

## **University of Arizona College of Medicine Curriculum Committee Bylaws**

### **Article I: Mission:**

The mission of the Curriculum Committee is to assure an excellent, coordinated course of instruction for the preparation of future physicians.

The Curriculum Committee has responsibility to advise in regard to and/or act upon the following without seeking the approval of the general faculty:

- a. monitor courses and clerkships and evaluate their effectiveness including conduct in-depth reviews
- b. monitor compliance with current LCME (Liaison Committee on Medical Education) standards and/or LCME re-accreditation recommendations
- c. approve schedules for courses and graded activities within the curriculum
- d. design student evaluations of courses and clerkships in consultation with course and clerkship directors
- e. monitor the implementation of recommendations from course and clerkship evaluations
- f. consider individual student petitions for program changes and curriculum policy waivers upon request of the Associate Dean for Student Affairs
- g. determine credit for educational experiences
- h. approve Elective courses and activities including non-academic activities that have an impact on scheduled curriculum time
- i. sanction of any grant proposal that may affect curricular content, methods or scheduled curricular time
- j. oversee curriculum planning efforts
- k. other curricular issues as arise from time to time

Although the establishment of educational requirements and curricular content is the responsibility of the general faculty, the Curriculum Committee, alone or in collaboration with other committees such as the Student Progress Committee, may make recommendations to the general faculty regarding:

- a. admissions policy
- b. student progress policy in collaboration with the Student Progress Committee
- c. graduation policy
- d. general educational objectives of the program leading to the M.D. degree
- e. required course and clerkship durations
- f. the creation of new required courses or clerkships
- g. the retirement of required courses or clerkships from the curriculum
- h. other curricular issues and decisions deemed sufficiently important by committee members to warrant attention by the faculty-at-large

### **Article II: Members**

#### **II.1: Composition**

##### **II.1. a. Faculty**

The Curriculum Committee shall have sixteen members elected by the general faculty from their membership. At least six of the faculty members shall be from basic science departments and at least six from clinical sciences departments. Faculty members shall be nominated and elected according to the procedures described in the College of Medicine bylaws Article II.D.2.

Three of the faculty members shall be from Phoenix. The Vice Dean for Phoenix Programs and the Phoenix faculty will establish a nominating committee, which will submit nominations for Phoenix members of the committee to the general faculty for approval (General Faculty 1999)\*.

#### **II.1.b. Students**

Five medical students shall serve as members of the Curriculum Committee: one from each class and a student-at-large elected once every four years from the Year I class. Student members shall be elected by the student body.

Medical student members who switch to the five-year plan may serve as the student member-at-large if that position is available, but must otherwise resign from the Curriculum Committee.

#### **II.2. Term of Office**

Each faculty member is elected for a five-year term. If a faculty member is elected to fill a vacancy on the committee, that member shall complete the term of the member whose resignation left the vacancy.

Student members are elected in their first year and serve for four years.

#### **II.3. Duties of members**

It is the responsibility of each member of the Curriculum Committee to participate in carrying out the mission of the Committee as described in article I above.

Such participation includes regular attendance at Committee meetings and contribution to Committee proceedings, provision of information, thoughtful consideration of matters before the Committee, and serving on subcommittees including chairing subcommittees.

Members are asked to notify the chair and/or the Office of Curricular Affairs in advance of any absence from a regularly scheduled meeting.

#### **II.4. Resignation**

Members may resign from the Committee by sending notice in writing (including email) to the Committee chair.

Members who miss 50 percent of Curriculum Committee meetings within three consecutive months will be asked to reconsider their membership and/or resign from the Committee.

In the case of a vacancy, the Curriculum Committee chair will notify the College of Medicine Nominating Committee (in the case of a faculty member vacancy) or the Student Council (in the case of a student member vacancy) so that a replacement can be elected as soon as possible.

### **Article III. Officers**

#### **III.1. Officers and Terms of Office**

The officers of the Committee are the vice-chair (chair-elect), chair, and past-chair. Each position lasts for one year.

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\* Indicates the date of acceptance by the General Faculty.

The vice-chair is elected by the Committee and succeeds the chair, who then becomes past-chair. Hence, the vice-chair is elected for a three-year term: one year as vice-chair, one as chair and one as past-chair. Members whose term on the Curriculum Committee expires prior to completion of the leadership sequence will be asked to extend their service to the Committee either by seeking re-election to the Committee or by serving as an ex-officio member.

