

# **Bridges Phase Subcommittee:**

## *Charter*

### **Purpose**

The University of Pittsburgh School of Medicine (UPSOM) engages in ongoing strategic planning and continuous quality improvement processes that establish its short and long-term programmatic goals, result in the achievement of measurable outcomes that are used to improve educational program quality, and ensure effective monitoring of the medical education program's compliance with accreditation standards (LCME 1.1). UPSOM's Curriculum Committee has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum (LCME 8.1). UPSOM's faculty, through the Curriculum Committee, ensures that the medical curriculum uses formally adopted medical education program objectives to guide the selection of curriculum content, and to review and revise the curriculum (LCME 8.2). UPSOM's Curriculum Committee is responsible for the detailed development, design, and implementation of all components of the medical education program, including the medical education program objectives, the learning objectives for each required curricular segment, instructional and assessment methods appropriate for the achievement of those objectives, content and content sequencing, ongoing review and updating of content, and evaluation of course, clerkship, and teacher quality. These medical education program objectives, learning objectives, content, and instructional and assessment methods are subject to ongoing monitoring, review, and revision by the responsible committee (LCME 8.3) and its standing subcommittees. For the third and final phase of our curriculum, that design, implementation, and oversight is provided by the Bridges Phase Subcommittee, which collaborates with course directors and faculty on continuous quality improvement of the curriculum, as well as teaching and assessment of this phase.

The key responsibilities of the Bridges Phase Subcommittee are to provide guidance on course strengths and growth/realignment opportunities with attention to: director vision, course evaluations/feedback, student learning, course objectives, pedagogical philosophy, global architecture of the phase, and how the phase complements the curriculum as a whole.

This group will also help monitor student transition from undergraduate to graduate medical education, promoting best curricular practices where possible.

## **Composition/Reporting**

The subcommittee will be chaired by the Assistant Dean for Medical Education, who will organize its activities and take responsibility for its work.

Membership will include

- at least **one** Curriculum Committee faculty member
- at least **three** other active faculty educators in UPSOM who have experience teaching in this phase
- at least **one** OMED staff member
- at least **three** medical students

Members will be selected according to the Curriculum Committee's Procedure on Membership for Subcommittees and Task Forces; that procedure also outlines their terms of service.

This subcommittee will annually report to the full Curriculum Committee, to present an overview of the year's activity.

The subcommittee will prepare yearly summary reviews of each unit of curriculum in the phase. The subcommittee will provide consultations to individual elective course directors and other leads to gain insight into the overall functioning of courses, and their integration horizontally and vertically.

## **Responsibilities**

The Bridges Phase Curriculum Subcommittee will be responsible for oversight of all electives (clinical and otherwise), courses (Integrated Life Sciences, Bootcamp, Diagnostics), acting internships, and other curricular activities in the fourth year (e.g., Advanced Longitudinal Clinical Experience). The subcommittee will:

1. Meet at least monthly with course directors and leads (courses/threads) individually and as a group to discuss operations (curriculum, integration, assessment/evaluation/grading, etc.)
2. Review course evaluation data and other student input about the year, and work with course directors and leads on process improvement
3. Help assess whether UPSOM program objectives are being adequately met by the Bridges curriculum
4. Work as a group on process improvement
  - a. Make recommendations on changes to process

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- b. Track outcomes of those changes
5. Invite ad hoc faculty, staff, and students as needed to bring specialty expertise and insights into particular critical elements.
6. Meet with course leads/directors to discuss outcomes and plans for the following year. The chair of the subcommittee or an additional member may choose to participate in this meeting, depending on subcommittee members' expertise or interest.
7. Prepare portfolio reports with the course leads/directors. This report will briefly describe how the unit of curriculum is performing, opportunities for improvement, and identification of resources that would support improvement.
8. Work as a group on process improvement
  - a. Make recommendations on changes to phase process
  - b. Track outcomes of those changes
9. Help assess whether UPSOM program objectives are being adequately met by the phase curriculum
10. Present reports to the Curriculum Committee:
  - a. Brief updates at least twice annually
  - b. Annually through a formal phase review

Each standing member of the subcommittee will be responsible for overseeing and actively participating in the review of a subset of courses; shaping the continually evolving vision of the phase as a whole; and fostering curricular connections across phases. Such reviews will be done annually.

Individual courses will present annual reports to the subcommittee, which will be summarized and presented to the full Curriculum Committee as part of the annual Bridges phase review. The subcommittee will help build action plans for each unit of curriculum related to content, teaching formats, and assessment, and will follow up to ensure continuous improvement. The Curriculum Committee will also be provided with an opportunity to review all individual portfolio reports.

## **Subcommittee Logistics and Voting**

The Bridges Phase Subcommittee will meet regularly (at least monthly).

Minutes are kept and shared with the Curriculum Committee and other bodies. Materials related to curricular performance are made available to subcommittee members but their circulation to others is prohibited without approval by CC leadership.

A quorum is at least 51% of the voting members. A simple majority of the quorum is needed for a motion or vote to be approved. Subcommittee leaders only vote in the case of a tie.