

Curriculum Continuous Quality Improvement (CCQI)

Subcommittee:

Mandate

Purpose

The Curriculum Committee would like to ensure high quality in all our processes and outcomes. Establishment of a Curriculum Continuous Quality Improvement subcommittee can help monitor high-profile curricular outcomes, help the full committee and the school maximize operational success, and ensure that the school remains in compliance with accreditation standards and elements.

Composition/Reporting

The subcommittee will be led by one faculty member who will organize its activities and take responsibility for its work. Membership will include at least ten people, including:

- Curriculum Committee faculty members (at least two)
- Curriculum Committee student members (at least two)
- Assistant Director of Assessment and Accreditation (in OMED)
- Assistant Director for Medical Education
- Assistant Dean for Human-Based Simulation Education
- Associate Dean for Medical Education
- Other faculty with expertise in program evaluation, CQI, or outcome assessment

This subcommittee will report briefly to the full Curriculum Committee at every meeting, with a more extensive annual report. The CCQI subcommittee will also report to the School of Medicine's overall quality improvement oversight committee (in the Vice Dean's office).

Activities

The CCQI subcommittee will be responsible for operationalizing short- and long-term goals around quality, as identified by the School and the full Curriculum Committee. Tasks will include:

1. Operationalizing the kind of outcome data necessary to determine how successful we are at reaching our goals

2. Implementing and monitoring systematic processes to collect and review such data, including
 - a. the selection and use of appropriate information systems
 - b. the frequency of data collection
 - c. identification of responsible parties for data collection
 - d. data presentation formats
3. Determining “red flag” standards for immediate action on deficiencies, and developing action plans for such “trip lines”
4. Disseminating outcomes to appropriate leadership/administration, including but not limited to:
 - a. Relevant committees (Curriculum, Promotion, Admissions, Executive)
 - b. The Education Policy Council
 - c. The Vice Dean and Dean
 - d. Department chairpersons
 - e. Other offices/administrators
5. Collaborating with leadership and administration to identify action plans to achieve goals, as evidenced by measurable outcomes
6. Soliciting periodic input from stakeholders (e.g., students, faculty, course directors) to identify how best to work towards process improvement with respect to our goals

The CCQI subcommittee will meet at least every two months, although outcome data will be continuously collected and monitored by administrative staff to the subcommittee.

Approved by the Curriculum Committee, 09/16/2019. (Revised 04/20/2020).