### **III.2. Election of Vice-chair**

Election of a vice-chair shall take place each year as soon as possible after the first of July.

All members who have served on the Curriculum Committee for at least one year will stand for election unless they opt not to. Eligible members will be approached by the chair prior to an election to determine if they are willing to stand for election.

Election shall be by secret ballot, with voting conducted online, using the system established by the Arizona Health Sciences Library resource, or by a similar method.

### **III.3 Duties of Officers**

The vice-chair, chair and past-chair form a leadership team that has the responsibility of setting the agenda for each Curriculum Committee meeting, based on the goals and duties of the Committee. The agenda is set at a meeting of the Curriculum Committee leadership team, held in conjunction with the Associate Dean of Curricular Affairs and a resource person from the Office of Curricular Affairs. The meeting is held in the week prior to each regular Committee meeting. The meeting can be held in person and/or by email and/or conference call. Ultimate responsibility for setting the agenda in advance of the meeting lies with the chair. The agenda may be amended by vote at the meeting.

The chair shall preside over Curriculum Committee meetings. In the absence of the chair, the vice-chair shall preside, and in his/her absence, the past-chair shall preside. All officers should be familiar with basic procedures governing conduct of meetings as described in Robert's Rules of Order Simplified and Applied.

Additional duties of the chair include attendance at course and clerkship directors meetings; overseeing correspondence arising out of Curriculum Committee business; presentation of a report on Curriculum Committee activities at general faculty meetings, including the Curriculum Committee's annual report at the May meeting. These functions of the chair may be delegated to the vice-chair or past-chair as needed.

A responsibility of the chair may also include attendance at Dean's Advisory Group meetings, as requested by the Dean.

When there is a vote of the Curriculum Committee, the chair or the person serving in that capacity, while he/she may participate freely in discussions, shall not vote unless there is a tie, except in an election.

In order to be effective in leading the Committee, it is necessary for members forming the leadership team to keep themselves abreast of matters relevant to the Committee including progress of course and clerkship reviews, matters arising out of reviews and annual reports, status of LCME re-accreditation and progress on compliance, etc.

### **III.4. Resignation**

Officers may resign from the Committee by written notice to the Committee.

Officers who do not regularly provide input for agenda-setting meetings and attend Curriculum Committee meetings will be asked to resign.

### **III.5. Vacancies**

In the event of resignation of the chair (a) within the first six months of taking office, the past-chair will be asked to resume the position of chair, and the previous past-chair will be asked to resume the past-chair position; (b) after having served at least six months, the vice-chair will be asked to assume the chair position, finish that term and serve an additional term of one year.

In the event of resignation of the vice-chair (a) within the first six months of taking office, a new vice-chair will be elected, and will be expected to take over as chair at the end of that year; (b) within six months of the end of his/her term as vice-chair, a new vice-chair will be elected and asked to finish that term and serve an additional term of one year prior to taking over as chair. In this case, the chair and past-chair will be asked to remain in office an additional year.

In the event of resignation of the past-chair (a) within the first six months of taking office, the previous past-chair will be asked to serve as past-chair to the end of that term; (b) within six months of the end of his/her term, the Committee will proceed to the end of that term without a past-chair.

These rules may be adjusted in special cases, as deemed appropriate by the Committee.

## **Article IV. Resource people**

Members of the Office of Curricular Affairs, the Office of Educational Development, and the Arizona Health Sciences Library will serve as resource staff to the Curriculum Committee and its subcommittees.

Resource people are encouraged to join in discussions but do not have voting privileges.

## **Article V. Meetings**

### **V.1. Time and location of meetings**

Meetings are held on the first and third Wednesday of each month from 4.30 to 6.00 pm in the teleconference rooms in Tucson and Phoenix.

### **V.2. Agenda**

Any person within the College of Medicine community involved in medical education and having a particular concern about or proposal for the curriculum may suggest items for the Curriculum Committee's agenda. Any such item must be presented in advance to the chair, who, in consultation with the vice-chair, past-chair and others as appropriate will set a priority for the item and decide for which meeting it will appear on the agenda. No item is to be added to the agenda without the approval of the chair or of the committee as a whole when it is in session.

