

 QUILLEN COLLEGE of MEDICINE EAST TENNESSEE STATE UNIVERSITY	Policy/Procedure/Process Name:	Course/Clerkship Governance
	MSEC/ADMIN Number:	ADMIN – 0218-2
	Approving Officer:	Ramsey McGowen, PhD / MSEC Chair
	Agent(s) Responsible for Implementation:	COM Administration, MSEC, Department Course and Clerkship Directors, Coordinators and Support Staff
Original MSEC Approval Date: 2/20/18 Effective Date(s): 2/20/18	Originator Name/Committee:	MSEC
<input checked="" type="checkbox"/> New Policy/Procedure/Process	<input type="checkbox"/> Revision of Existing Policy/Procedure/Process	
Revision Date(s):	LCME Required Policy/Procedure/Process: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> LCME Element(s) Number and Description: 8.1 Curricular Management A medical school has in place an institutional body (i.e., a faculty committee) that oversees the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum. <small>[Also include the LCME Element number in (B) Purpose of Policy/Procedure/Process statement below].</small>	
<i>All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.</i>		
Administrative Review Date(s): 7/13/2020		

(A.) Policy/Procedure/Process Statement:

This administrative policy ensures there is effective, up-and-down communication and dialogue among the College of Medicine Administration, MSEC and its identified sub-committees and individual departmental course and clerkship directors and support staff that will allow for competing goals and interests to be aired and resolved before important curricular decisions are made and ensures voices of those who implement and enact the decisions are being heard.

(B.) Purpose of Policy/Procedure/Process:

To allow all parties the understanding, acceptance, clarity of purpose, scope of responsibility, authority for decision making and final accountability. This policy pertains to LCME Element 8.1 - Curricular Management.

(C.) Scope of Policy/Procedure/Process (applies to):

College of Medicine administration, MSEC and its identified sub-committees, and the departmental course and clerkship directors involved in the design, delivery, and assessment of the medical curriculum.

(D.) Activities of Policy/Procedure/Process (start to finish):

Substantive Changes:

COM Administration and MSEC must be part of the discussion and final decision process before the initiation of a substantive change (sample listing is not inclusive).

- Any change to a process/procedure previously identified as part of an adopted COM or MSEC policy/procedure.

Policy Name: Course / Clerkship Governance

- Any change to an approved MSEC action and identified in MSEC minutes.
- Change to percentage of NBME scores/final grades.
- Major changes in content or assessment methods of a course or clerkship.
- Changes in learning objectives.
- Curriculum changes that impact the curriculum as a whole.
- Longitudinal Four (4) year course changes.
- New student elective opportunities
- Change in course/clerkship director or coordinator.

Non-Substantive Changes:

COM Administration and MSEC do not need to be part of the discussion and final decision process before the initiation of a non-substantive change (sample listing is not inclusive).

- Sequence changes to delivery of material within a course/clerkship.
- Formation of site-specific student groups.
- Rescheduling of students to course/clerkship sub-assignments and/or groups where overcrowding of students may be identified.
- Personnel changes within the course/clerkship faculty and/or staff other than director of coordinator.
- Simulation being introduced for clinical and non-clinical teaching by a department/course/clerkship.
- Changes to/in departmental course/clerkship exams.
- Space reallocation and/or building alterations
- Pilot project, e.g., technology in the classroom/labs.

Approved by: Name / Title: Ramsey McGowen, PhD / MSEC Chair Date: 2/20/2018	Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number): <i>(List only if a name change is involved)</i>
Review/Revision Completed by:	Date
<input type="checkbox"/> Office of the Dean	
<input checked="" type="checkbox"/> Academic Affairs	10/17/17; 2/14/18
<input type="checkbox"/> Student Affairs	
<input checked="" type="checkbox"/> Medical Student Education Committee	10/17/17; 2/20/18
<input type="checkbox"/> Student Promotions Committee	
<input type="checkbox"/> Faculty Advisory Council	
<input type="checkbox"/> Administrative Council	
<input checked="" type="checkbox"/> M3/M4 Clerkship/Course Directors	2/20/18
<input checked="" type="checkbox"/> M1/M2 Course Directors	2/20/18
<input type="checkbox"/> Student Groups/Organizations (describe):	

Notifications of New or Revised Policy	Method of Notifications and Date
<input type="checkbox"/> Medical Students	
<input type="checkbox"/> All QCOM Faculty	

Policy Name: Course / Clerkship Governance

<input type="checkbox"/> All QCOM Staff	
<input type="checkbox"/> Admissions Office (catalog)	