Curriculum Committee

Procedures

Curriculum Committee procedures are consistent with terms of reference and procedures described in the Central Michigan University College of Medicine (CMED) Bylaws: https://www.cmich.edu/office_provost/academic_administration/FPS/Documents/CMED%20Bylaws%209-14-15.pdf.

Charge:

The Curriculum Committee (CurrCom) is charged with the responsibility and authority to:

- define and revise the structure and content of the undergraduate medical curriculum including both preclinical courses and clerkships and the goals, objectives and assessments
- approve the creation or removal of courses from the educational program
- formulate and recommend policies regarding the educational program
- define and revise structure and content of any joint degree programs and the goals, objectives and assessments
- approve proposed graduate programs subject to University policy and procedures
- conduct regular reviews of courses, clerkships, and the curriculum as a whole
- evaluate and/or analyze data about course or clerkship syllabi and teaching materials, student evaluations of a course or clerkship, and overall student performance in a course or clerkship
- approve annual course/clerkship reports
- approve major changes to the structure of the curriculum
- approve major changes to the grading system for the assessment of student performance

Membership:

The Curriculum Committee is composed of 24 members, 19 voting members and 5 non-voting.

Voting members:

- four (4) elected faculty from the foundational sciences
- four (4) elected clinical faculty, two (2) each from the medical and surgical disciplines to include the full spectrum of programs
- four (4) elected students (one each from M1-M4), serving a one (1) year term
- one (1) appointed resident physicians serving a one (1) year term
- year I & II curriculum director
- director of the comprehensive community clerkship
- associate dean(s)/distributed regions appointed by the dean
- two (2) community educator faculty appointed by the dean (e.g. site director)

Non-voting, ex-officio members:

- senior associate dean/academic affairs
- senior medical librarian
- associate dean/compliance, evaluation and assessment
- assistant dean for student affairs
- designated institutional official (DIO)

The dean will appoint a chair from the membership to a three (3) year term. Each member shall serve a three year term. Members may be appointed to no more than two consecutive terms. The chair may appoint ex-officio members who serve in a role that supports the student/resident education.

**Eligible Voting Members:** Ex-officio committee members who are considered faculty members as defined in the CMED Bylaws under “Faculty of Medicine,” are not eligible for election to the committee as a voting member.

**Committee Seats.** If, for any reason, an elected CurrCom member or the chair is not willing or is unable to serve on the committee, the dean will appoint another member of the Faculty of Medicine, with appropriate rank, to fill the seat until the next scheduled election.

**Extension of Term.** The dean may approve any member of CurrCom to serve more than two consecutive terms.

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**Operating Structure**

**Meeting Schedule**
The CurrCom will meet regularly on a monthly basis for conducting business. The chair may call additional face-to-face or electronic meetings as needed to discuss matters that are urgent or time sensitive. Regular CurrCom meetings are currently scheduled for the 3rd Wednesday of each month from 5-7pm as agreed upon by committee membership. This meeting schedule is subject to change at any time based upon membership availability and the volume of regular business to be discussed.

**Attendance**
Attendance of elected CurrCom members is mandatory and requires an excused absence by the chair of the committee. Attendance in person or using technology such as telephone, or internet based web conferencing is acceptable.

- **Absence of Chair.** The chair may designate a member of the committee to serve in his/her absence.

- **Conflict of Interest.** The chair upon calling the committee to order shall ask each member present if they have a perceived or actual conflict of interest with any matter before the committee. In the event of any other conflict of interest, real or perceived, the conflicted member of the committee will be excused by the chair from the official proceedings of the committee. If the chair has a real or perceived conflict of interest, the chair may excuse themselves and appoint an acting chair from the committee membership to act in the specific circumstance.

- **Quorum.** Quorum is considered the presence (phone or face-to-face) of a simple majority of the voting members. If quorum is met, matters requiring a vote are considered passed by a simple majority.

- **Guests.** Guests may be invited by the chair to any committee as deemed necessary for the proper conduct of business.

