TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
School *of* Medicine
Operating Policy and Procedure

SOM OP: 30.15 **Curriculum and Educational Policy Committee**

PURPOSE: The purpose of this School of Medicine (SOM) Operating Policy is to describe the roles and responsibilities of the Curriculum and Educational Policy Committee (CEPC) in oversight of the TTUHSC SOM medical education program.

REVIEW: This SOM Operating Policy will be reviewed each year by the Curriculum and Educational Policy Committee. Revisions will be forwarded to the Office of the Dean for publication.

POLICY/PROCEDURE:

1. **General.** The School of Medicine faculty has an established method for oversight of the medical education program. The Curriculum and Educational Policy Committee is designated by the Faculty Council Bylaws as the faculty-led committee with primary responsibility for the development, design, structure, content, implementation and evaluation of all components of the medical education program. This policy is designed to meet the expectations of Liaison Committee on Medical Education (LCME) Element 8.1.

   8.1 Curricular Management
   A medical school has in place a faculty committee that has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

2. **Definitions:**
   a. **Curriculum**
   b. **Educational Policy**

3. **Charge:** The CEPC is charged with establishing those policies necessary to maintain a contemporary and effective undergraduate medical education program that remains relevant to the continuum of medical education and is compatible with the Vision, Goals and Objectives of the TTUHSC SOM. More specifically the medical education program must be designed to provide a general professional education that prepares our students to:

   a. Enter and complete graduate medical education.
   b. Qualify for licensure.
   c. Provide competent and compassionate medical care.
   d. Continue their education throughout their careers.

   Furthermore, the CEPC is charged with oversight of all aspects of the medical education program to ensure that all relevant standards and elements required for LCME accreditation are met. To achieve this, the CEPC is responsible for the design, management, integration,

evaluation, and enhancement of a coherent and coordinated medical curriculum.

4. **Responsibilities:**
   a. The CEPC:
      - Provides educational vision and oversight related to the design, implementation and evaluation of the undergraduate medical curriculum.
      - Ensures alignment of courses and clerkship learning objectives and outcomes with institutional educational objectives.
      - Ensures that pedagogy and methods of student assessment are appropriate for meeting educational objectives.
      - Ensures that the impact of the educational program maintains an appropriate balance with the research, clinical practice and community service programs of the School of Medicine.
      - Ensures adherence to LCME standards, the School of Medicine Educational Vision, Goals and Objectives and the long-term goals of the School.
      - Formulates and modifies grading policies for courses, clerkships, rotations and other components of the medical school curriculum.
      - Conducts an annual curriculum summit in conjunction with the Senior Associate Dean for Academic Affairs.
      - Reviews and revises, as necessary, the School of Medicine Educational Vision, Goals and Objectives on an annual basis.

   b. Dean of the School of Medicine
      - Serves as Chief Academic Officer of the School of Medicine.
      - Prepares the yearly budget and manages the financial matters for the school, ensuring that sufficient funds are available to support the educational program.
      - Responds to advice and requests from the CEPC (among others) for resources needed to support the curriculum.

5. **Communication with other SOM Committees and Organizations**
   a. The CEPC will maintain liaison with relevant committees (Student Promotions and Professional Conduct Committee, Education Operations Committee, Clinical Education Operations Committee and Faculty Council Executive Committee), and the Assistant/Associate Deans related to Admissions, Student and Resident Affairs, and Faculty Affairs and Development in order to ensure that admission and student policies are consistent with the SOM educational program.
   b. The CEPC will maintain liaison with the Teaching Academy by the CEPC chair, or their designee, participating in Teaching Academy meetings and by having the Teaching Academy President, or their designee, participating in CEPC meetings.

6. **Membership**
   a. Any faculty member or medical student in good standing who demonstrates an active interest in the medical curriculum beyond their immediate educational responsibilities is eligible for membership. Members are selected to represent experience within the broader context of the educational program rather than to represent individual disciplines or departments. As such, CEPC members seek to achieve a balance between

practicality and innovation while avoiding any individual conflict of interest.

