



# Curriculum Committee Charter

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## Section 1: Power and Authority

The Curriculum Committee (CC) is a predominantly faculty-driven body with full authority and final approval over the medical education curriculum leading to the Doctor of Medicine (MD) degree at Tulane University School of Medicine. The CC's authority originates by powers delegated in the General Medical Faculty Bylaws.

## Section 2: Dean's Role, Authority, and Responsibilities

The Curriculum Committee is the approving body for all curriculum changes except in situations in which the CC's decisions rely on substantial financial commitments by the medical school or deviate from established policies. In these circumstances, the Dean of Tulane University School of Medicine shall have final review and approval.

## Section 3: Purpose of the Curriculum Committee

The Curriculum Committee oversees the design, management, integration, evaluation, and enhancement of a coordinated medical curriculum. Its responsibilities include development and implementation of all components of the medical education program, including the medical education program objectives, learning objectives for each required curricular segment, ongoing review and updating of content, and evaluation of course, clerkship, and teacher quality. It also includes formal evaluation of phases of the curriculum and the curriculum as a whole to ensure that the program is meeting its intended outcomes.

## Section 4: Membership Composition

The CC is composed of voting and non-voting members drawn from faculty, students, and administration. The committee is chaired by the Dean for Medical Education & Academic Affairs who only votes in the event of a tie.

### Voting Members

#### I. **FACULTY (15)**

##### a. Elected

- 12 at-large voting members (6 basic science, 6 clinical science) are elected by the General Medical Faculty (GMF) and serve 3-year terms, which may be renewed once.
- If an elected member is unable to complete his/her term, the Chair of the General Medical Faculty, with the consent of a majority of the Faculty Advisory Committee, shall name an interim member to fill out the term.

##### b. Appointed:

- 2 faculty members are appointed by the CC Chair and serve a 1-year term.
- Director of the Foundations in Medicine course

#### II. **STUDENT REPRESENTATIVES (5)**

- a. President of the Owl Club (Elected)
- b. One student each from the T2, T3, and T4 classes (Elected)
- c. Tulane senior class member of the AAMC Organization of Student Representatives (OSR) (Elected)

\*Student terms are determined by the Constitution of the Medical Student Government.

### Non-Voting Members

#### I. **STUDENT REPRESENTATIVES**

- a. Chair, Racial & Social Justice in Medical Education (RSJME) Subcommittee
- b. Representative from the first-year class (elected)

## II. EX-OFFICIO MEMBERS

- a. Dean for Admissions & Student Affairs
- b. Dean for Public Health
- c. Dean for Graduate Medical Education
- d. Director of the Office of Medical Education
- e. Dean for Basic Science Education
- f. Dean for Clinical Education
- g. Other faculty/staff appointed at the Chair's discretion

## Section 5: Duties of the Curriculum Committee

The CC adheres to the standards set forth by the Liaison Committee on Medical Education (LCME). Its duties are as follows:

1. Responsible for oversight and management of the curriculum.
2. Ensures that the curriculum uses formally adopted medical education program objectives to guide the selection of content and to review/revise the curriculum. Monitor and revise as necessary.
3. Ensures horizontal and vertical integration of content across the program and appropriate placement of content related to each of the medical education program objectives. Identifies gaps and unwanted redundancies in topic areas.
4. Monitors and approves the formal evaluation of courses, clerkships, phases, and the curriculum as a whole, focusing on objectives, content, delivery, assessment and evaluation, time allocation, and outcomes. Acts on review findings to ensure intended outcomes are being met.
5. Collects and reviews outcome data, including national norms of accomplishment, to demonstrate achievement (in aggregate) of the medical education program objectives.
6. Reviews aggregate data on student completion of clerkship-specific required clinical encounters and skills and assesses the adequacy of patient volume and case mix.
7. Reviews and acts upon data/information related to comparability across instructional sites.
8. Reviews, revises, and approves curriculum-related policies according to established review cycles.
9. Sets priorities and charges subcommittees with oversight and review of specific components of the curriculum. Reviews recommendations by subcommittees and approves, modifies, or rejects the recommendations.

## Section 6: Meetings

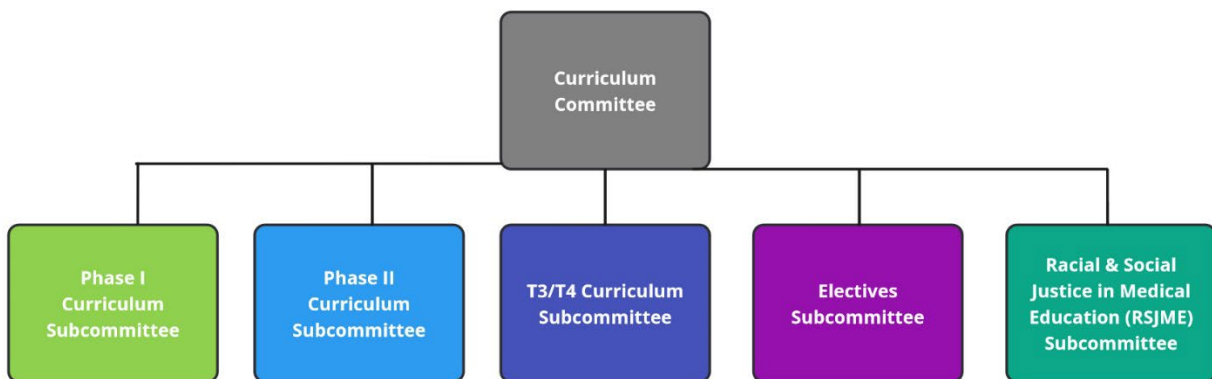
- Agenda: Set by the committee chair, with input from members and subcommittee chairs.
- Minutes: Drafted by the CC coordinator. Reviewed and approved by the CC at the next meeting barring extenuating circumstances.
- Frequency: The CC generally meets monthly.
- Quorum: A quorum of 50% of voting members is required for decisions.

