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I. PURPOSE

Purpose of the Undergraduate Medical Education Policy and Curriculum Committee

Established by the Dean of the Medical Faculty, the Undergraduate Medical Education Policy and Curriculum Committee (UMEPCC or Committee) is a standing committee of the School of Medicine and the institutional body responsible for the overall design, management, and evaluation of a coherent and coordinated medical school curriculum associated with the M.D. degree and other policies related to undergraduate medical education. The Committee also serves as the primary working contact for accreditation-related activities with the Liaison Committee on Medical Education or other organizations.

The UMEPCC examines a wide range of issues including, but not limited to, these aspects of the medical school curriculum:

- sequencing of the various segments of the curriculum both within and across the academic periods of study (horizontal and vertical integration);
- methods of pedagogy and student assessment;
- evaluation of course and program effectiveness;
- content and workload in each discipline to identify omissions and unintended redundancies; and,
- stated objectives of individual courses and clerkships.

The UMEPCC is also responsible for approving any substantive changes to the medical school curriculum as well as plans for implementation of said changes. No substantive changes can be made to the curriculum without this approval.

From time to time the UMEPCC may also consider other issues related to undergraduate medical education.

II. MEMBERSHIP

Membership

To carry out its breadth of work, the UMEPCC has a diverse membership including representation by faculty, administrative leaders and students. Voting membership is given to representatives of required courses and clerkships. In addition, voting membership is given to those named offices or entities that have a significant relationship to undergraduate medical education.
including those that are responsible for the design, implementation, management or evaluation of the curriculum. Each of these named offices and entities shall have only one vote.

It is the responsibility of each UMEPCC member who represents an entity or group of individuals to communicate discussions of the UMEPCC about issues affecting undergraduate medical education to the entity or group represented. Such issues include, but are not limited to, changes in curricular content and sequencing, methods of pedagogy, methods of student assessment, and evaluation of course and clerkship effectiveness. This communication should most commonly occur by circulation of approved UMEPCC minutes. It is particularly important that each UMEPCC member who represents an entity or group of individuals must communicate any new policies or procedures and/or any substantive changes to the medical school curriculum as well as plans for implementation of these changes to the entity or group represented by the member. New policies or procedures and/or substantive changes to the medical school curriculum may be best disseminated in targeted communication, such as in meetings specifically arranged for that purpose with entities or groups represented, rather than simply the circulation of approved minutes.

The Chair of the UMEPCC is the Vice Dean for Education. The Chair votes only to break a tie.

**Voting Membership**

**Faculty Representation**

Directors of required courses and clerkships are voting members of the UMEPCC in order to provide a focused faculty perspective.

In addition, Scientific Foundations of Medicine (SFM) will be represented by two Block Directors; Genes to Society (GTS) will be represented by two Section Directors from Year 1 and three Section Directors from Year 2; Topics in Interdisciplinary Medicine (TIME) courses will be represented by one Year 1 and 2 TIME director; Translational Science Courses will be represented by one director of a Translational Science Course; and the Horizontal Strands will be represented by one Theme Leader. The SFM Block, GTS Section, TIME, Translational Science, and Horizontal Strand representatives are rotating members with three-year terms.

The Chairs of the UMEPCC Subcommittees are members, coincident with their terms as chairs. Additionally, two Department Directors selected by the Advisory Board of the Medical Faculty, and two at-large full-time faculty, not already UMEPCC members, selected by the Medical Student Senate, serve as UMEPCC members in order to provide broader faculty perspective on undergraduate medical education. The terms of appointment of these members are staggered three-year terms, such that no more than two Department Directors or at-large faculty UMEPCC members rotate off in any given year.

**Administrative Representation**

Various administrative leaders that provide service in support of undergraduate medical education are UMEPCC members in order to provide an administrative perspective. These leaders, or their designees, include:

- Associate Dean and Registrar
- Assistant Dean for Medical Student Admissions
- Associate Dean for Undergraduate Medical Education
- Associate Dean for Medical Student Affairs
- Assistant Dean for Assessment and Evaluation

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• Director of the Colleges Advisory Program
• Director of the Institute for Excellence in Education
• Director of the JHM Simulation Center
• Director of Medical Student Diversity
• Director of the Office of Assessment and Evaluation
• Director of the Office of Information Technology
• Director of the Office of Online Education
• Director of the Welch Medical Library

The terms of the appointment of these members coincides with their appointments in these positions.

Medical Student Representation

In order to provide student perspective, the President of the Medical Student Senate (MSS) and one student from each medical student class are UMEPCC members. Student representatives are determined by the MSS according to its procedures. The term of appointment for these members is one academic year, but they may serve for additional terms as determined by the Medical Student Senate.

Other Representation

Other individuals may serve limited terms at the request of the Dean and are voting members.

If an individual is representing more than one recognized voting constituency, that individual may choose a designee for one of the constituencies, or cast votes for each constituency they represent.

Non-voting Membership

The following individuals attend meetings and advise UMEPCC, but are not voting members:

• Assistant Deans for Medical Student Affairs
• Assistant Dean for Undergraduate Medical Education
• Assistant Directors of Required Courses and Clerkships
• Associate Director of Colleges Advisory Program
• Administrator, Office of the Vice Dean for Education
• Chair of the School of Medicine M.D. Admissions Committee
• Director, MSTP/M.D.-Ph.D. Program

III. MEETINGS

Meetings

Regular meetings of the UMEPCC are held throughout the academic year.
Special meetings of the UMEPCC are held from time-to-time when matters must be addressed before the next Regular meeting, or when major educational and curricular matters require broad-based and in-depth discussion among UMEPCC members, as well as other members of the faculty, housestaff, and student body having an interest in the topic as invited by the Dean or the Chair of the UMEPCC.

