

2023-2024 BYLAWS

MEDICAL EDUCATION COMMITTEE

The faculty of the School of Medicine is responsible for the development, implementation, and evaluation of the curriculum for the School of Medicine.

The charge of the Medical Education Committee is to:

- Define, develop, and implement curriculum in medical programs.
- Coordinate and integrate the overall medical curriculum.
- Evaluate current courses and training in the School of Medicine.
- Develop and implement ongoing methods for assessment of the medical curriculum.
- Define graduation requirements.

Associate Dean of Medical Education

- Office: The Associate Dean of Medical Education will be appointed by the Dean of the School of Medicine.
- Responsibilities: The Associate Dean of Medical Education will have overall responsibility for:
 - Implementation, coordination, and facilitation of the activities of the Medical Education Committee and Faculty on curricular matters
 - Ensuring that curricular offerings to medical students are adequate and appropriate.

Membership (16 voting members)

- Faculty (11): Seven members will be elected by the faculty, at least two of whom are from Basic Biomedical Sciences and the remainder from Clinical Sciences. One Clinical Science member will be a representative from the Sioux Falls campuses, one Clinical Science member will be a representative from the Rapid City regional campus and one Clinical Science member will be a representative from the Yankton regional campus. The final Clinical Science member(s) can come from any of the clinical campuses or clinical sites. These members may serve a maximum of two consecutive three-year terms.

In addition to these seven members above, two members will be representatives from the preclinical program, Pillar 1 (elected by the Pillar 1 subcommittee), and two members will be representatives from the clinical programs, Pillar 2 and 3 (elected by the clerkship directors subcommittee). The terms of these subcommittee representatives are unrestricted (determined by yearly internal elections).

- Students (4): One medical student will be elected from each new class of medical students serving for a three-year term beginning with January 1 of their first year and ending December 31 three years later. One MD-PhD student will be elected from the cohort of all MD-PhD students who are actively working on their PhD program. The term of this student is yearly (determined by yearly internal elections and unrestricted for number of terms) and begins January 1 and ends December 31 for the year they are elected. Medical student representatives will be approved by the Faculty Council in consultation with the Dean of Medical Student Education and the Dean of Medical Student Affairs.

- Chair (1): The Associate Dean of Medical Education will serve as Chair.
- Advisory: The Associate Dean of Medical Student Affairs and members of Evaluation and Assessment for the school will serve as nonvoting advisory members. Campus deans will also serve as nonvoting advisory members. In the absence of representation of leadership from any one of the three campuses or the FARM program, the Associate Dean of Medical Education will invite one administrator or faculty member from that campus to serve as a nonvoting advisory member. Additional non-voting advisory members may be appointed by the Chair or committee.
- Meetings: Meetings are normally scheduled on a monthly basis. Meetings may be teleconferenced to facilitate attendance by faculty and students on multiple campuses.
- Voting: Faculty and student members will each have one vote. The Associate Dean of Medical Education is a voting member, but only exercises that option to break a tie.
- Quorum: A majority (6) of the voting faculty members (11) will constitute a quorum.
- Removal: A voting member will be removed from the committee for absence of three consecutive meetings or six meetings during the previous year. The Faculty Council will elect an individual to complete the remainder of the term.
- Reports: Copies of the minutes of each meeting will be made available to the Chair of the Faculty Council, all Deans, and all relevant subcommittees within the School of Medicine.
- Subcommittees: Formation and coordination of subcommittees will be the prerogative of the committee and appointed by the Chair.

SUBCOMMITTEES OF THE MEDICAL EDUCATION COMMITTEE

As stated in the Medical Education Committee bylaws, the formation and coordination of subcommittees will be the prerogative of the Medical Education Committee and appointed by the Chair. The standing Subcommittees of the Medical Education Committee are listed below.

Curriculum and Learner Assessment Subcommittee

- Membership will consist of approximately half of the voting and nonvoting members of the MEC.
- The MEC Chair will annually appoint the chair.
- The charge of the Curriculum and Learner Assessment Subcommittee is to:
 1. Oversee and help coordinate efforts in ongoing curriculum modification
 2. Advise on OSCE and other integrated assessments
 3. Review new course requests.
- The subcommittee shall meet as needed and bring forth recommendations or submit minutes as appropriate to the MEC.

Evaluation Subcommittee

- Membership will consist of approximately half of the voting and nonvoting members of the MEC.
- The MEC Chair will annually appoint the chair.
- The charge of the Evaluation Subcommittee is to:
 1. Oversee the centralized course and clerkship evaluation system
 2. Maintain a mechanism for the overall review of all courses and clerkships by the MEC.

