

Medical Education Committee

By-Laws

September 2013

Preamble

The undergraduate medical education curriculum is the rightful responsibility of the University of Alabama School of Medicine (UASOM) faculty. In exercising its responsibility, the faculty recognizes the overall responsibility of the UASOM Dean and the Senior Associate Dean for Medical Education. To thoughtfully and routinely review the curriculum and its various components, a formal faculty review structure has been designed. This structure, the Medical Education Committee and its subcommittees, assures a balanced faculty and student representation of basic and clinical sciences from all campuses (Birmingham, Huntsville, Montgomery, and Tuscaloosa). All proposed changes or reforms to undergraduate medical education, regardless of where they originate, are to be reviewed by the Medical Education Committee (MEC) before being sent along with a recommendation thereon to the Senior Associate Dean for Medical Education and subsequently the UASOM Dean.

Medical Education Committee (MEC)

The MEC is charged with overseeing the functioning of its subcommittees, ad-hoc task forces, and activities concerned with the undergraduate medical education curriculum and the components thereof. Recommendations which are generated by its subcommittees must be forwarded to the MEC for review before being forwarded to the Senior Associate Dean for Medical Education and to the UASOM Dean for final approval and implementation. The MEC can appoint task forces to investigate particular issues, and, on the basis of information provided by a task force, recommendations to the Senior Associate Dean for Medical Education and Dean may be made. The MEC has primary responsibility for curricular planning and oversight. In addition, the MEC serves as an information clearinghouse by which the UASOM faculty, students, and administration are informed about curricular and educational activities at all four campuses and elsewhere.

Appointments: The lengths of appointment are as follows: faculty (3 years) and students (1 year). All appointments (including those of the Chair and Vice Chair) are made by the Senior Associate Dean for Medical Education in consultation with the MEC leadership and are renewable.

Leadership: The leadership will be provided by the Chair and Vice Chair, with one always being a representative of a Joint Health Sciences Department and the other a representative of a Clinical Department. Each position is a two year term, with the Chair typically having served a term as Vice Chair before becoming Chair. Ideally, the Vice Chair will have served as a Chair of

one of the MEC subcommittees. The leadership team will also include the Past Chair of the MEC.

Voting membership: The voting membership will consist of 36-40 members; adjusted as needed as follows:

- Chair (1)
- Vice Chair (1)
- Pre-clinical Module Directors (2)
- Course Director for Introduction to Clinical Medicine(ICM) or his/her designee (1)
- Course Director for Scholarly Activity (1)
- Director of Academic Data Management and Analysis (1)
- Clerkship Directors, one from each campus (4, as of Spring 2014)
- At-large faculty, including representatives of Joint Health Sciences Departments and Clinical Departments, with one to three faculty from each regional campus (18) [total at large faculty will vary from 14-18]
- Students to represent all years and campuses (10)
- Student to represent the Medical Scientist Training Program (MSTP) (1)

Ex-officio, non-voting membership:

- Senior Associate Dean for Medical Education or her/his representative
- Associate Dean for Undergraduate Medical Education or her/his representative
- Associate Dean for Students or her/his representative
- MEC Past Chair
- One representative each from Tuscaloosa, Huntsville and Montgomery campuses, selected by their respective Deans
- Representative from Lister Hill Library of the Health Sciences

Meetings: The MEC will meet at least bi-monthly and additionally as needed.

Communication: Information concerning medical education activities, announcements concerning upcoming meetings and topics to be discussed, and minutes (meeting summaries) of those meetings will be communicated electronically in a timely fashion to all MEC voting and non-voting members.

Quorum: A quorum will consist of a simple majority (e.g., 21 of 40) of the voting members.

Operation: At the MEC, as in its subcommittees, proposals will be considered, and recommendations to approve or not approve will be voted on. Approval can be achieved by a simple majority of the voting member quorum. Once the MEC has reviewed the proposal and voted on it--whether voting to recommend approval or non-approval--the proposal will be forwarded, along with recommendations from the MEC and subcommittee(s) which may have reviewed it, to the Senior Associate Dean for Medical Education and then to the UASOM Dean.

