SOM Curriculum Committee By-Laws: Approved July 25, 2014

I. Purpose [Faculty ByLaws Art IV Sec 6c]: “The Committee shall:
   a. engage in both short- and long-term curricular planning
   b. Direct the implementation of curricular design,
   c. Monitor and evaluate curricular effectiveness,
   d. Recommend to the Faculty of Medicine upon all matters dealing with the curriculum of the School of Medicine”

II. Functions:
   a. The curriculum committee functions are as follows:
      i. Review all required courses and clerkships [hyperlink to policies and procedures from AF]
      ii. Review electives and selectives course offerings
      iii. Review summary measures of curricular effectiveness, such as licensing board examination scores, etc
      iv. Approve and amend academic policies, such as academic advancement policies
      v. Consider and plan new curricular components or modifications of the curriculum
      vi. Revise, formulate, propose, and approve goals and objectives for the SOM curriculum
      vii. Ensure that critical knowledge, skills, and attitudes, as described in Curriculum objectives are addressed throughout the curriculum.
      viii. Oversee areas of scholarly concentration (“tracks”), pilot programs and other educational endeavors with curricular impact
      ix. Recommend approval or discontinuation of courses or programs (tracks, dual degrees)
      x. Approve the academic calendar
      xi. Respond to regulatory bodies, including LCME, the Higher Education Coordinating Board, SACS, and UT System
      xii. Approve educational research proposals related to SOM students or curriculum
III. Membership [Faculty bylaws art4, sec 6a]

a. “The Curriculum Committee shall be composed of eight elected members, four each from the basic science and four each from the clinical science areas, and eight faculty members, four each from the basic science and four each from the clinical science areas, appointed by the Dean of Medicine in consultation with the Departmental Chairs and other faculty members, together with four student members, one from each class of the School of medicine, elected to one-year terms by the student body of the School of Medicine. “

b. “The student representative from years 1 and 2 shall collectively have one vote and the representatives from years 3 and 4 shall have one vote. The student representatives may designate an elected officer of their class to attend Curriculum Committee meetings as an alternate. Such alternates, when designated in writing to the Chair prior to the meeting, shall have the same voting privileges at that meeting as an elected representative. “ The year 3 and 4 class may choose to elect specific alternates from each major clinical site.

c. “The Committee shall elect its own Chairman annually. The Chairman shall serve as a full voting member of the academic Planning and Policy Committee.”

d. Ex officio members of the Curriculum Committee may include, but are not limited to, Associate Dean of Educational Affairs, Vice Dean for Academic Affairs, Assistant Deans for Educational Affairs, Assistant Dean for Educational Development, Associate Dean of Student Affairs, chairs of educational committees and the Registrar.

IV. Terms of Office [Faculty bylaws art IV sec 6a,b]

a. “Each year, two new members shall be elected and two new members shall be appointed by the Dean to replace, respectively, two appointed and two elected members ....

b. Beginning in the year 2001, each elected and appointed member shall serve a four-year term and shall not be eligible to succeed him or herself. “

c. “Faculty members shall be elected by ballot by the Faculty of medicine and the results announced at the May meeting of the Faculty of Medicine, and shall take office on July 1 of the year of election.”

V. Meetings:
a. The curriculum committee shall meet weekly. The meeting schedule may be altered at the discretion of the Chair. Meetings are open to all School of Medicine students and employees.

VI. Procedures:

a. “The first order of business of a new Committee each year shall be the election of a Chairman from among the faculty membership of the Committee.” [FBL Art IV Sec 6B]

b. Operations committee: The Operations committee consists of the Associate Dean for Educational Affairs (Chair), Assistant Deans for Educational Affairs, the Assistant Dean for Educational Development, the Vice Dean for Academic Affairs and the Chair of the Curriculum Committee. The Operations committee sets the agenda for the Curriculum Committee meetings, based on items forwarded by curriculum committee members, educators, and educational leadership.

c. Minutes of each meeting will be taken, circulated and approved.

d. In the event that the Chair of the Committee is unavailable for a meeting, a substitute chairman will be appointed by the Chair from the Committee membership.

e. Attendance: Optimal and efficient function of the committee requires regular attendance and participation of the members. The following rules are to further that goal:

   i. To remain in good standing, a member must attend more than 50% of the meetings (in person or via telecommunications) each quarter and not miss more than 2 consecutive meetings. For the purposes of recording attendance, arrival after 15 minutes after the meeting is scheduled to begin will be considered an absence.

   ii. Attendance violations will be placed on the agenda under Special Orders as they are brought to the attention of the chairman

   iii. Barring a two-thirds vote to suspend a standing rule, a letter will automatically be sent to the Dean of the School of Medicine requesting that the member in question be removed and replaced.

f. Agenda: Optimal and efficient function of the committee requires members who are informed of pending business in time to give items thought and to consult colleagues. The following rules are proposed to further that goal:

   i. Reports and motions from standing and ad hoc committees will be placed on the agenda when received by 5 pm two business days before a meeting. Motions from such committees will not require a second.
ii. Any member may request that an item be placed on the agenda. Such items must be submitted in writing or by e-mail and be received by the committee secretary or chairman by 5 pm two business days prior to the meeting.