b. **Faculty Members:**
- The CEPC is composed of a total of 22 voting members: 16 faculty and 6 students.
- Faculty members will serve three-year terms on the CEPC and can serve consecutive terms.
- One half of faculty members are elected by the Faculty Council; the other half are appointed by the Dean.
- Three faculty members must be Course Directors and four faculty members must be Clerkship Directors (one from each campus). The Dean's appointments will be structured to ensure this expectation is met.
- The roles and responsibilities of faculty members of the CEPC are described in the CEPC Faculty Job Description which is located on the CEPC website.
- The distribution of faculty members across the four campuses is as follows:
    1. Lubbock – 10 (5 elected, 5 appointed)
    2. Amarillo – 2 (1 elected, 1 appointed)
    3. Covenant – 2 (1 elected, 1 appointed)
    4. Odessa – 2 (1 elected, 1 appointed)

c. **Student Members:**
- All student members are elected by the student body and distributed as follows:
    1. One MS1 and one MS2 in Lubbock.
    2. One MS3/MS4 student from the Amarillo, Lubbock, Covenant, and Odessa Campuses.
    3. An alternate for each student representative is also elected to serve, as needed.
- The role of student members of the CEPC is described in the CEPC Student Job Description on the CEPC website.

d. **Ex-officio, non-voting members**
- Dean, School of Medicine,
- Associate/Assistant Deans who represent Academic Affairs, Curriculum, Faculty Development, Student Affairs, and Admissions on all TTUHSC campuses.
- President of the Teaching Academy
- Chair, Education Operations Committee,
- Chair, Clinical Education Operations Committee
- Chair, Student Promotions and Professional Conduct Committee
- School of Medicine Interprofessional Education Representative
- Chair, Department of Medical Education

e. **Ad hoc participation**
- Any faculty member, administrative officer, or medical student in good standing may participate in CEPC meetings in a non-voting status.

f. **Resignation**
- Any member who needs to resign from the CEPC should inform the Chair in writing as soon as possible so that a replacement can be assigned to the committee

g. **Replacement of resigning CEPC members**
- Elected Faculty: The Chair consults with the Associate Dean for Faculty

Recruitment, Affairs and Development to identify additional faculty on the ballot from which the resigning member was elected. The Chair will contact the faculty member with the next highest number of votes to enquire whether they are interested in serving on the CEPC. The Chair submits the names of faculty who accept the invitation to the Faculty Council Executive Committee for approval. Once approved the new faculty member would serve the remainder of the term of the resigning faculty member.

- Appointed Faculty: The Chair consults with the Dean to identify potential replacements from the EOC or CEOC. Potential replacements should be contacted by the Chair and, if willing to accept the assignment, their name should be submitted to the Dean for approval. Once approved the new faculty member would serve the remainder of the term of the resigning faculty member.
- Student Members: The Chair contacts the President of the class of the resigning student and request the election of a replacement according to the procedures outlines in Medical Student Government documents.

7. **Leadership**
   a. The officers of the CEPC will be the Chair, the immediate past Chair, and an Associate Chair
   b. The officers will be elected by ballot to serve for two-year terms or until their successors are elected. The Associate Chair will be elected every other year by the CEPC members in September and will serve as Associate Chair for a two-year term followed by a two-year term as Chair. The Associate Chair is elected from the CEPC without respect to rotation between MDs and PhDs but must fulfill the definition of a full-time faculty member as described in the Faculty Council Bylaws. The Chair then serves a one-year term as Immediate Past Chair following the term as Chair. This process is explained in the appendix.
   c. The officers will meet at least one week before each scheduled meeting to construct the agenda for the upcoming meeting.

8. **Subcommittees**
   a. Two operational committees, the Education Operations Committee and Clinical Education Operations Committee, will serve as subcommittees of the CEPC with responsibilities for ensuring that CEPC policies and procedures are enacted in the Phase 1, or Phase 2 or 3 curricula, respectively. These committees will have representation on the CEPC as described in 6b above.
   b. The Chair will appoint curriculum review subcommittees to perform reviews of courses, phases, or the curriculum as a whole according to schedules established in SOMOP 30.14: Curriculum Review.
   c. The Chair may appoint ad hoc subcommittees or task forces as needed for evaluation of proposed changes to the curriculum or other specific tasks assigned to the CEPC.
   d. Reports of all subcommittees or task forces will be submitted to the CEPC for review and action as needed. The subject of the report and subcommittee members will be identified at the beginning of each report.

