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I. PURPOSE

Purpose of the committee

The Clerkship Student Assessment and Formational Committee is a standing committee of the School of Medicine and an institutional body responsible for oversight of students’ academic performance in that portion of the medical curriculum which begins in Quarter 4 of the second year and ends at graduation. The committee reports to the Medical Student Promotions Committee and through them to the Advisory Board of the Medical Faculty.

The committee is charged with the implementation of the School of Medicine’s assessment and promotions procedures described in the School of Medicine’s Catalog in the section “Instruction Leading to the M.D. Degree.” All students in the above-mentioned portion of the curriculum who do not receive a passing grade in a clerkship, or who have raised concerns for reasons including, but not limited to, marginal academic performance, failure of USMLE Step examinations, or professionalism issues, will be discussed by the committee.

II. MEMBERSHIP

Membership

The committee will be constituted of at-large or ex-officio members, who may be voting members or non-voting, as follows.

At-large Voting Members

The advanced clerkships will have one representative on the committee, which will be appointed by the Vice Dean for Education as an at-large member. The at-large member will serve a two-year term.

Ex-officio Voting Members

The director of TRIPLE, a representative from TIME: Translational Science, and all directors of required clerkships are voting members of the committee. In the event that there are co-directors for a course or clerkship, both shall attend meetings. Each clerkship/course receives one vote, regardless of whether there are co-directors.

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Ex-officio Nonvoting Members

The following ex-officio members are non-voting

- Vice Dean for Education—Chair of Committee (votes only to break a tie)
- Associate and Assistant Deans for Undergraduate Medical Education
- Associate and Assistant Deans for Medical Student Affairs
- Chair of the M.D. Admissions Committee
- Associate Dean and Registrar
- Director and Associate Director, Colleges Advisory Program
- Director, M.D./Ph.D. Program
- Student Success Advisor (Learning Specialist)

III. MEETINGS

Meetings

The committee will hold regular standing meetings approximately on a monthly basis. Regular meeting dates will be established and distributed prior to the beginning of each academic year. In addition, special meetings of the committee may be called if there are issues relating to student progress that require urgent attention before the next scheduled meeting. Fifty percent of voting members must be present in order to hold a vote.

The names of all students to be discussed will be distributed at least one week prior to the meeting in which they will be discussed. Prior to the meeting, the Office of Medical Student Affairs may notify students that they will be discussed, depending on the reason for the discussion. Committee members who have had experience with the student being discussed should come to the meetings prepared to review that experience. Students may be asked to appear before the committee and may be accompanied by a faculty advisor. Students and advisors may not be present for any other portion of the meeting including discussions of other students, deliberations, and votes.

The Director of the Colleges Advisory Program (CAP) will notify the CAP advisor of each student who will be discussed.

IV. VOTING PROCEDURES

Voting Procedures

After discussion of a matter requiring action, the committee will vote by a show of hands. One vote per clerkship is allowed. If co-directors of a clerkship are both present at a meeting, they should confer and cast a single vote. In the event of a tied vote, the Vice Dean for Education will vote to break the tie. For meetings held by videoconference, the committee may vote through verbal or written means.

V. MINUTES

Minutes

The Associate Dean and Registrar, or a designee, will take written minutes of the meeting, which will be reviewed by the Associate Dean and Registrar and the Associate Dean for Medical Student Affairs. Draft minutes will be posted to a secure online folder for committee review within two weeks of the meeting. Committee members will be able to suggest corrections to the draft minutes. Each committee meeting will begin with a vote to approve or amend the last meeting’s minutes. All
committee discussions and minutes are confidential. Outside of the committee, minutes will be shared only on a need to know basis in accordance with federal, state, and institutional policy.

VI. DECISIONS

Decisions

If the committee has significant concerns about a student’s continuation in the medical curriculum, or feels that a student warrants a higher level of prospective scrutiny, the committee will refer that student to the next meeting of the Medical Student Promotions Committee for further consideration.

If during a meeting it is deemed necessary to communicate information to CAP advisors, the CAP Director and/or Associate Director (or their designee) will review with the Committee members, before the meeting is adjourned, the content to be delivered to the CAP advisor to ensure that it accurately reflects what has been discussed and decided by the Committee.

The committee may recommend the development of a remediation plan for a student, which would be coordinated by the Communications and Remediation Subcommittee described below.

Committee decisions will be communicated to the student via email by the same subcommittee described in the section on Communications.

VII. COMMUNICATIONS AND REMEDIATION SUBCOMMITTEE

Communications and Remediation Subcommittee

The Communications and Remediation Subcommittee is a standing subcommittee of the Clerkship Student Assessment and Formational Committee, and will be constituted of the Associate Dean for Medical Student Affairs, the Associate Dean for Undergraduate Medical Education, and the Director of the Colleges Advisory Program or their respective designees. The purpose of the subcommittee is to serve as a conduit of information from the larger committee to students regarding decisions made, and to coordinate appropriate resources aimed at remediating deficiencies identified by the committee.

VIII. CHANGES TO THESE BYLAWS

Changes to These Bylaws

From time to time, it may be found necessary to change these bylaws in order for the committee to better fulfill its charge. Any proposed changes to the bylaws will be presented as an informational agenda item and a regular meeting of the Undergraduate Medical Educational Policy and Curriculum Committee (UMEPCC), and presented as an action item requiring a vote at the next regular meeting of the UMEPCC. If the vote results in changes to these bylaws, this will be reflected in the minutes and a revised copy of the bylaws will be made available and include a footer with the date of the revision included.