Selection of Student Members of the MEC

Student representation is an important component of the MEC. Ten (10) students and one (1) MSTP student will be selected to serve one year terms on the MEC. These terms will start on November 1st each year and expire on October 31st. In the case of newly appointed MS4 students, the appointment will be from November 1st to April 30th of the following year. The students will be drawn from all four campuses/years. Students will also be selected to serve on sub-committees of the MEC as follows:

- At least two (2) students will serve on the **Preclinical Curriculum subcommittee.**
- At least two (2) students will serve on the **Clinical Curriculum subcommittee;**
- At least two (2) students will serve on the **Special Programs subcommittee.**
- In addition there will be one (1) MSTP student representative drawn from MSTP years 1-5. This student will serve on the Special Programs subcommittee.
- Students are also eligible to serve on MEC Task Forces as appropriate.

Each class will nominate up to 4 students to be considered for appointment to the MEC in October each year. MSTP students will nominate up to three representatives from the MSTP program for consideration. The Senior Associate Dean for Medical Education will then select up to 10 regular MD and 1 MSTP students from this pool to serve for 1 year terms (6 months in the case of MS4 students) commencing on November 1st each year. Student members may also be re-appointed to the MEC for additional 1 year terms at the discretion of the Senior Associate Dean for Medical Education.

MEC Executive Committee

The purposes of the Executive Committee are to assist the MEC Chair and Vice Chair in coordinating efforts among its subcommittees and task forces and provide consultation on overall direction and logistics of implementation. The Executive Committee will oversee the compilation and distribution of outcome data (e.g., USMLE results, advancement and graduation rates, etc.) that serve as indicators of educational program effectiveness. These data are presented on an annual basis to the MEC and distributed to others, including the Dean, Associate Deans for the regional campuses, Assistant Dean for Admissions, department chairs, course and clerkship directors, and the Student Promotions Committee. The Office of Undergraduate Medical Education will provide support for compiling these data.

Voting membership:

- MEC Chair (1)
- MEC Vice Chair (1)
- MEC Past Chair (1)
- Preclinical Curriculum Subcommittee Chair (1)
- Clinical Curriculum Subcommittee Chair (1)

Ex-officio, non-voting membership:

- Senior Associate Dean for Medical Education or her/his representative
- Associate Dean for Undergraduate Medical Education or her/his representative
- Associate Dean for Students or her/his representative
- One representative each from Tuscaloosa, Huntsville and Montgomery campuses, selected by their respective Deans

Meetings: The Executive Committee will meet at least bi-monthly prior to the full MEC meeting and additionally as needed.

Consultative Role: The MEC Executive Committee will constitute an educational advisory committee to meet with and advise the Dean and the Senior Associate Dean for Medical Education on global issues, financial aspects, and practical implications of implementing reform. This group will also assist in gaining support of departmental chairs, other relevant deans, Provost, and President.

Preclinical Curriculum Subcommittee

The primary responsibility of the Preclinical Curriculum Subcommittee is to review, revise, and monitor the preclinical curriculum and, where possible, foster integration among basic science disciplines and between basic and clinical sciences. The Preclinical Curriculum Subcommittee will formally review each preclinical module at least once every three years and submit a report, including recommendations, to the MEC for approval. A module may be reviewed more than once in three years if recommended by the Subcommittee. In years that a formal MEC review is not conducted, all materials used in the formal review will be collected and provided to module directors who will discuss these materials with student representatives and provide an interim report to the Subcommittee, highlighting the impact of module changes from the previous year. The Office of Undergraduate Medical Education will provide data collection and analysis support and evaluation consultation for these reviews. In addition, the Subcommittee will conduct an annual retreat with module directors and others to identify the strengths, weaknesses, opportunities and threats for the preclinical curriculum.

Appointments: The lengths of appointment are as follows: faculty (3 years) and students (1 year). All appointments are made by the Senior Associate Dean for Medical Education.