- **Voting.** The chair may deem it appropriate to use electronic ballots for issues previously discussed in meetings.
Agenda

Meetings will follow an agenda, approved by the chair, that is distributed for review by committee membership. The agenda will typically be distributed 5-7 days prior to regular meetings so that membership receive sufficient time to review the items prior to regular meetings. Any accompanying materials (written, media, etc.) relevant or necessary for the review and discussion agenda items will also be made available at that time agenda. The agenda will be circulated by email to membership, and accompanying materials will be made available through the CurrCom SharePoint website which membership all have authorization to access (https://team.cmich.edu/sites/CMEDNew-committees/CurrComm/Shared%20Documents/Forms/AllItems.aspx). Members are expected to familiarize themselves with the agenda, and review associated materials sufficiently to understand the significance and scope of related agenda items prior to the meeting. Members are expected to arrive prepared and ready to discuss agenda items.

Structure

Regularly scheduled meetings will follow a common structure.

Approval of Minutes – the chair will call for comments on the agenda from the previous regular meeting of the CurrCom. At that point any proposals for additions, deletions, or edits to minutes may be made by the membership. The committee will vote on adopting the minutes as an official record of the previous meeting, and the vote may adopt the minutes as presented, or may include changes proposed by membership. Any changes proposed and accepted by vote will be implemented prior to publishing of minutes on the CurrCom SharePoint site.

Conflict of Interest Disclosure – the chair will call the committee to order and ask each member present if they have a perceived or actual conflict of interest with any matter before the committee. In the event of any other conflict of interest, real or perceived, the conflicted member of the committee will be excused by the chair from the official proceedings of the committee. If the chair has a real or perceived conflict of interest, the chair may excuse themselves and appoint an acting chair from the committee membership to act in the specific circumstance.

Announcements - the chair will make any announcements and call on the membership for any additional announcements related to curricular matters.

Information – agenda items of curricular interest, not requiring vote may be presented in this meeting segment. Information items may be initiated by the chair for the benefit of the committee (i.e. invited) or they may be requested by members or non-members of CurrCom. The chair will guide discussion on any of the information items as deemed appropriate to maintain effectiveness and timeliness of the meeting.

Student Reports – student representative membership will be provided opportunity to provide any updates on student activities, achievements, issues or concerns. The chair will guide discussion on any of the student reports as deemed appropriate to maintain effectiveness and timeliness of the meeting.
**Written Updates** – monthly updates are required from representatives of the following units within CMED:

- Academic Success (Director of Academic Success)
- Admissions (Director of admissions)
- Evaluation (Coordinator of student evaluation and assessment)
- Faculty Development (Director of faculty development)
- Library (Senior medical librarian)
- Student Affairs/Admissions (Assistant Dean, student affairs)
- Technology (Manager of IT Support Services)
- Year 1 & 2 (Year 1&2 director)
- Year 3 & 4 (Associate dean of distributed campuses)

Updates from other stakeholders may be requested by the chair as needed. The chair will guide discussion on any of the written reports as deemed appropriate to maintain effectiveness and timeliness of the meeting. The membership may request clarification or additional information on any written report, and may request that the unit representative attend the meeting as a guest to present the report or provide additional information. If the unit representative is a committee member, then they may be asked to present or speak to the content of the update at the meeting.

**Items for Approval** – curricular items requiring CurrCom approval (see “Charge” of Curriculum Committee in this document) will be presented, discussed and voted on during this segment of the agenda. These items may include but are not limited to policies, procedures, or significant changes to courses or electives. Items must be presented to the membership by the individual requesting inclusion of the agenda item or his/her delegate. Any item submitted for review and approval should be in a well-polished form; regular meetings should not be used as a venue for brainstorming or item development. The chair will guide discussion on items for approval as deemed appropriate to maintain effectiveness and timeliness of the meeting. The voting members may, through their vote, approve or turn down the item under discussion. The chair may choose to defer the voting on said item to a subsequent meeting so that more information may be obtained, or so that substantive changes may be made to the item. An item may be approved by the committee membership with directed changes to avoid the item being deferred. Such directed changes will be verified by the chair or his/her delegate before implementation.