Regular and Special meetings of the UMEPCC are open to members of the School of Medicine community including faculty, staff and students. Individuals who attend but are not UMEPCC members will be identified as visitors.

All UMEPCC members and visitors shall sign in when attending meetings and the names of attendees will be recorded in the minutes.

A meeting can be held when at least 10 voting members of the UMEPCC are present.

Agendas for Regular and Special meetings will be distributed at least 48 hours before the meeting. The agenda will indicate informational items and action items that require a vote from UMEPCC members. Only those voting members physically in attendance at the meeting may vote on action items.

Voting on action items will be conducted by a show of hands of voting members of the UMEPCC; a majority of voting members present at the meeting is necessary to carry an action. Should there be a tie in a vote, the UMEPCC Chair will cast the deciding vote or table the item to a future meeting.

Draft minutes of the meeting will be prepared and distributed to UMEPCC for review. The minutes will be approved as final minutes, or approved as final minutes with revisions, at the next Regular meeting of the UMEPCC.

IV. COMMUNICATION WITH OTHER COMMITTEES
Because the work of the UMEPCC is related to many aspects of the School of Medicine, final minutes will also be distributed to the chairs of these School of Medicine Committees:

• Advisory Board of the Medical Faculty
• Graduate Medical Education Committee
• Faculty Senate

V. COMMITTEES OF THE UMEPCC
Committees of the UMEPCC

The primary role of the UMEPCC is to assure that the undergraduate medical education curriculum meets the institution’s educational mission and objectives. In this regard, there is ongoing review and optimization of curriculum content, sequence, quality and coordination, as well as methods of assessment, evaluation, and resource management. The work of the UMEPCC is carried out through a number of Standing Committees that have various charges focusing on different curricular components. Additionally, from time to time the Chair of the UMEPCC may form Ad Hoc Committees to consider an issue that is not addressed by the Standing Committees. All Standing Committees other than the Agenda Committee prepare written reports for UMEPCC meetings so their deliberations can be included in the minutes.

The Chair of the UMEPCC appoints the Chair of each Standing Committee except the Agenda Committee. The Chair of the UMEPCC is also the Chair of the Agenda Committee. The Standing Committees include:
Agenda Committee

Charge: To identify and manage agenda items for Regular and Special meetings of the UMEPCC; consider and approve, subject to review by the UMEPCC, responses to reviews by the Student Assessment and Program Evaluation Committee; and examine specific standards related to accreditation as charged annually.

Membership: Chair of the UMEPCC, Associate Dean for Undergraduate Medical Education, Associate Dean for Medical Student Affairs, Associate Dean and Registrar, Director of the Office of Assessment and Evaluation, and Chairs of Standing Committees. The Chair may invite other UMEPCC members to join one or more Agenda Committee meetings to include different perspectives.

Genes to Society Integration Committee (GTSIC)

Charge: To oversee implementation and evaluation of the Genes to Society four-year curriculum. Membership: The appointed Chair (Associate Dean for Undergraduate Medical Education), Associate Dean and Registrar, one Theme Leader of the Horizontal Strands, Directors of Required Courses, and the Office of Assessment and Evaluation, one representative for Year 1 and 2 TIME, one representative for Year 3 and 4 Translational Science courses, two medical student representatives, and Office of Medical Student Curriculum staff.

Clerkship Directors and Clinical Skills Committee (CD/CS)

Charge: To provide oversight and management of the clinical portion of the undergraduate medical education curriculum, including coordination, assessment, and evaluation; examine specific standards related to accreditation as charged annually; identify the need for, and request approval of the full UMEPCC for, substantive changes in stated objectives of individual clerkships or required clinical courses, methods of pedagogy, and student assessment; provide oversight of the teaching and assessment of clinical skills throughout the four-year undergraduate medical education curriculum.

Membership: The appointed Chair (Associate Dean for Undergraduate Medical Education), all Directors of Required Clerkships, Director of Clinical Foundations of Medicine; representatives of Sub-Internship Directors; Associate Dean for Medical Student Affairs; Associate Dean and Registrar; and Directors of the Office of Assessment and Evaluation, the Longitudinal Ambulatory Clerkship, the Transition to the Wards Course, the Advanced Clerkships, and the Transition to Residency and Preparation for Life Course, and a representative from Horizontal Strands Core Theme Leaders.

Student Assessment and Program Evaluation Committee (SAPE)

Charge: To ensure that the School of Medicine continuously practices program evaluation and examines student assessment processes; to verify that educational objectives of the institution and of the individual courses are coherent and being met; to provide guidance to help ensure that program evaluation and student assessment meet the highest standards of practice; and to examine specific standards related to accreditation as charged annually.
Membership: The appointed Chair (Assistant Dean for Assessment and Evaluation), up to 10 faculty educators and the Director of the Office of Assessment and Evaluation.

VI. CHANGES TO THESE BYLAWS

Changes to These Bylaws

From time to time the UMEPCC may find it necessary to change these bylaws to better meet its purpose. Proposed changes to the Bylaws will be presented as an informational agenda item at the next Regular meeting, and will be presented as an action item at the following Regular meeting. If the vote on the action results in changes in the Bylaws then the minutes will contain the details of the changes and the revised Bylaws will be distributed at the next Regular meeting.