9. **Meetings**

a. The regular meetings of the CEPC occur on the third Thursday of the month.
b. CEPC meetings follow procedures described in Robert's Rules of Order for the presentation and approval of business items, such as proposals and official documents.
c. The agenda for each meeting will indicate the order of business as developed by the committee officers. Recurring items (such as approval of the minutes, etc.) will be included in a portion of the agenda called the "consent agenda". The Chair will ask if anyone wishes to remove an item from the consent agenda. Any committee member may make such a request and any requested item will be approved by formal vote. Once the consent agenda has been set, the committee will be asked if anyone objects to approval. If there is no objection, then the consent agenda will be approved
   - Any CEPC member can submit items for the agenda.
   - Such items will be submitted to the Chair not later than ten days prior to the next scheduled meeting
d. The CEPC will consider proposals as follows:
   - Proposals should identify specific LCME educational standards impacted by the proposal.
   - Proposals submitted for approval will be submitted as motions by voting members of the CEPC and will require a second, also by a voting member, before discussion on the issue is opened. A proposal from the EOC or CEOC will be presented by a CEPC member from the operations committee in the form of a motion; a second, if provided, must come from another CEPC member. Discussions are open and are not restricted to CEPC members. Approval requires a majority vote of the CEPC voting members present at the meeting (assuming that there is a quorum present). The Chair does not vote except in the event of a tie. If the Chair wishes to participate actively in discussion of a specific issue, they can ask the Associate Chair or another voting member of the CEPC to chair the discussion. In this case, the designated chair does not vote, except to break a tie.
   - Tabulation of Votes: Votes from all members will be counted initially. If the vote is not unanimous, any committee member may request that faculty and student votes be tabulated separately. In the event that the vote distribution from these two groups is significantly different; the Chair will postpone acceptance of the motion until the reason for the disparity in voting is explored. Discussion may occur at the same meeting; in this case a second vote will be taken after discussion and tabulated as above. If the disparity remains, the motion will be tabled for one month to collect additional information to explain the disparity. The motion will be revisited at the next meeting and any vote at the second meeting will be final irrespective of the vote distribution. The Chair will ensure that student attendance is representative of the committee distribution (i.e. in terms of years of the curriculum and campus assignments).
   - Email or electronic voting may be employed for items requiring action before the next scheduled meeting. The use of such voting methods must be approved by the CEPC as described above. The Chair will determine the timeline for such votes.
e. The Office of Academic Affairs will record the minutes of each meeting. A draft copy of the minutes will be sent to committee members prior to the next meeting of the CEPC. The minutes will be reviewed, amended as needed, and approved at the next regular

CEPC meeting. The Office of Academic Affairs will distribute an annual calendar giving the dates for regular CEPC meetings in September of each year

f. Special meetings may be called by the Chair and will be called upon the written request of five members of the CEPC. The purpose of the meeting will be stated in the call. Except in cases of emergency, at least three days' notice will be given.

g. Members are expected to attend regularly scheduled meetings and/or sub-committee meetings as assigned

- Unexcused absences for three CEPC meetings in a one-year cycle or excessive absences for any reason will result in a recommendation to the Dean or the Faculty Council Executive Committee to replace that committee member with a new appointment or election, respectively.
- Excused absences are to be reported to the CEPC Chair or the Office of Academic Affairs prior to the scheduled meeting.
- A quorum will be present when 50% plus 1 of the voting members of the CEPC are present, either in a single meeting location or on electronic teleconference.

Appendix A: Schedule for election of CEPC Officers

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Associate Chair	A	A	B	B	C	C
Chair	Z	Z	A	A	B	B
Immediate Past Chair	Y		Z		A	

	Associate Chair	Chair
1st 6 months	Elect another Associate Chair at the next regular meeting of the CEPC	Promote the Associate Chair to Chair. The newly promoted Associate Chair completes the term of the departed CEPC Chair.
2nd 6 months	Elect another Associate Chair at the next regular meeting of the CEPC	Promote the Associate Chair to Chair. The newly promoted Associate Chair completes the term of the departed CEPC Chair.
3rd 6 months	Elect another Associate Chair at the next regular meeting of the CEPC	Promote the Associate Chair to Chair. Extend the term of the new Chair by one additional year.
4th 6 months	Elect another Associate Chair at the next regular meeting of the CEPC. Prolong the term of the CEPC Chair by 1 year.	Promote the Associate Chair to Chair. Extend the term of the new Chair by one additional year.

