



Charles R. Drew University of Medicine and Science
"A Private University with a Public Mission"

EDUCATIONAL POLICY AND CURRICULUM COMMITTEE POLICY

POLICY: # 318.1a

Supersedes Policy # 318.1a version 4/24/24 & 12/4/24

Issuing Officer: Dean, College of Medicine
Responsible Office: Faculty Executive Board
Effective Date: 2/26/25
Revise / Review Date: 2/26/28

I. PURPOSE:

The Liaison Committee on Medical Education (LCME) has established standards regarding the requirement of medical schools to have 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. (LCME Element 8.1)

II. POLICY STATEMENT:

Charles R. Drew University of Medicine and Science (CDU) College of Medicine (COM) MD Program Educational Policy and Curriculum Committee (EPCC) is the committee charged to represent the faculty to oversee 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.

The EPCC will formulate and periodically review the educational program objectives for the undergraduate medical education. The EPCC will review and revise the medical school curriculum, including the scheduling of courses, clerkships and didactic series. In addition, the EPCC is responsible for evaluating all courses and clerkships of the undergraduate medical education curriculum to ensure achievement of the approved course/clerkship objectives and that they follow COM's overall educational program objectives.

III. POLICY:

EDUCATIONAL POLICY AND CURRICULUM COMMITTEE CHARGE

- 1) *Ensures the integrated institutional responsibility for the overall design, management, evaluation, and central oversight of a coherent, efficient, coordinated curriculum, including curriculum coordination, development, objectives, content and methods of evaluation.*
- 2) *Define the objectives of the educational program for the MD degree.*
- 3) *Ensures the medical education program as a whole is designed to achieve coherence and coordination via logical sequencing of the various segments of the curriculum coordination and integration of content within and across the academic periods of study.*
- 4) *Develop and implement policies regarding the amount of time medical students spend in required activities, including contact hours and time in clinical clerkships rotations.*
- 5) *Determine the types of patients, clinical conditions, and appropriate clinical setting for education experiences, along with expected level of medical student responsibility.*
- 6) *Regularly evaluate and, when necessary, modify the curriculum, student experiences, and methods of student assessment to ensure that the objectives of each student and course, as well as the overall medical education program are achieved.*
- 7) *Maintain minutes and implement methods that invite input from all faculty on the curriculum, draft policies, and actions of the EPCC.*
- 8) *Maintain compliance with LCME standards.*

SOURCE OF AUTHORITY

The faculty bylaws of CDU COM specify that the EPCC is the designated curriculum committee of the COM MD Program.

COMPOSITION OF THE EDUCATIONAL POLICY AND CURRICULUM COMMITTEE

The EPCC shall be composed of 20 voting members and 7 non-voting members. The faculty members shall be chosen for their active interest and experience in undergraduate medical education and shall collectively represent the broad range of the basic and clinical sciences. They are expected to be advocates for the curriculum at large rather than representatives of specific departments or divisions.

- *Voting Members*
 - *EPCC chair will be the Assistant Dean of Undergraduate Medical Education*
 - *8 faculty members (elected by the FEB) (minimum of 4 clinical faculty)*
 - i. *4 EPCC Subcommittee Faculty Chairs*
 - ii. *Pre-clerkship Phase Subcommittee (this committee will have a faculty co-chair)*
 - iii. *Clerkship Phase Subcommittee*
 - iv. *Student Workload Subcommittee*
 - v. *Elective Subcommittee*
 - *Student representatives – 2 students per year elected by the members of their respective classes with second, third and fourth years having 1 student vote per year = 3 votes)*
- *Non-Voting Ex-Officio Members*
 - *Senior Associate Dean for Medical Education*
 - *Senior Associate Dean, Academic Affairs*
 - *Associate Dean, Student Affairs & Admissions*
 - *Chair, Biomedical Science*
 - *Director, Library Science*
 - *Senior Director, Learning Skills*
 - *Director, Simulation Center*

SUBCOMMITTEES OF THE EDUCATIONAL POLICY AND CURRICULUM COMMITTEE

It is the responsibility of the EPCC to oversee the medical education program. All standing and special committees of the EPCC provides recommendations to the EPCC but will not act independently.

- **Standing Committees:** *The EPCC shall have 4 Standing Committees*
 1. **Pre-clerkship Phase Subcommittee:** *Responsible for overseeing the content and consistency of the pre-clerkship required courses (phase 1) including collecting, collating, and reviewing data required by pre-clerkship courses. The subcommittee reports to the EPCC and makes proposals about these matters. The subcommittee chair is appointed by the EPCC chair in consultation with the dean and the FEB. The membership will include the course directors of the pre-clerkship curriculum, director of intersessions, director of medicine & society, director of research education, director of clinical education, director of assessment and evaluation, director of CQI and accreditation. Student membership includes one MS1 student and one MS2 student (interested students in good academic standing submit their interest to the chair each year and are selected by the committee chair in consultation with Office of Medical Education (OME) and Office of Student Affairs and Admissions (OSAA) – student terms are one year).*
 2. **Clerkship Phase Subcommittee:** *Responsible for overseeing the content and consistency of the clerkship required courses (phase 2) including collecting, collating, and reviewing data required by clerkship courses. The subcommittee reports to the EPCC and makes proposals about these matters. The subcommittee chair is appointed by the EPCC chair in consultation with the dean and the FEB. The membership includes the clerkship directors, director of medicine & society, director of research education, director of clinical education, director of simulation education, director of assessment and evaluation, director of CQI and accreditation. Student membership includes one MS3 student and one MS4 student (interested students in good academic standing submit their interest to the chair each year and are selected by the committee chair in consultation with OME and OSAA – student terms are one year).*
 3. **Student Workload Subcommittee:** *Responsible for monitoring data and drafting policies for EPCC approval on student workload, duty hours, and independent study time. The subcommittee reports to the EPCC. The subcommittee chair is appointed by the EPCC chair in consultation with the dean and the FEB. The membership includes the director of assessment and evaluation, representative from Student Affairs, and two members of the EPCC.*
 4. **Elective Subcommittee:** *Responsible for the oversight of elective application proposals. The subcommittee ensures the Pre-clerkship and Clerkship Subcommittees review and provide feedback on proposals when appropriate. The Elective Subcommittee reports to the EPCC and refers all completed application proposals for electives to the EPCC for final approval. The subcommittee chair is appointed by the EPCC chair in consultation with the dean and the FEB. The membership includes three members of the EPCC, two residency program directors or associate directors, one student, and the registrar.*
- **Special Committees:** *The EPCC may appoint Special Committees (i.e., Ad Hoc Committees and Task Forces), as the need arises. The following must be clearly articulated in writing for any Special Committees:*
 - *A written charge*
 - *Specific outcomes or charges to be delivered*
 - *Beginning date and expected date of completion (Ad Hoc committees shall disband at completion of their charge)*
 - *Appointment of a chair for the subcommittee*
 - *Identification of support/administrative staff (if needed)*