The agenda with supporting materials is to be distributed at least 24 hours prior to the meeting.

### **V.3. Quorum**

A quorum of the Curriculum Committee is seven members. Votes by proxy are not within the tradition of this committee.

### **V.4. Visitors**

In keeping with Arizona's Open Meeting Law any person with an interest in Curriculum Committee proceedings may attend Curriculum Committee meetings. The chair should be notified in advance of such an individual's intention to attend a meeting. Visitors may not participate in Committee discussions unless invited to do so.

The Curriculum Committee reserves the right to meet in executive session and excuse visitors when deemed necessary and as allowed by Arizona's Open Meeting Law, for example if personnel performance issues are being discussed(<http://www.azleg.state.az.us/issues/senate/arizona's%20open%20meeting%20law.htm>). No vote may be taken during an executive session.

### **V.5. Procedures**

#### **V.5.a. General procedures**

Except as otherwise expressly provided in these bylaws or the rules or bylaws of the General Faculty, the proceedings of the Committee and of its sub-committees and officers shall be in accordance with the current edition of Robert's Rules of Order Simplified and Applied. Procedures as described for boards and small committees shall be followed.

#### **V.5.b. Decisions to be made by vote**

The following items are to be decided by majority vote:

- a. approval of schedules for courses and graded activities within the curriculum
- b. modifications to format of student evaluations of courses and clerkships
- c. individual student petitions for program changes and curriculum policy waivers upon request of the Associate Dean for Student Affairs
- d. determination of credit for educational experiences
- e. approval of Electives and activities including non-academic activities that have an impact on scheduled curriculum time
- f. sanction of any grant proposal that may affect curricular content, methods or scheduled curricular time
- g. recommendation for vote of the general faculty regarding changes to admissions policy, student progress policy, or graduation policy
- h. recommendation for vote of the general faculty to create a new required course or clerkship or to retire a required course or clerkship
- i. amendment of these bylaws

For any other item arising at a meeting, a decision may be made either by majority vote on a motion, or informally by consensus of committee members as assessed by the chair. Any member may, at the meeting at which the item occurs, call for a vote on any item, before or after a declaration of consensus by the chair.

### **V.5c. Electronic discussions**

Discussions via email allow participation by all members on their own time, including those who may be unable to attend a particular meeting. Members may elect to hold a discussion by email about any matter before the Committee that they feel warrants this broader opportunity for input. Putting of motions will not be carried out by email. Voting may be carried out by email or online if the Committee deems an item to be of sufficient importance to warrant it.

## **Article VI: Subcommittees**

### **VI.1. General Features**

The structure of any subcommittee of the Curriculum Committee including membership numbers and representation, service terms and charge, may be modified at any time by the Curriculum Committee.

#### **VI.1.a. Membership**

The chairs of standing and review subcommittees of the Curriculum Committee will be appointed from members of the Curriculum Committee.

Subcommittees may include, as fully participating subcommittee members, persons who are not members of the Curriculum Committee.

Every subcommittee, including ad hoc subcommittees of the Curriculum Committee, will have at least one student member. A list of students recommended to serve on Curriculum Committee subcommittees will be provided by Student Council.

Although student representatives of the Curriculum Committee enjoy preferred standing for appointments to its subcommittees, students other than Curriculum Committee members may serve on subcommittees.

Students serving as regular members of subcommittees shall be accorded full voting privileges.

#### **VI.1.b. Resource**

In addition to receiving support from members of the Office of Curricular Affairs, the Office of Educational Development, and the Arizona Health Sciences Library the subcommittees may solicit the support and assistance of any person outside the faculty if that resource is deemed necessary to the successful execution of its charge.

Resource members of subcommittees of the Curriculum Committee will assume advisory roles with no voting privileges.

### **VI.2. Standing Subcommittees**

#### **VI.2.a. General**

A Curriculum Committee member will serve a minimum of two years as standing subcommittee chairperson, usually after at least one year of membership on the Curriculum Committee (9-4-91).

General faculty, excluding ex-officio members, will be appointed to staggered terms of three years each to assure continuity of membership. Members may be re-appointed to a standing subcommittee. (9-4-91).