Leadership: The leadership will be provided by the Chair. Chair and Chair-elect serve two year terms. .

Voting Membership: The voting membership will consist of 7-10 members, as follows:

- Preclinical Module Director (1)
- Course Director for ICM or his designee (1)
- Clerkship Director (1)
- At-large faculty (2-4)
- Student Representatives (2-3)

Ex-officio, non-voting membership:

- Senior Associate Dean for Medical Education or her/his representative
- Associate Dean for Undergraduate Medical Education or her/his representative
- Associate Dean for Students or her/his representative
- One representative each from Tuscaloosa, Huntsville and Montgomery campuses, selected by their respective Deans

Meetings: This subcommittee will meet as needed.

Communication: Information concerning medical education activities, announcements concerning upcoming meetings and topics to be discussed, and minutes of this subcommittee's meetings will be communicated in a timely fashion to all voting and ex-officio non-voting members.

Quorum: A quorum will consist of a simple majority of the voting members.

Operation: The Preclinical Curriculum Subcommittee can appoint task forces to investigate particular issues, and recommendations to the Senior Associate Dean for Medical Education and Dean may be made. The Preclinical Curriculum Subcommittee can appoint non-voting, ad hoc members when their expertise is needed. Proposals will be considered, and recommendations to approve or not approve will be voted on. Approval can be achieved by a simple majority of the voting member quorum that is present. Decisions reached by the Preclinical Curriculum Subcommittee will be forwarded directly to the MEC.

Clinical Curriculum Subcommittee

The primary responsibility of the Clinical Curriculum Subcommittee is to review, revise, and monitor the clinical curriculum, including the Introduction to Clinical Medicine course, junior clerkships, and senior courses (acting internships and electives) and, where possible, foster integration between basic and clinical sciences. The Clinical Curriculum Subcommittee will formally review the Introduction to Clinical Medicine course, each junior clerkship (all campuses), and each department's senior courses at least once every four years. Courses or clerkships may be reviewed more than once in four years if recommended by the Subcommittee. Review reports, including recommendations, will be submitted to the MEC for approval. In years that a formal MEC review is not conducted, all materials used in the formal

review will be collected and provided to course/clerkship directors and departmental representatives who will discuss these materials with student representatives, where possible, and provide an interim report to the Subcommittee, highlighting the impact of changes from the previous year. The Office of Undergraduate Medical Education will provide data collection and analysis support and evaluation consultation for these reviews. In addition, the Subcommittee will conduct an annual retreat with clerkship directors, departmental representatives and others to identify the strengths, weaknesses, opportunities and threats for the clinical curriculum.

Appointments: The lengths of appointment are as follows: faculty (3 years) and students (1 year). All appointments are made by the Senior Associate Dean for Medical Education.

Leadership: The leadership will be provided by the Chair. Chair and Chair-elect serve two year terms.

Voting Membership: The voting membership will consist of 8-11 members, as follows:

- Module Director (1)
- Clerkship Director (1)
- At-large faculty (4-6)
- Student Representatives (2-3)

Ex-officio, non-voting membership:

- Senior Associate Dean for Medical Education or her/his representative
- Associate Dean for Undergraduate Medical Education or her/his representative
- Associate Dean for Students or her/his representative
- One representative each from Tuscaloosa, Huntsville and Montgomery campuses, selected by their respective Deans

Meetings: This subcommittee will meet as needed.

Communication: Information concerning medical education activities, announcements concerning upcoming meetings and topics to be discussed, and minutes of this subcommittee's meetings will be communicated electronically in a timely fashion to all voting and ex-officio non-voting members.

Quorum: A quorum will consist of a simple majority of the voting members.

Operation: The Clinical Curriculum Subcommittee can appoint task forces to investigate particular issues, and, on the basis of information provided by a task force, recommendations to the Senior Associate Dean and Dean may be made. The Clinical Curriculum Subcommittee can appoint non-voting, ad hoc members when their expertise is needed. Proposals will be considered, and recommendations to approve or not approve will be voted on. Approval can be

achieved by a simple majority of the voting member quorum that is present. Decisions reached by the Preclinical Curriculum Subcommittee will be forwarded directly to the MEC.