- Voting: Decisions are made by a simple majority. Proxy voting is not permitted.

## Section 7: CC Subcommittees

Five standing subcommittees are tasked by the CC to monitor specific aspects of the curriculum and recommend actions based on their areas of oversight. Other ad-hoc subcommittees and task forces may be instituted as the need arises and are only valid for the duration of that need.

The CC receives recommendations from the subcommittees, and after review and discussion, may approve, modify, table or reject the recommendations. The Curriculum Committee may also specifically task the subcommittees. This results in a bi-directional flow of information with the Curriculum Committee retaining the responsibility for oversight and approval of any changes in the medical education program.



### 1. Phase I Curriculum Subcommittee:

**Charge:** Oversees the 1st phase of the curriculum and monitors achievement of educational goals. Performs reviews of courses/modules and develops actions plans as needed. Makes recommendations for action items to the CC and carries out action items tasked to the subcommittee by the CC.

**Membership:** The Phase I Curriculum Subcommittee is chaired by the Dean for Basic Science Education. Membership is comprised of first-year course directors, along with relevant educational coordinators. Each course that is represented may have only 1 vote. Module directors can be invited to participate/attend at any time, as well as faculty/staff as appropriate. Up to 3 additional faculty members may be appointed at the Chair's discretion. Student appointees will come from the Owl Club except for the elected student member of the CC who represents the T1 year (the T1 CC rep will be on the Phase I subcommittee). There will be 3 students from the T1 year (including the CC rep) and 3 students from the previous year for a maximum of 6 students. Students serve a 1-

year term. Course directors and appointed faculty members have voting privileges. There will be a maximum of 3 votes from students.

**Meetings:** This committee generally meets monthly.

## 2. **Phase II Curriculum Subcommittee:**

**Charge:** Oversees the 2nd phase of the curriculum and monitors achievement of educational goals. Performs reviews of courses/modules and develops actions plans as needed. Makes recommendations for action items to the CC and carries out action items tasked to the subcommittee by the CC.

**Membership:** The Phase II Curriculum Subcommittee is chaired by the Assistant Dean for Basic Science Education. Membership is comprised of second-year course directors, along with relevant educational coordinators. Module directors can be invited to participate/attend at any time, as well as faculty/staff as appropriate. Up to 3 additional faculty members may be appointed at the Chair's discretion. Student appointees will come from the Owl Club except for the elected student member of the CC who represents the T2 year (the T2 CC rep will be on the Phase II subcommittee). There will be 3 students from the T2 year (including the CC rep) and 3 students from the previous year for a maximum of 6 students. Students serve a 1-year term. Course directors and appointed faculty members have voting privileges. There will be a maximum of 3 votes from students.

**Meetings:** This committee generally meets monthly.

## 3. **T3/T4 Curriculum Subcommittee:**

**Charge:** Oversees the clinical phase of the curriculum and monitors achievement of educational goals. Performs reviews of clerkships and acting internships and develops actions plans as needed. Makes recommendations for action items to the CC and carries out action items tasked to the subcommittee by the CC.

**Membership:** The T3/T4 Curriculum Subcommittee is chaired by the Dean for Clinical Science Education. Membership is comprised of core clerkship directors, along with relevant educational coordinators. Up to 3 additional faculty members may be appointed at the Chair's discretion. Student appointees will come from the Owl Club except for the elected student member of the CC who represents the T3 year (the T3 CC rep will be on the T3/T4 subcommittee). There will be 3 students from the T3 year (including the CC rep) and 3 students from the previous year for a maximum of 6 students. Students serve a 1-year term. Clerkship directors and appointed faculty members have voting privileges. There will be a maximum of 3 votes from students.

**Meetings:** This committee generally meets monthly

4. **Electives Subcommittee:**

**Charge:** Provides oversight of elective courses. For new elective proposals, the subcommittee's role is to ensure they meet educational requirements and are consistent with the SOM's medical education program objectives. This subcommittee presents appropriately vetted new proposals to the CC for approval. For existing electives, the subcommittee is charged with periodic review of these courses to ensure they meet educational standards related to continuous quality improvement.

**Membership:** This subcommittee is chaired by an at-large faculty member from the Curriculum Committee and is comprised of 3 faculty and 1 educational/administrative staff from OME.

**Meetings:** Meetings take place as needed.

5. **Racial and Social Justice in Medical Education (RSJME) Subcommittee:**

**Charge:** Supports and enhances education in racial and social justice across the MD curriculum.

**Membership:** This subcommittee is comprised of faculty, administration, students, and staff. Student membership includes one representative from each national minority organization at Tulane, one representative from each Tulane class, two at-large members, and the Owl Club President. Faculty membership includes 4 faculty members (2 selected by students and two chosen by faculty), along with the Dean for Medical Education & Academic Affairs, the Dean for Admissions & Student Affairs, the Dean for Basic Science Education, the Dean for Clinical Education, and the Dean of Multicultural Affairs.

**Meetings:** Meetings generally take place monthly.

This charter establishes the Curriculum Committee's role in maintaining the integrity, quality, and continuous improvement of the medical education program at Tulane University School of Medicine.

\*Last review/approval: 10/10/24