Addendum A: Subcommittees:

Education Operations Committee

A. Description

The EOC is a subcommittee of the Curriculum and Educational Policy Committee (CEPC)

B. Charge and Functions

1. Ensure implementation and delivery of the Phase 1 curriculum.
2. Ensure educational excellence in all Phase 1 courses.
3. Ensure that faculty participation in courses is consistent with the vision, goals, and objectives of the TTUHSC SOM.
4. Coordinate horizontal and vertical integration within and among Phase 1 courses.
5. Coordinate integration themes both horizontally and vertically in all Phases of the curriculum.
6. Provide advice to CEPC and implement curriculum-related policies for Phase 1 approved by CEPC.
7. Review curriculum evaluation data with assistance from the Senior Associate Dean for Academic Affairs and Associate Dean for Medical Education and Accreditation and implement actions to address adverse data.
8. Review Course Directors' evaluations of each course and forward reports to the CEPC.
9. Coordinate orientation and training of incoming Course Directors and Associate Course Directors.
10. Ensure academic workload follows the Student Workload-Duty Hours Policy

C. Reporting

1. The EOC is not a policy-making committee; rather it serves as a subcommittee of the CEPC on issues related to educational policy and curriculum content.
2. The EOC is an operations committee responsible for managing the Phase 2 and Phase 3 curricula and reports to the CEPC on matters concerning curriculum operations and curriculum content.

The organizational structure of committees and offices involved in curriculum management is shown in Appendix B.

D. Liaison

The EOC maintains liaison with relevant committee chairs such as the Student Promotion and Professional Conduct Committee (SPPCC), Clinical Education Operations Committee (CEOC), as well as with the Assistant and Associate Deans related to Academic Affairs and Student Affairs, to ensure that student policies are consistent with the School of Medicine educational program.

E. Membership
Voting Members
1. The EOC is comprised of the current Course Directors and Associate Course Directors of the Phase 1

curriculum.

2. In consultation with the Department Chairs, the Senior Associate Dean for Academic Affairs appoints the Phase 1 Course Directors from the faculty of the Lubbock campus. Each Course Director identifies suitable candidates for Associate Course Director and, after consultation with the appropriate Department Chair, makes recommendations to the Senior Associate Dean for Academic Affairs for such appointments

3. Course Directors and Associate Course Directors serve on the EOC for as long as they hold their position

4. The roles of Course Directors and Associate Course Directors are described in the EOC Job Description for these positions, which are located on the EOC website

5. Course Directors and Associate Course Directors receive annual appointment/reappointment letters from the Office of Academic Affairs

Ex-officio, non-voting members

1. Ex-officio (non-voting) faculty members include the Associate Dean for Academic Affairs, Assistant Dean for the Phase 1 Curriculum, Associate Dean for Student Affairs, the faculty administrators involved in the Student Assessment and Curriculum Evaluation, and the Chairs of the CEPC and SPPCC (or their designees)

Resignation or removal from the EOC

1. Any member who resigns as Course Director or Associate Course Director, or is removed from either position will be replaced by the Senior Associate Dean for Academic Affairs. Course Directors will be replaced by the Associate Course Director and Associate Course Directors will be replaced by a member of the course faculty.

F. Leadership

1. The officers of the EOC are the Chair and the Associate Chair

2. The officers are selected by the Senior Associate Dean for Academic Affairs and will serve two-year terms in each position. The chair will be succeeded by the Associate Chair

3. The officers of the EOC, the Senior Associate Dean for Academic Affairs (or designee) and the Associate Dean of Medical Education and Accreditation will be responsible for setting EOC meeting agendas and managing any other activities of the EOC between regularly scheduled meetings.

F. Subcommittees

1. There are no standing subcommittees of the EOC
2. Subcommittees may be formed on an *ad hoc* basis by appointment by the EOC Chair

G. Meetings

1. The regular meetings of the EOC are held monthly unless otherwise ordered by the EOC
2. EOC meetings follow general procedures described in Robert's Rules of Order for the presentation and approval of business items, such as proposals and official documents

a. Voting Rules: Approval requires a majority vote of the EOC voting members present (assuming a quorum, see Section G.3.). (E-mail votes, which follow the same rules, may be called by the Chair.) The Chair may vote as a Course Director. Course Directors or their Associates are the voting members. The Associate Course Director may vote if the related Course Director is absent. If a Course Director also holds the position of an Associate or Assistant Dean; the Co-Course Director or the Associate Course Director would then vote.

b. The agenda for each meeting will indicate the order of business as developed by the Chair. Any voting or *ex-officio* member of the EOC may submit items for the agenda. Items should be submitted to the Chair no later than seven days prior to the next scheduled meeting.

c. The Office of Academic Affairs, under the direction of the Senior Associate Dean for Academic Affairs, records the minutes of each meeting. A draft copy of the minutes is circulated to each member for review within two business days of the meeting of the EOC. The minutes will be amended as needed, and become part of the consent agenda at the next regular EOC meeting.

d. Special meetings may be called by the Chair. The purpose of the meeting will be stated in the call. Except in cases of emergency, at least three day's notice will be given.

e. Members are expected to attend regularly scheduled and special EOC, Executive Committee, and/or sub-committee meetings as assigned.