### **VI.2.b. Electives Standing Subcommittee**

#### **VI.2.b.i. Charge to the Electives Subcommittee**

- a. Overall Objective: To review the structure, quality and conduct of the elective curriculum and make recommendations to the Curriculum Committee (8-19-92)
- b. Provide continuing review of the quality and conduct of the elective curriculum by reviewing student evaluations of elective courses and any other sources of course assessment information. (2-21-90)
- c. Assure that student evaluations are regularly collected for the courses. Review course evaluations and address any weaknesses identified. (2-15-95)
- d. Assure the submission of reports on student evaluations of electives to the Curriculum Committee and applicable course directors in an expeditious manner. (2-21-90)
- e. Review and make recommendations for the approval of new elective courses or reapplication to offer courses. (2-21-90)
- f. Report regularly to the Curriculum Committee. (2-21-90)
- g. Review the utilization of elective courses and enrollment trends. (8-19-02)
- h. Make recommendations to the Curriculum Committee regarding policies that affect the structure, quality, utilization and evaluation of the elective curriculum. (8-19-92)

#### **VI.2.b.ii. Members**

Two Electives Coordinators from basic science departments, the electives of which are heavily enrolled in proportion to other basic science departments, will serve as members of the electives subcommittee to represent basic sciences.

Three elective coordinators from clinical science departments, the electives of which are enrolled heavily in proportion to other clinical science departments, will serve as members of the Electives Subcommittee to represent the clinical sciences.

The senior Associate Dean for Student Affairs will serve as an ex-officio member of the Electives Subcommittee.

One medical student each from the Years II and III classes will serve as members of the Electives Subcommittee. They will be elected by their classmates.

### **VI.2.c. Preparation for Clinical Medicine (PCM), Social and Behavioral Sciences (SBS) and Neuroscience Standing Subcommittees**

#### **VI.2.c.i. Charge (2-15-95)**

To provide a continuing review of the courses overseen by standing subcommittees of the Curriculum Committee.

- a. Review and evaluate the course to determine if it is current, correct and appropriate for the general professional education of physicians.
- b. Assure that student evaluations are regularly collected for the course. Review course evaluations and address any weaknesses identified. Include findings of the evaluations in the annual course report to the Curriculum Committee.

- c. Assure that material, instruction, learning expectations and the evaluation of student performance in each course component is consistent and appropriate for the general professional education of physicians.
- d. Assess and assure continuing financial and administrative support for the course appropriate to curricular goals.
- e. Review and evaluate the teaching methods employed. Assure a significant portion of the course involves interactive learning.
- f. Review and evaluate methods of student performance assessment.
- g. Insure that effective and regular communication exists between the directors for the course and the coordinators of other basic and clinical science curricula.
- h. Provide recommendations to the Curriculum Committee regarding these issues, and periodically report on the on-going conduct of the course.

**VI.2.c.ii. Neuroscience Course Standing Subcommittee (12-15-99)**

**VI.2.c.ii.1. Supplemental Charge to the Neuroscience Standing Subcommittee (2-15-95)**

The Neuroscience Subcommittee will insure that the course content provided by each of the contributing departments is balanced according to the objectives of the course.

The Subcommittee will meet at least once a year, to review the Neuroscience course evaluations and other relevant issues. The annual meeting will be scheduled and convened by the Subcommittee chair. Other meetings may be scheduled as needed to address pertinent issues. The Curriculum Committee representative on the Subcommittee will keep the Curriculum Committee apprised of all issues discussed by the Subcommittee.

**VI.2.c.ii.2. Composition**

The Subcommittee will include six members: the Dean for Academic Affairs, who will serve as the chair of the Subcommittee; the Heads of the Departments of Cell Biology and Anatomy, Neurology, Pharmacology, and Physiology; and one faculty member selected from the Curriculum Committee.

**VI.2.c.iii. PCM Standing Subcommittee (1-15-92)**

**VI.2.c.iii.1. Composition**

Three members of the PCM Subcommittee will be selected from the general faculty by the Curriculum Committee.

The course director and course coordinator of the PCM course will serve on the Subcommittee as ex-officio members.

Two students will serve as members of the PCM Subcommittee. They will be elected by their classmates from Years I and II. The Year I representative will remain to serve a second year.

**VI.2.c.iv. SBS Standing Subcommittee (1-15-92)**

**VI.2.c.iv.1. Composition**

Three members of the SBS Subcommittee will be selected from the general faculty by the Curriculum Committee.