Special Programs Subcommittee

The primary responsibility of the Special Programs Subcommittee is the oversight of integration in the curriculum, not only among the preclinical modules, but also across all four years, including formal instruction of the basic sciences in the clinical years. The Special Programs Subcommittee will formally review the alternate UASOM pathways/programs, including, but not limited to, the Early Medical School Acceptance Program, Rural Medical Scholars Program, Tuscaloosa Exposure to Rural Medicine, Huntsville Rural Medical Program, Medical Scientist Training Program, and Oral Maxillofacial Surgery Training Program. Each pathway/program will be reviewed at least once every five years and may be reviewed more than once in five years if recommended by the Subcommittee. The Office of Undergraduate Medical Education will provide data collection and analysis support and evaluation consultation for these reviews.

Appointments: The lengths of appointment are as follows: faculty (3 years) and students (1 year). All appointments are made by the Senior Associate Dean for Medical Education.

Leadership: The leadership will be provided by the Chair, who is the current Vice Chair of the MEC. Chair and Chair-elect serve two year terms.

Voting Membership: The voting membership will consist of 8-11 members, as follows:

- Vice-Chair of the MEC (1)
- At-large faculty (3-5)
- Director of Scholarly Activity (1)
- Student Representatives (2)
- Student MSTP Representative (1)

Ex-officio, non-voting membership:

- Senior Associate Dean for Medical Education or her/his representative
- Associate Dean for Undergraduate Medical Education or her/his representative
- Associate Dean for Students or her/his representative
- One representative each from Tuscaloosa, Huntsville and Montgomery campuses, selected by their respective Deans

Meetings: This subcommittee will meet as needed.

Communication: Information concerning medical education activities, announcements concerning upcoming meetings and topics to be discussed, and minutes of this subcommittee's meetings will be communicated in a timely fashion to all voting and ex-officio non-voting members.

Quorum: A quorum will consist of a simple majority of the voting members.

Operation: The Special Programs Subcommittee can appoint task forces to investigate particular issues, and, on the basis of information provided by a task force, recommendations to the Senior Associate Dean for Medical Education and Dean may be made. The Special Programs Subcommittee can appoint non-voting, ad hoc members when their expertise is needed. Proposals will be considered, and recommendations to approve or not approve will be voted on. Approval can be achieved by a simple majority of the voting member quorum that is present. Decisions reached by the Special Programs Subcommittee will be forwarded directly to the MEC.

Implementation and Advisory Groups

The Module Directors Committee and the Clerkship Directors Committee are responsible for implementing the curriculum as reviewed, revised and approved by the MEC and for advising the MEC regarding academic initiatives or curricular changes under consideration. The Module Directors Committee assumes general responsibility for the day-to-day operations of the preclinical curriculum and, where possible, fosters integration among basic science disciplines and between basic and clinical sciences. Similarly the Clerkship Directors Committee serves the same function for the clinical curriculum. The Module Directors and Clerkship Directors Committees will conduct an annual joint retreat to discuss the horizontal and vertical integration of the curriculum.

These Committees, which meet monthly, are not part of the MEC but have representation on the MEC, as previously described. The MEC representatives serve as the primary information conduit between the Committees and the MEC, and the Associate Dean for Undergraduate Medical Education facilitates communication between the Committees and between the Committees and the MEC. In addition, the Committees may interact with the Preclinical and Clinical Curriculum Subcommittees of the MEC as required.

Membership of these groups is restricted to the Directors and Co-directors of each module or clerkship, those with primary responsibilities for other critical elements of the curriculum but which are not core modules or clerkships (such as the Director of Pharmacology Education), and representatives from Office of Undergraduate Medical Education and Medical Student Services; other members are appointed at the discretion of the Senior Associate Dean for Medical Education.