electives including, but not limited to: curricular content, methods of pedagogy, assessment methods, course policies, mapping of objectives to the CCGGs, student evaluations, and recommend additions, changes, or deletions to the Curriculum Committee
- Identify under-performing elements of electives and develop remediation plans together with the course director for recommendation to the Curriculum Committee
- Recommend guidelines for instructional time to the Curriculum Committee for approval
- Work with a Curriculum Dean regarding matters relating to extramural electives

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### Membership:

- Chair
- Five to ten faculty members (voting) of which at least half will have an administrative elective role,
- At least one faculty member (voting) from the Curriculum Committee elected at-large faculty
- One Curriculum Committee student representative from the MS1 or MS2 class and one from the MS3 or MS4 class (sharing one vote)
- Other medical student members as desired (non-voting)
- Other faculty members as consultants as desired (non-voting) with a significant teaching role in the elective curriculum

### Appointment and Terms of Service:

- The Dean of the School of Medicine or their designee appoints a faculty member with a leadership role in electives as chair of the subcommittee. The chair serves a three-year appointment with eligibility to apply for reappointment.
- The subcommittee is populated with at-large faculty by an open call focused on educational leaders with direct expertise in subcommittee-focused area (electives). The Curriculum Committee approves nominations.
- Subcommittee members serve a three-year appointment and are eligible to apply for reappointment
- Each Curriculum Committee student representative is assigned to a subcommittee for the duration of their term upon accepting appointment to the full committee
- Non curriculum committee representative students may join subcommittees as non-voting members after vetting by the membership subcommittee and approval of the full Curriculum Committee

## **D. Dual Degree Programs and Pathways Subcommittee**

### Duties:

- Carry out tasks assigned to the subcommittee by the Curriculum Committee
- Monitor compliance with LCME/SACSCOC standards that pertain specifically to dual degree programs and pathways
- Recommend dual degree program and pathway policies to the Curriculum Committee for approval
- Recommend guidelines for instructional time to the Curriculum Committee for approval
- Develop recommendations to respond to student concerns from program evaluations

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### Membership:

- Chair
- The Baylor College of Medicine faculty director or associate director of each dual degree program and pathway (voting)
- At least one faculty member (voting) from the Curriculum Committee elected at large faculty
- Both Curriculum Committee student representatives from the dual degree programs (sharing one vote)
- Other student members as desired (non-voting)
- Other faculty members as consultants as desired (non-voting) with a significant teaching role in the dual degree programs and pathways

### Appointment and Terms of Service:

- The Dean of the School of Medicine or their designee appoints a faculty member with a leadership role in dual degree or pathways as chair of the subcommittee. The chair serves a three-year appointment with eligibility to apply for reappointment.
- The subcommittee is populated with faculty with leadership roles in the dual degrees and pathways. The Curriculum Committee approves nominations.
- Subcommittee members serve on the subcommittee for the duration of their appointment
- Each Curriculum Committee student representative is assigned to subcommittee for the duration of their term upon accepting appointment to the full committee
- Non curriculum committee representative students and faculty may join subcommittees as non-voting members after vetting by the membership subcommittee and approval of the full Curriculum Committee

## **E. Membership Subcommittee**

### Duties:

- Carry out tasks assigned to the subcommittee by the Curriculum Committee
- Execute call to faculty for self-nomination for members to populate the Curriculum Committee, its subcommittees, and the vice-chair position
- Conduct review of qualifications and suitability of all candidates
- Nominate to the Curriculum Committee candidates for elected faculty positions. Attention will be directed at qualifications, suitability, broad representation of disciplines and faculty demographics.
- Nominate to the Dean for appointed faculty positions

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- Solicit and review applications for student members of the Committee, and make nominations to the Curriculum committee
- Solicit nominations for membership of the subcommittees to ensure appropriate representation from relevant constituents, and nominate candidates to the Curriculum Committee

### Membership and Terms of Service:

- Chaired by the Curriculum Committee vice-chair (voting)
- The Curriculum Committee past-chair is a voting member
- Four faculty members of the Curriculum Committee appointed by the Curriculum Committee chair (voting)
- Curriculum Committee chair is an *ex-officio* (non-voting) member
- Members serve for the duration of their appointment

### **Ad Hoc Working Groups**

As needed, to address arising needs of curricular management outside the scope of the standing sub-committees, ad hoc working groups can be formed and tasked as below.

### Duties:

- Carry out tasks assigned to the working group by the Curriculum Committee
- Conduct an initial review and help focus the full Curriculum Committee's efforts on appropriate follow-up and action steps

### Reporting responsibilities:

- Report to Curriculum Committee as needed depending on its charge
- Any action items are reported to the Curriculum Committee which accepts, rejects or modifies them

### Membership:

- Chair and members are appointed by the Curriculum Committee Chair with qualifications depending on the charge to the committee

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## Curriculum Committee Procedures

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Committee Name:	Curriculum Committee
Committee Level:	Undergraduate Medical Education
Committee Established:	Click here to enter text.
Last Modified:	April 1, 2020
Responsible Office:	Curriculum Office
Next Scheduled Procedure Review Date:	Click or tap to enter a date.
Stakeholder Communication Method and Date:	Click or tap here to enter text.
Revision History/Purpose:	Click or tap here to enter text.