All co-course directors and course coordinators of the SBS course will serve on the Subcommittee as ex-officio members.

Two students will serve as members of the SBS Subcommittee. They will be elected by their classmates from Years I and II. The Year I representative will remain to serve a second year.

#### **VI.2.d. Interdisciplinary Topics Standing Subcommittee (10-07-98)**

##### **VI.2.d.i. Charge**

- a. Objective: To identify and assess existing content and potential overlap or deficiencies in interdisciplinary topics in the curriculum and make recommendations for any necessary curriculum changes to assure appropriate coverage of interdisciplinary topics. The topics to be addressed will be selected by the Curriculum Committee.
- b. Maintain review of the curriculum to identify and assess existing content and potential overlap or deficiencies of interdisciplinary topics.
- c. Make recommendations for curriculum changes to assure appropriate coverage of interdisciplinary topics.
- d. Provide consultation on the design of an interdisciplinary seminar series to be implemented in Year III and/or Year IV.
- e. Identify interdisciplinary topics to be addressed in the seminar series.
- f. Identify faculty to design and provide individual seminars.
- g. Consult on interdisciplinary seminar objectives and evaluate seminars for content and delivery.
- h. Assure that material, instruction, learning expectations and the evaluation of student performance in the seminar series is consistent and appropriate for the general professional education of physicians.
- i. Make recommendations to the Curriculum Committee regarding policies that affect the structure, quality, utilization and evaluation of the interdisciplinary seminar series and other aspects of the interdisciplinary curriculum (excluding the courses Preparation for Clinical Medicine, Social and Behavioral Sciences and Human Neuroscience).
- j. Report regularly to the Curriculum Committee.

##### **VI.2.d.ii. Composition**

One member from the Curriculum Committee will serve as Chair of the Interdisciplinary Topics Subcommittee.

Four additional faculty members will be selected by the Curriculum Committee from the general faculty and the Curriculum Committee membership to serve as voting members of the Interdisciplinary Topics Subcommittee.

One medical student each from the Years II, III and IV classes will serve as members of the Interdisciplinary Topics Subcommittee. They will be elected by their classmates.

#### **VI.2.e. Course/Clerkship In-Depth Review Subcommittees (1-15-92)**

##### **VI.2.e.i. Charge**

Investigate and report on the performance of required clerkships and courses according to the course and clerkship assessment standards.

### **VI.2.e.ii. Composition**

Review subcommittees shall be composed of a chair who is a member of the Curriculum Committee, a vice chair, 3 or more faculty members, 2 student members, and a member from the Arizona Health Sciences Library faculty. It is not required that the vice-chair of review subcommittees be a member of the Curriculum Committee.

### **Faculty**

Review Subcommittee faculty members shall be selected from among: a) the general faculty of the College of Medicine; b) University of Arizona faculty who participate as instructors in scheduled College of Medicine courses; or c) University of Arizona faculty who have some expertise that is considered particularly beneficial to the work of the subcommittee.

The Chair of a Review Subcommittee may invite the Head of the Department of the course/clerkship under review to identify one member of the department faculty to serve on that subcommittee. The faculty member appointed should not be concurrently active as a principal instructor or coordinator in the course under review.

### **Students**

Two students who are in second, third or fourth year will be selected by Student's Council to serve on each review subcommittee.

Students who serve on a review subcommittee will be enrolled in, or will have completed the course/clerkship under review by that subcommittee.

### **VI.2.f. Ad Hoc Subcommittees (1-15-92)**

At the discretion of the Curriculum Committee or its Chair, ad hoc subcommittees of the Curriculum Committee may be established to study any curricular issue. Any ad hoc subcommittee so created will be directed and empowered according to its charge as established by the Curriculum Committee.

Any ad hoc subcommittee of the Curriculum Committee shall be dissolved upon the acceptance by the Curriculum Committee of its final report, unless extended by a renewed charge.

### **Article VII. Amending the Bylaws**

These bylaws may be amended by an affirmative vote of at least two-thirds of the members present at a meeting, and only if reasonable prior notice that a vote will take place has been given. A vote to amend the bylaws may be conducted by email or online, after a motion to amend has been put at a Curriculum Committee meeting. The vote is not by secret ballot.