



Office of the Dean
School of Medicine

Policy Title: Policy on Curriculum Oversight and Management

Date of Review/Revision/Approval: August 2024

Review Cycle: 4 years

Body Responsible for Review/Revision/Approval: Curriculum Steering Committee

Responsible Dean: Associate Dean for Undergraduate Medical Education

**Relevant LCME Element:
(if applicable)** 8.1; 8.3

Policy Statement/Purpose:

The School of Medicine has in place curriculum committees with the responsibility for the medical program, including the design, integration, management, and evaluation of the curriculum. The committee structure is appropriate to monitor outcomes of the curriculum and to engage in continuous improvement and implementation of changes as necessary. The organizational chart of the curriculum committees reflects effective monitoring and communication between the committees.

Policy Guidelines:

Each committee in the oversight and management of the curriculum has a defined purpose:

- The **Curriculum Steering Committee** has comprehensive oversight and management of the entire curriculum and has the authority to approve curriculum policies and major curriculum changes. This committee is responsible for continuous monitoring of the curriculum through the school's CQI process and ensuring that the educational program objectives are taught in a coordinated and integrated fashion and assessed appropriately throughout the curriculum.
- The **Curriculum Renewal Committee** conducts periodic reviews of the phases of the curriculum and the curriculum as a whole, incorporating feedback from numerous data sources. It identifies curriculum needs and convenes work groups to address those needs, working closely with the other curriculum committees to accomplish its goals.

- The **Course Evaluation Committee** has the responsibility for evaluating the courses and clerkships in the medical education program. It reviews the student-driven Aesculapian reviews for all courses and clerkships and conducts its own comprehensive evaluations of all courses and clerkships on a rotating basis.
- The **Preclerkship Course Director Committee** considers overarching issues related to the preclerkship phase of the curriculum, including phase-specific policies, assessment strategies, pedagogical methods, and content integration.
- The **Clerkship Director Committee** considers overarching issues related to the clerkship phase of the curriculum, including phase-specific policies, determinations of required clinical skills and core clinical conditions, assessment strategies, and matters involving clinical sites.

Curriculum Steering, Curriculum Renewal, and Course Evaluation Committees are standing School of Medicine committees. Members serve in a rotating fashion as per the School of Policy on Committees. All students have the opportunity to indicate interest in participation, and members from various classes are selected based on a paragraph of interest.

The Preclerkship Course Director and Clerkship Director Committees are comprised of course, clerkship, and site directors and relevant administrators for those courses and clerkships, and membership therefore changes with course and clerkship leadership.

The Chairs of the Curriculum Renewal, Course Evaluation, Preclerkship Course Director, and Clerkship Director Committees are voting members of the Curriculum Steering Committee.