- The subcommittee shall meet as needed and bring forth recommendations or submit minutes as appropriate to the MEC.

Integration Subcommittee

- Membership will consist of the Pillar 1 director, the Clinical Foundations director, the Pillar 2 director, the Pillar 3 director, the Parry Center director, and a member of the assessment and evaluation group in the medical education office. The Yankton and Rapid City campus deans as well as other faculty and staff may be requested to serve as needed.
- The Assistant Dean of Medical Education shall serve as chair.
- The charge of the **Integration Subcommittee** is to:
 1. Periodically evaluate competencies and appropriate themes across all pillars of the curriculum
 2. Utilize internal sources (e.g., curriculum database, student performance data) and external sources (national board exam content, LCME surveys and DCI questions) to evaluate the curriculum
 3. Identify gaps in curriculum as they relate to the identified competencies and intended training in the curriculum
 4. Identify redundancies in the curriculum
 5. Encourage and assess success of vertical and horizontal integration of curriculum across all pillars
 6. Monitor the academic workload of medical students and their time for independent study across the curriculum
 7. Formulate recommendations on curriculum integration, gaps, redundancies, and workload to bring to the Medical Education Committee for review.
 8. Advise the Medical Education Committee as it periodically reviews the curriculum as a whole.
- The subcommittee shall meet at least quarterly and submit an annual report to the MEC.

Pillar 1 Course Directors Subcommittee

- Membership will consist of the preclinical course directors, not all of whom are on the Medical Education Committee. The chair of the MEC shall serve as an advisory member.
- The charge of the Pillar 1 Course Directors Subcommittee is to:
 1. Coordinate the administration of the courses to facilitate an effective education program
 2. Monitor the progress of students,
 3. Evaluate the effectiveness of each course and the total program as to whether the institutional and educational objectives are being addressed,
 4. Make recommendations and reports to the Medical Education Committee,
 5. Uphold additional charges of the MEC as they relate to the educating of medical students in Pillar 1.
- The Pillar 1 Course Director shall serve as standing chair.
- This subcommittee shall meet within two calendar weeks of the end of any Pillar 1 course and submit minutes to the MEC.

- The Pillar 1 Course Directors Subcommittee shall be responsible for the course evaluation process for all Pillar 1 courses. Summaries of the course evaluations shall be included in the minutes.

Pillars 2 and 3 Clerkship Directors Subcommittee

- Membership will consist of the required clinical clerkship directors (Pillars 2 and 3), not all of whom are on the Medical Education Committee. The chair of the MEC shall serve as an advisory member.
- The charge of the Pillar 2/3 Clerkship Directors Subcommittee is to:
 1. Coordinate the administration of the clerkships to facilitate an effective education program,
 2. Monitor the progress of students,
 3. Evaluate the effectiveness of each clerkship and the total program as to whether the institutional and educational objectives are being addressed,
 4. Make recommendations and reports to the Medical Education Committee,
 5. Uphold additional charges of the MEC as they relate to the clinical training of medical students in Pillars 2 and 3.
- The chair of the subcommittee shall be selected by the members of the subcommittee.
- This subcommittee shall meet at least quarterly and submit minutes to the MEC.

MEDICAL EDUCATION COMMITTEE GUIDELINES ON CURRICULUM REVIEW

(Note: not part of Bylaws or in Faculty handbook; approved by MEC 3/13/14 but not passed through Faculty Council or General Faculty)

The SSOM recently underwent total curriculum reform (2010-2013) which involved a review and redesign of the objectives, content, and pedagogy of each segment of the curriculum, as well as of the curriculum as a whole. Periodic review of the curriculum by the faculty and its responsible committees includes:

- Review of course and segment evaluations at least annually by the Medical Education Committee, including the review of instructional and assessment methods.
- Review by clerkship directors and coordinating committees of student logs showing required patient encounters, and other performance parameters to assure achievement of objectives.
- Review of individual teacher quality in the MD education program by campus/divisional deans, and department chairs, with an annual summary report to the Medical Education Committee by the dean of basic biomedical science and the dean of clinical faculty.
- Updates and rollovers of curriculum databases which includes a review of course and segment objectives by the Office of Medical Education.
- Periodic planning retreats which review segments of the curriculum, review the curriculum as a whole, prepare the institution for accreditation, or focus on specific program development.
- An institutional self-study as part of LCME accreditation which includes a thorough review of the education program. Following each LCME site visit and based upon the findings and citations, the institution will address identified deficiencies and review the curriculum as a whole. At a minimum, the review of the curriculum as a whole will occur every eight years.