- *Identification and approval of budget resources (if needed)*

PROCEDURES

- *Members to the EPCC shall be recommended by the Faculty Executive Board (FEB), department chairs, and the faculty based on their expertise of curriculum design, instructional methods, and evaluation.*
- *Faculty member vacancy positions on the EPCC are voted on by the FEB. All COM faculty will be notified by the EPCC Chair of available positions on the EPCC. Faculty may be nominated or submit themselves for a position. All members must be CDU faculty members.*
- *The EPCC Chair has no term limits for continuity purposes.*
- *Faculty member terms last for four years and may be renewed for a total of eight years. Terms will be staggered to provide continuity.*
- *The EPCC will have the authority to broadly direct courses, contact time, pedagogy, and assessment. The EPCC will be responsible for overall review and coordination of the curriculum and its content. Course directors and faculty will be given notice and opportunity to bring concerns to the EPCC and engage in dialogue about these issues. Ultimately, course directors and faculty are accountable to the EPCC and the Dean.*
- *The EPCC will provide reports to the FEB at least quarterly and will provide access to EPCC minutes.*
- *Recommendations for a major change to the curriculum, defined as a new course, elimination of an existing course, changes in contact time greater than 25% over the course of a year or more, expansion of class size, grading scheme, new tracks or programs, must be brought to the FEB for consultation, discussion and recommendation to secure additional faculty participation through this representative body. The FEB serves in an advisory capacity to the EPCC and Dean when engaged to participate in this review and discussion.*
- *The EPCC shall submit semi-annual reports to the faculty as a whole at the semi-annual faculty meetings.*
- *Standing committees shall submit minutes to the EPCC after each meeting and the chairs of the respective standing committee shall present the report for final approval by the EPCC at least quarterly or as needed for follow-up of supplemental reports requested by the EPCC.*

VOTING AND QUORUM GUIDELINES

A quorum for a meeting is 50% of voting members with the majority of those present being elected members of the faculty. "Present" means taking part in the live committee conversation around issues, whether in person or remote via technology.

IV. APPLICABILITY:

The faculty, students, and staff of the CDU COM are responsible for knowing this policy and its procedures.

V. DEFINITIONS:

- *Integrated institutional responsibility: Oversight by an appropriate central institutional body (commonly a curriculum committee) of the medical education program as a whole. An effective central curriculum authority exhibits the following characteristics: 1) participation by faculty, students, and administrators; 2) the availability of expertise in curricular design and methods of instruction, student assessment, and program evaluation; and 3) empowerment, through bylaws or decanal mandate, to work in the best interests of the medical education program without regard for parochial or political influences or departmental pressures. (LCME Element 8.1)*
- *Good academic standing: Student has met the academic and professionalism requirements of the medical school.*

- *Faculty Executive Board (FEB): The FEB of the College of Medicine is an entity made up solely of faculty members of the College with the exception of Deans. It is a forum for “shared governance” and is the highest elected forum for Faculty matters within the College. The FEB serves as an advisory body to the Dean in the administration and management of the College.*

VI. RELATED POLICIES:

Bylaws of Charles R. Drew University of Medicine and Science, College of Medicine

VII. RELATED LINKS:

LCME Standards, Publications, & Notification [Forms](#)

VIII. POLICY HISTORY:

Review Dates:	Change Description:
6/23/21	New policy approved by the Faculty Executive Board. Reviewed by the EPCC (6/24/21) and Dean (6/24/21)
4/24/24	Policy reviewed with the following updates: 1) Chair of EPCC will be the Assistant Dean of Undergraduate Medical Education with no term limits; 2) added the 4 EPCC Subcommittee Chairs as EPCC members 3) added Senior Associate Dean for Medical Education and Chair of Biomedical Science added as Ex-Officio members, 4) updated Elective Subcommittee charge. Policy reviewed by the EPCC on 2/13/24. Policy approved by the Faculty Executive Board on 4/24/24.
10/3/24	Policy reviewed by CDU Policy Committee – no conflict with university policies.
12/4/24	Updates to subcommittee membership to include students, director of assessment and evaluation, and director of CQI and accreditation. Approved by the FEB on 12/4/24.
2/26/25	Membership updated and voting quoting guidelines updated and reviewed by EPCC on 2/4/25. Reviewed and approved by FEB on 2/26/25