

MEDICAL EDUCATION CURRICULUM COMMITTEE

A. Description and Charge

1. The Keck School of Medicine Medical Education Curriculum Committee (MECC) has the authority and responsibility for oversight of the medical education curriculum as a whole, including the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated course of studies.
2. The MECC ensures the implementation of formally adopted medical education program objectives to guide the selection of educational content, review and revise the curriculum, and establish the basis for evaluating programmatic effectiveness.
3. The MECC uses medical student feedback and other appropriate internal and external outcome measures to monitor and assess the curriculum, the learning environment, and enhance the quality of the teaching and educational program.
4. The MECC ensures the consistency and comparability of educational experiences, and establishes the policies and procedures necessary to define the amount of time that can be required of students.
5. The MECC ensures that the appropriate standards of achievement are defined and communicated to medical students, that students are provided fair and timely summative assessments from the school, and that students encounter the appropriate clinical, self-directed, ethical, cultural, interprofessional and curricular content to meet the objectives of the school and medical education curriculum.
6. The MECC reports to the Vice Dean for Medical Education.

B. Membership

1. The MECC is chaired by the Senior Associate Dean for Medical Education.
2. Voting members include:
 - a. The Chairs of the Pre-Clinical and Clinical Curriculum Committees.
 - b. A total of eighteen (18) faculty members selected from the faculty at large with the following composition:
 - i. Nine (9) of the voting faculty committee member positions are determined by election of the Keck Faculty Council and nine (9) are made by appointment of the Dean;
 - ii. At least five (5) voting faculty members are from basic science departments or are faculty scientists who do not provide direct clinical care;
 - iii. No more than four (4) voting members can have appointments in the same department.
 - c. Peer-Elected Student Curriculum Representatives.
3. Voting Rules:
 - a. The MECC Chair can only vote in the event of a tie.
 - b. A quorum is met when a simple majority of the voting membership is present (physically or by audio or video conferencing), and a simple majority vote of those present (physically or by audio or video conferencing) is required for any motion to pass.
4. Selection of Committee Members
 - a. Medical Education Curriculum Committee members serve up to two (3)-year terms or may serve up to six (6) consecutive years.

- b. At least one-third of the membership (6 members) will rotate off the committee or be reelected or reappointed each year.
 - c. An open call is made to the faculty at large for participation as a member of the committee. To be considered for membership, faculty must submit a statement of interest. The Keck Faculty Council elects three (3) committee members or ranks the submissions from the pool of self- or peer-nominated faculty.
 - d. The Dean or Dean's designee appoints three (3) committee members each year.
 - e. Unanticipated vacancies are addressed by the Keck Faculty Council (if elected positions) or by the Dean (if appointed positions) effective the next academic year or in the same academic year if requested by the Chair of the MECC. Faculty appointed to fill unanticipated vacancies complete the vacated term but are only eligible for up to six (6) years of consecutive service.
 - f. Student voting representatives from each phase are elected by their respective phases annually. Only one vote may be cast per phase per motion.
4. MECC members are expected to attend all meetings. Attendance of members is reviewed annually and members with attendance rates of less than 50% may be released from serving on the MECC, even if prior to completion of their expected term.
5. *Ex officio*, non-voting members include¹:
- a. Vice Dean for Medical Education.
 - b. Associate or Assistant Dean for Student Affairs.
 - c. Assistant Dean for Curriculum.
 - d. Assistant Dean for Clinical Curriculum
 - e. Assistant Dean for Medical Education
 - f. Representative of the Keck School of Medicine Faculty Council.
 - g. Registrar

C. Actions

- 1. Defines the objectives and competencies of the medical education program and ensures that the curriculum enables students to achieve those competencies.
- 2. Ensures horizontal and vertical integration of learning objectives, curricular content and its placement.
- 3. Oversees, authorizes and/or requires revisions of subcommittee plans for curriculum content and pedagogical methods to be used in each system, course or clerkship.
- 4. Defines methods and options for evaluation of students, and the instruction and supervision of faculty and other health professionals.
- 5. Ensures continuous quality improvement of the medical education program through evaluation of student performance, teaching effectiveness, and curricular quality to address areas that need improvement.
- 6. Ensures comparability of educational opportunities across affiliated sites.
- 7. Ensures adequacy of support services and other resources to deliver, assess and revise the medical education program.
- 8. Participates in iterative dialogue with the subcommittees, including:
 - a. Review of evaluation data, with discussion of areas that need change as

¹ voting membership on the committee supersedes *ex officio* status if represented by the same individual.

appropriate.

- b. Identification and communication of opportunities for faculty development.
- 9. Initiates curriculum development activities to refer back to the appropriate subcommittee as appropriate.
- 10. Establishes ad hoc or advisory subcommittees as needed.