

Curriculum Committee Executive Subcommittee: *Mandate*

Purpose

The Curriculum Committee is a large body charged with the task of monitoring, governing, and maintaining the high quality of the School of Medicine’s curriculum. The Curriculum Committee Executive Subcommittee (CCES) is a smaller group of committee leaders and school administrators who meet frequently, confidentially, and informally to:

- coordinate activities of the committee
- address rapidly emerging curricular and related process issues
- provide continuous oversight of the educational program
- advise the Vice Dean on school policy and operations

Composition/Reporting

The subcommittee will be led by the Chair of the Curriculum Committee. It will also include:

- Vice Chair of the Curriculum Committee
- Curriculum Committee At-Large Faculty Member (elected)
- Associate and Assistant Deans for Medical Education
- Associate Dean for Student Affairs

Issues addressed by the CCES are continually reported back to the full committee as well as to the Vice Dean.

Activities

CCES will:

| Domain | Activities |
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| Committee coordination | Set the agendas for Curriculum Committee meetings and annual colloquia |
| | Propose or refine subcommittees, task forces, or other work groups for consideration by the full committee |
| | Meet and collaborate with individuals who plan on presenting to the full committee |

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| | <p>Serve as an initial screening stage for individuals who wish to add, delete, or change elements of the curriculum (and then referring proposals on to the full committee or to specific curricular leaders for consideration)</p> |
| | <p>Manage Curriculum Committee membership, which includes</p> <ol style="list-style-type: none"> 1. Assessing membership participation 2. Considering new faculty for appointment (in conjunction with the Nominations Subcommittee) 3. Insuring broad and equitable representation of faculty on the full committee |
| Curricular oversight | <p>Meet weekly to discuss curricular operations, such as</p> <ol style="list-style-type: none"> 1. overall program objectives, curricular timing/schedules, integration, etc. 2. process and outcome measures 3. assessment/evaluation/grading processes 4. leadership issues (e.g., course/clerkship directors) 5. other data related to curricular quality and learning environment |
| | <p>Execute instructions from the full committee to complete specific operational tasks</p> |
| | <p>Meet with student representatives to the Curriculum Committee on a frequent basis (generally every two to four weeks)</p> |
| | <p>Review program objectives and required clinical conditions/procedures on a periodic basis, making recommendations to the full committee when changes may be needed</p> |
| | <p>Approve alternative learning activities designed to remedy learner gaps</p> |
| Advisory | <p>Discuss and make recommendations on policy directions when asked by the Vice Dean</p> |