



QUILLEN
COLLEGE of MEDICINE
EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Student Success Committee**

Policy Replaces a Previous Policy (*this includes change in policy name*): Yes / No
If so, list name of previous policy (*include policy number if different*):

Policy Number: **ADMIN-0722-26**

Originator Name and/or Committee (*if a committee, include name of chair*): **Beth Anne Fox, MD, MPH**

Committees, Departments, or Individuals Responsible for Implementation: **Office of Academic Affairs**

Original Approval Date and Who Approved by: **7-20-2022 / Faculty Advisory Committee**

Revision Date(s) (*include a brief description*) and Who Approved by: **9-8-2022 / Policy Advisory Committee (added the Assistant Dean for Student Affairs as a committee member)**

Effective Date(s): **2022-23 AY; 9/16/2022**

Revision(s) (*briefly describe*) by Administrative Staff and Date (*these revisions do not require voting/approval by a committee and/or individual*):

Exemption(s) to Policy (*date, by what committee or individual, and brief description*):

LCME Required Policy: Yes / No

If yes, please list the Element(s) Affiliated with this Policy (*include Element number/name/statement*):

9.7 Formative Assessment and Feedback

The medical school's curricular governance committee ensures that each medical student is assessed and provided with formal formative feedback early enough during each required course or clerkship to allow sufficient time for remediation. Formal feedback occurs at least at the midpoint of the course or clerkship. A course or clerkship less than four weeks in length provides alternate means by which medical students can measure their progress in learning.

11.1 Academic Advising

A medical school has an effective system of academic advising in place for medical students that integrates the efforts of faculty members, course and clerkship directors, and student affairs staff with its counseling and tutorial services and ensures that medical students can obtain academic counseling from individuals who have no role in making assessment or promotion decisions about them.

All policies will be reviewed every three years unless an earlier review is identified.

(A.) Policy Statement:

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To ensure every medical student is provided the academic support needed to be successful in completing their medical education to become competent physicians.

(B.) Purpose of Policy:

The Student Success Committee (SSC) is charged with reviewing student performance and progress throughout their medical education to identify students with any academic performance issues as early as possible, in order to provide academic support and develop strategies for student success.

(C.) Scope of Policy (*applies to*):

All Quillen College of Medicine students enrolled on or after July 2022 in the TRAILS curriculum.

(D.) Policy Activities:

I. COMPOSITION

1. Committee Membership

- Vice Dean for Academic Affairs
- Associate Dean for Student Affairs
- Assistant Dean for Curriculum
- Assistant Dean for Student Affairs
- Academic Support Counselor
- Associate Registrar
- Pre-Clerkship Medical Education Director
- Basic Science Course Directors for the current course
- Doctoring Course Director for the current semester as needed

2. Conflict of Interest

No member of the Student Success Committee should provide health services to medical students. Any member with any conflict of interest concerning a student will recuse themselves from participating in any committee action related to the student.

II. ROLES AND RESPONSIBILITIES

Pre-Clerkship Course Directors

1. Will monitor student performance weekly/biweekly.
2. Will meet with students who fail multiple quizzes, Individual Readiness Assessment Tests (IRATs), or other weekly assessments.
3. Will bring forward to the SSC students identified with scores between 70 and 75, as an area for concern.
4. Will bring forward to the SSC students identified with scores below 70, as an area for significant concern.
5. Will identify whether students have specific areas of deficiency (e.g. specific disciplines).
6. Will bring forward to the SSC students identified as demonstrating unsatisfactory performance in small group and/or team activities, as described in the course syllabus.
7. Will bring forward to the SSC students identified for lapses of professionalism, as described in the course syllabus.
8. Will bring forward to the SSC students for which they have identified other areas of concern.

Student Success Committee

1. The committee will meet every two weeks while classes are in session and at the request of any committee member to review the progress of students and identify students with minor as well as major academic performance issues as early as possible, in order to develop effective strategies to ensure student success.
 - a. The Vice Dean for Academic Affairs will chair the meetings and communicate/document committee action to the student and the relevant course director(s).

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- b. The Associate Dean for Student Affairs or Assistant Dean for Curriculum may serve as chair in the absence of the Vice Dean.
 - c. The Pre-Clerkship Medical Education Director will serve as recorder, maintain a template that tracks student academic performance for the course directors and the SSC, and draft communications documenting committee action for review and signature by the Vice Dean.
 - d. All decisions will be made by committee consensus of those present.
2. Upon review of a student's performance, the committee will decide as to formative feedback and/or other action(s) necessary to enhance the student's chances of success in the curriculum. The committee:
 - May require students to participate in meetings with course/clerkship directors; participate in tutoring; and/or participate in academic counseling.
 - For students with scores on numerical assessments between 70 and 75, the committee may recommend regular meetings with the course director and may recommend meeting with the Academic Support Counselor.
 - For students with scores on numerical assessments below 70, the committee may require regular meetings with the course director and may require meeting with the Academic Support Counselor.
 - For students referred for other performance issues (e.g., professionalism issues, small group performance, completion of required assignments, physical appearance, class participation) or students demonstrating changes in behaviors, which may be indicators of greater performance issues, the committee may recommend or require meetings with the course director, the Academic Support Counselor, or other resources deemed relevant by the committee.
 - May require students to participate in meetings with the Vice Dean for Academic Affairs and/or Associate Dean for Student Affairs.
 - May refer students with issues suitable for the Committee Supporting Student Health (CSSH) or the Honor Council, if appropriate.
 - Will report to the Student Promotions Committee, describing its discussions, deliberations and/or actions, when requested. The committee shall transmit a summary of all issues, including recommended or required actions and student compliance, which caused a student to be placed on the committee agenda.
 - May report any findings related to curriculum issues to the Medical Student Education Committee (MSEC) for their review and consideration.
 - May report to the Admissions Committee with any information related to predictors of student success or failure, based upon its evaluation of students.
 - Will report to the Dean of Quillen College of Medicine, as necessary or upon request.
 3. The committee will monitor student compliance with committee actions through placement as a standing agenda item.
 4. The Academic Support Counselor will report compliance with the requirement for academic counseling to the committee. However, students may seek services from the Academic Support Counselor at any time with no referral required. These services will be provided confidentially to the student and will not be reported.