iii. Motions submitted by individual members must be seconded to be placed on the floor.

iv. The order of business will be as follows: Call to order; approval of minutes; reports of committees; special orders; unfinished business; and new business. A special order is any item of business moved ahead of other business by a 2/3 vote of the membership. The chairman may, at his or her discretion, place an item in special orders.

v. The Chair and the Operations Committee will circulate the official meeting agenda at least one day prior to the meeting. Items offered for discussion at each meeting shall be limited to those on the official meeting agenda.

vi. Amendments to motions may be offered as outlined under the Revised Robert’s Rules of Order.

vii. Motions made at a meeting will be voted on when discussion ceases.

g. Meetings will follow Robert’s Rules of Order. Specifically, optimal and efficient function of the committee requires a time limit to debate on any one motion. The following rules are to further that goal:

i. No member can speak more than twice during the same meeting to the same question.

ii. No member can speak for more than three minutes at one time.

iii. No member can speak a second time to a question as long as any member desires to speak who has not spoken to the question.

iv. The member who brought the question before the committee may close the debate after all others showing desire to speak to the question have done so.

VII. Subcommittees:

a. “The Committee may, from time to time and for a particular purpose, appoint ad hoc subcommittees to deal with specific segments of the curriculum, provided that the Chairman thereof shall be a faculty member of the Curriculum Committee, and further provided that no such subcommittee shall exceed a total membership of seven members. Members of such subcommittees may be co-opted from the Faculty of Medicine.” [FBL Art IV Sec 6D]
b. Standing Subcommittees:

i. Education Research Committee: The Curriculum Committee charges the Education Research Committee with the review of educational research projects submitted for Curriculum Committee approval, and submission to the Curriculum Committee of a recommendation for or against approval of the project. This review and approval process is entirely separate from any required by the Institutional Review Board. The IRB approval is for research subject protection and the Committee approval is designed to protect the educational process and provide oversight of the curricular/educational data.

ii. Review Subcommittees 1 and 2 will have 5 members each, roughly divided between basic and clinical science members of the committee. Course and clerkship reviews would be assigned in turn to Review Team 1 and Review Team 2. Each team would review up to 5 courses/clerkships per year. Each Review Team member would be assigned one review to lead per year. New members would be assigned to lead toward the end of their first year to allow familiarization with the process. Review Team members would recuse themselves if it happened that their own course was up for consideration by their team. The Assistant Dean for Educational Affairs with responsibility for the course under review will also join each team.

iii. The Integration Subcommittee will have 6 members, including the Curriculum Committee Chair, and will address issues which extend across or through curricular units. Examples of topics to be addressed by this committee include, but are not limited to: identifying and addressing gaps and redundancies in the curriculum, integrating clinical skills training across all 4 years, and standardization of grading policies. Depending on the project being handled by the Subcommittee, additional non-Curriculum Committee members may be sought. Educational Affairs staff (e.g. deans, medical educators, coordinators) may also be asked to join Integration Subcommittee activities.

iv. One meeting per month will be set aside for subcommittee meetings. Attendance at these team meetings will be expected as is expected for attendance at regular Curriculum Committee meetings. It is presumed that additional subcommittee meetings would still be required outside of this pre-assigned week of the month.

v. Upon election or appointment to the Curriculum Committee, members shall be assigned to one of the standing committees. The members remain on their assigned team for two years; at the end of the two years they can elect to remain on their current team for the rest of their term on the Curriculum Committee, or they may switch to another team with vacancies.
vi. Students will have input on all course/clerkship reviews and are invited to join all Integration Subcommittee meetings and participate in the work of that committee.

c. The Electives Course Committee is charged with review of all new and existing electives offered by the School of Medicine. They are also charged with development of policies relating specifically to electives. Members of the Electives Course Committee may be drawn from faculty who do not otherwise serve on the Curriculum Committee. The Chair of the Electives Course Committee will be considered an ex officio member of the Curriculum Committee. A report reviewing the work of the subcommittee will be presented at the request of the Chair of the Curriculum Committee.

d. The Basic Science and Humanities Selective (BSHS) Committee is charged with review of all new and existing BSHS courses offered by the School of Medicine. They are also charged with development of policies relating specifically to the BSHS courses. Members of the BSHS Committee may be drawn from faculty who do not otherwise serve on the Curriculum Committee. The Chair of the BSHS Committee will be considered an ex officio member of the Curriculum Committee. A report reviewing the work of the subcommittee will be presented at the request of the Chair of the Curriculum Committee.

e. Ambulatory Community Selective (ACS) Committee is charged with review of all new and existing ACS courses offered by the School of Medicine. They are also charged with development of policies relating specifically to the ACS courses. Members of the ACS Committee may be drawn from faculty who do not otherwise serve on the Curriculum Committee. The Chair of the ACS Committee will be considered an ex officio member of the Curriculum Committee. A report reviewing the work of the subcommittee will be presented at the request of the Chair of the Curriculum Committee.

VIII. Ratification and Amendments to By-laws:

a. Amendments to the by-laws may be proposed by any member of the committee. An amendment must be submitted in writing to the Committee Chair at least one week prior to the meeting. Passage of the amendment requires the approval of two-thirds of the members when a quorum is present.