

Creighton University School of Medicine

Medical Education Program Policies

POLICY: Subcommittees and Councils of the Educational Program Committee

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 6/11/2019

REVISED DATE: 2/11/2020

LCME ACCREDITATION STANDARD REFERENCE: 8.1 Curricular Management

PURPOSE

The purpose of this policy is to define the subcommittees and councils of the Educational Program Committee.

POLICY

The Educational Program Committee (EPC) has four sub-committees, all of which report to the Educational Program Committee. Members not defined by titles (students, faculty, clerkship directors) will be appointed by the Associate Dean for Medical Education. The subcommittee chairs may invite members to attend the meetings on an ad hoc basis to assist the subcommittees in fulfilling their respective charges.

M1/M2 Component Committee

The M1-M2 Component Committee is responsible for planning and implementation of the revised integrated pre-clerkship curriculum and ongoing review of course performance, program metrics, component-wide evaluation, grading policies and practices, and curriculum content (to address omissions or redundancies). The M1-M2 Component Committee generally meets monthly to review horizontally-integrated discipline performance metrics; curriculum content for omissions and redundancies; work hour compliance; student performance and evaluations; and other issues pertaining to the pre-clerkship curriculum phase. The M1/M2 Component Committee meets with the M1/M2 Council (defined below) on a semi-annual basis to review metrics and obtain additional feedback. The M1/M2 Committee reports to the EPC through the Co-Chairs.

The M1/M2 Component Committee is also assigned the responsibility for the program's comprehensive curriculum content monitoring for both phases of the curriculum. The subcommittee will monitor a portion (one third) of the curriculum annually, such that the entire curriculum will be reviewed every three years. The review of the clerkship and elective phase of the curriculum is completed in coordination with the M3/M4 Component Committee.

The members include:

- M1 and M2 Component Directors (Co-Chairs)
- Associate Dean for Medical Education
- Regional Dean—Phoenix Regional Campus
- Assistant Dean for Medical Education
- Associate Dean for Strategy and Accreditation
- Senior Director of Program Assessment and Curricular Development

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- At least two faculty: one from each campus
- One student
- Administrator, Office of Medical Education and Student Affairs

M3/M4 Component Committee

The M3-M4 Component Committee regularly reviews clerkship/course performance metrics, phase evaluation, component wide evaluation including grading policies and practices, and curriculum content to address omissions or redundancies. The M3-M4 Component Committee generally meets monthly to review clerkship and elective performance metrics; comparability between sites; work hour compliance; student performance and evaluations; and other matters pertaining to the clerkship and elective phase of the curriculum. The M3-M4 Component Committee meets with the M3/M4 Council on a quarterly basis to review metrics and obtain additional feedback. The M3/M4 Committee reports to the EPC through the Co-Chairs. The committee meets every month and as needed (retreats, leadership meetings).

The members include:

- Associate Dean for Medical Education (Co-Chair)
- Regional Dean – Phoenix Regional Campus
- Associate Dean for Strategy and Accreditation
- M3 Component Director (Co-Chair)
- Senior Director of Program Assessment and Curricular Development
- M3/M4 Curriculum Coordinator
- At least one clerkship director from each campus
- At least two faculty: one from each campus
- One student

Evaluation Committee

The Evaluation Committee evaluates the medical degree program, program phases, courses, and clerkships. The Evaluation Committee reports to the EPC through the Chair. The Evaluation Committee meets monthly and as needed.

The members of the Evaluation Committee are:

- Senior Director of Program Assessment and Curricular Development (Chair)
- Five appointed faculty (at least one from the Phoenix regional campus)
- Two appointed students (one from the M3 year and one from the M4 year)

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- Program Evaluation Analyst

Policy Review Committee

The Policy Review Committee is a subcommittee of the Educational Program Committee charged with reviewing the medical education program policies to suggest feedback to the submitting party and to review policies for consistency with other policies. The Policy Review Committee will review all proposed and revised policies. The Committee meets as needed.

Members:

- Associate Dean for Medical Education (Chair)
- Associate Dean for Student Affairs
- Associate Dean for Strategy and Accreditation
- Assistant Dean for Student Affairs
- Two faculty members: one from each campus
- Administrator, Office of Medical Education and Student Affairs

In addition to the subcommittees of the EPC, the EPC has designated two councils to assist and advise the EPC in the educational elements of the education program, one for each phase of the curriculum.

The M1/M2 Council

The M1/M2 Council meets on a semi-annual basis for dissemination of information from the M1/M2 Component Committee and EPC, to provide feedback and recommendations to the M1/M2 Component Committee and the EPC from a broad array of medical education leaders in the medical education program pre-clerkship phase. Members include:

- Associate Dean for Medical Education (Chair)
- Regional Dean – Phoenix Regional Campus
- Associate Dean for Strategy and Accreditation
- All Assistant Deans for Medical Education
- Associate Dean for Student Affairs
- Assistant Dean for Student Affairs for the Phoenix Regional Campus
- All component directors
- All track directors
- All block directors
- All discipline stewards

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- All curriculum coordinators
- Senior Director of Program Assessment and Curricular Development
- All academic student success consultants
- Four students (one student from each of the following classes M1, M2, M3 Omaha campus & M3 Phoenix campus)

The M3/M4 Council

The M3/M4 Council meets on a quarterly basis for dissemination of information from the M3/M4 Component Committee and the EPC to provide feedback and recommendations to the M3/M4 Component Committee and the EPC from a broad array of medical education leaders in the medical education program clerkship and elective phase. Members include:

- Associate Dean for Medical Education (Chair)
- Regional Dean – Phoenix Regional Campus
- Associate Dean for Strategy and Accreditation
- All Assistant Deans for Medical Education
- Associate Dean for Student Affairs
- Assistant Dean for Student Affairs for the Phoenix Regional Campus
- M3 Component Director
- All track directors
- Clerkship directors, campus clerkship directors, and site directors from the Omaha and Phoenix campuses
- Clerkship coordinators from the Omaha and Phoenix regional campuses
- Clerkship and elective phase curriculum and clinical programs coordinators from the Omaha and Phoenix regional campuses
- Senior Director of Program Assessment and Curricular Development
- All academic student success consultants
- Four elected students (one from each M3 and M4 class from both the Omaha and Phoenix campuses)

ADMINISTRATION AND INTERPRETATION

The Associate Dean for Medical Education is responsible for the administration of this policy.

AMENDMENT

This policy may be amended by majority vote of the School of Medicine Educational Program Committee.