III. CLERKSHIP CURRICULUM AND USMLE

1. Any M3 student who fails an NBME end of clerkship exam or other end of clerkship exam will be **required** by the clerkship director to seek academic counseling services from the Academic Support Counselor prior to retaking the exam on the date identified by the Office of Academic Affairs.
2. The Student Success Committee will be made aware of the requirement by being copied on the communication from the clerkship director to the student. This notification will result in the student being placed on the committee agenda for monitoring. The Academic Support Counselor will report compliance with the requirement for academic counseling back to the clerkship director and the committee.

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3. Any student who fails an USMLE Step exam will be contacted by the Vice Dean for Academic Affairs to schedule a meeting immediately for formative feedback and will be **required** to seek academic counseling services from the Academic Support Counselor prior to the scheduled Step exam retake date.
4. The Student Success Committee will be made aware of the requirement by being copied on the communication from the Vice Dean to the student. This notification will result in the student being placed on the committee agenda for monitoring. The Academic Support Counselor will report compliance with the requirement for academic counseling back to the committee.
5. Actions taken by the committee will be communicated back to the appropriate course/clerkship director.

Administrative Approvals		Date Approved
University Compliance <i>(if applicable)</i>		
Policy Advisory Committee		7/15/2022; 9/8/2022
Associate Dean for Accreditation Compliance <i>(if applicable)</i>		7/5/2022
Vice Dean for Academic Affairs		7/20/2022; 9/16/2022
Policy Review and/or Revision Completed By <i>(if applicable)</i>		Date Policy Reviewed and Approved <i>(if applies to that department, committee, or group)</i>
	Office of the Dean	
X	Academic Affairs <i>(this includes the three-year reviews by administrative staff)</i>	7/1/2022; 9/19/2022
	Student Affairs	
	Department of Medical Education	
	Medical Student Education Committee	
	Student Promotions Committee	
X	Faculty Advisory Council	7/20/2022
	Administrative Council	
X	M1/M2 Course Directors	6/30/2022
	M3/M4 Clerkship/Course Directors	
	Student Groups/Organizations <i>(describe)</i> :	
	Other <i>(describe)</i> :	

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Notifications of New or Revised Policy (if applicable)		Date and Method of Notifications
X	Posted to Website Under Educational Policies	7/21/2022; 9/20/2022
	Medical Students	
	Administrative Council	
	Faculty Advisory Council	
	All QCOM Faculty	
	All QCOM Staff	
	Admissions Office for Catalog	
	Other (specify):	

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Appendix – Notification Templates

Notification Template 1

To students who had marginal performance (75 or below) on one or more weekly assessments and/or the mid-course exam, if applicable. The Academic Support Counselor, the Vice Dean for Academic Affairs, the Associate Dean for Student Affairs, and the Pre-Clerkship Medical Education Director will be made aware of the student performance by the course director. This notification will result in the student being placed on the SCC agenda for review and monitoring.

*“This communication is to notify you that your performance on the most recent [specify assessment or assessments here]. You scored [specify score or scores here]. This is considered marginal performance. While this is not a cause for alarm at this time, it is a matter of concern. Therefore, you are to contact your course director immediately to schedule a meeting to discuss your performance, and the Student Success Committee **recommends** you meet with our Academic Support Counselor, Dr. Jean Daniels, within two (2) weeks to determine methodologies which may help you improve your academic performance. You may contact Dr. Daniels at 423- 439-2408 or danielsj@etsu.edu.”*

Notification Template 2

To students who had unsatisfactory performance (69 or below) on one or more weekly assessments and/or the mid-course exam, if applicable. The Academic Support Counselor, the Vice Dean for Academic Affairs, the Associate Dean for Student Affairs, and the Pre-Clerkship Medical Education Director will be made aware of the student performance. This notification will result in the student being placed on the committee agenda for review and monitoring.

*“This communication is to notify you that your performance on the most recent [specify assessment or assessments here]. You scored [specify score or scores here] This is considered unsatisfactory performance. Therefore, you are required to meet with your course director to discuss your performance and you are **required** to meet with our Academic Support Counselor, Dr. Jean Daniels, within the next one (1) week to determine methodologies which may help you improve your academic performance. Contact Dr. Daniels at 423-439-2408 or danielsj@etsu.edu. Dr. Daniels will report your compliance with seeking academic counseling to the Student Success Committee.”*