   1. Repeated unexcused absences at EOC meetings may result in a recommendation to the Senior Associate Dean for Academic Affairs to replace that committee member with a new appointee.

   2. Excused absences must be reported to the EOC Chair prior to the scheduled meeting.

f. A quorum is defined as the presence of 50% plus 1 of the voting members of the EOC. The same applies to a quorum for e-mail votes.

Clinical Education Operations Committee

A. Description

The Clinical Education Operations Committee (CEOC) is a subcommittee of the Curriculum and Educational Policy Committee (CEPC)

B. Charge and Functions

1. Ensure delivery of Phase 2 and 3 of the educational program is consistent with the Vision, Goals, and Objectives of the School of Medicine.
2. Ensure comparable implementation of educational experiences and equivalent methods of evaluation across campuses and all instructional sites.
3. Assist in evaluation and on-going modification of comprehensive curriculum with focus on operational issues.
4. Review and respond to data reports from the AAMC, NBME, and Offices of Academic Affairs, Curriculum and Student Affairs.
5. Assist in the formulation of educational policy proposals for submission to the CEPC and respond to policy proposals from the CEPC.
6. Respond to reports from campus Clinical Education Committees and cross-campus departmental meetings
7. Ensure academic workload follows the Student Workload-Duty Hours Policy

C. Reporting

3. The CEOC is not a policy-making committee; rather it serves as a subcommittee of the CEPC on issues related to educational policy and curriculum content.
4. The CEOC is an operations committee responsible for managing the Phase 2 and Phase 3 curricula and reports to the CEPC on matters concerning curriculum operations and curriculum content.

The organizational structure of committees and offices involved in curriculum management is shown in Appendix B.

D. Liaison

The CEOC maintains liaison with relevant committee chairs such as the Student Promotion and Professional Conduct Committee (SPPCC), Education Operations Committee (EOC), as well as with the Assistant and Associate Deans related to Academic Affairs and Student Affairs, to ensure that student policies are consistent with the School of Medicine educational program.

E. Membership

Voting Members
1. Clerkship Directors: All Clerkship Directors are voting members of the CEOC.
2. Integration Seminar Director: One integration seminar director is a voting member.

Non-voting members

3. <u>All Phase 3 Directors</u>.

Ex-officio members
The Senior Associate Dean for Academic Affairs, Associate Dean for Medical Education & Accreditation, Assistant Vice Dean for Medical Education (Covenant), Regional Associate/Assistant Deans for Medical Education, Regional Senior Director of Undergraduate Medical Education (Odessa), the Chair of the CEPC, Assistant Dean for Student Affairs, Assistant Dean for Educational Technology, Assistant Vice Dean for Student Affairs (Covenant), Director of Student Affairs, Managing Director of Educational Technology, and Managing Director of Academic Affairs.

Resignation or removal from the CEOC
1. Any member who resigns as Clerkship Director or is removed from either position will be replaced by the Senior Associate Dean for Academic Affairs.

F. Leadership

1. The Associate Dean for Clinical Education will serve as the Chair of the CEOC.

G. Subcommittees

1. There are no standing subcommittees of the CEOC
2. Subcommittees may be formed on an *ad hoc* basis by appointment by the EOC Chair

H. Campus Education Committees

Campus Education Committees may be split into separate Year 3 (Clerkship Director) and Year 4 (Year 4 Director) committees or remain as one committee. This decision is the responsibility of the campus Education Offices and the Dean and Regional Deans.
   A. Membership (may vary depending on campus-specific organizational structure)
       1)   Clerkship directors in Phase 2
       2)   Course directors of required rotations in Phase 3 (Sub-internship, ambulatory, critical care).
       3)   Associate/Assistant Deans for Medical Education/Student Affairs
       4)   Directors of Medical Education

   B. Responsibilities
       1)   Assist in implementation of comparable curricula and CEPC policy
       2)   Assist in evaluation and ongoing modification of curriculum
       3)   Integrate curriculum across and between clinical years
       4)   Ensure areas of curricular overlap are collectively organized
       5)   Review and respond to data reports from the AAMC, NBME, and Office of Curriculum