MEDICAL EDUCATION CURRICULUM COMMITTEE

Description and Charge
1. The Keck School of Medicine MECC has the authority and responsibility for oversight of the medical education curriculum as a whole, including the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated course of studies.
2. The MECC ensures the implementation of formally adopted medical education program objectives to guide the selection of educational content, review and revise the curriculum, and establish the basis for evaluating programmatic effectiveness.
3. The MECC uses medical student feedback and other appropriate internal and external outcome measures to monitor and assess the curriculum, the learning environment, and enhance the quality of the teaching and educational program.
4. The MECC ensures the consistency and comparability of educational experiences, and establishes the policies and procedures necessary to define the amount of time that can be required of students.
5. The MECC ensures that the appropriate standards of achievement are defined and communicated to medical students, that students are provided fair and timely summative assessments from the school, and that students encounter the appropriate clinical, self-directed, ethical, cultural, interprofessional and curricular content to meet the objectives of the school and medical education curriculum.
6. The MECC reports to the Vice Dean for Medical Education (or other responsible administrator designated by the Dean).

Membership
1. The MECC is chaired by the Associate Dean for Curriculum
2. Voting members of the MECC include:
   a. The Chair of the Year I/II and Year III/IV Curriculum Committees.
   b. A total of eighteen (18) faculty members selected from the faculty at large
      i. At least five (5) faculty members must be from the basic science departments;
      ii. Twelve (12) of the voting committee member positions are determined by election and six (6) are made by appointment of the Dean;
      iii. No department can have more than two (2) voting members on the committee.
   c. The MECC Chair can only vote in the event of a tie.
3. Selection of Committee Members
   a. Medical Education Curriculum Committee members serve three-year terms and may serve up to two consecutive terms.
   b. One-third of the membership (6 members) will rotate off the committee or be reelected or reappointed each year.
   c. An open call is made to the faculty at large for participation as a member of the committee. To be considered for membership, faculty must submit a CV and a statement of interest. The Keck Faculty Council elects members from the pool of self- or peer-nominated faculty.
   d. The Dean appoints two (2) committee members each year.
e. Unanticipated vacancies are addressed by the Keck Faculty Council (if elected positions) or by the Dean (if appointed positions) as soon as appropriate.

f. Two student voting representatives from each class are elected by their respective classes annually. Only one vote may be cast per class.

4. *Ex officio*, non-voting members include:
   a. The Vice Dean for Medical Education (or other responsible administrator designated by the Dean).
   b. The Assistant Dean for Curriculum.
   c. Director of the Center for Innovative Medical Education and Technology.
   d. Representative of the Keck School of Medicine Faculty Council.
   e. Representative(s) from the Department of Medical Education.

5. Guests, non-voting attendees may include:
   a. Director of Introduction to Clinical Medicine.
   b. Representative of the Norris Medical Library.
   c. Other faculty or staff as deemed appropriate by the Chair.

**Actions**

1. Defines the objectives and competencies of the medical education program and ensures that the curriculum enables students to achieve those competencies.

2. Ensures horizontal and longitudinal integration of learning objectives, curricular content and its placement.

3. Oversees, authorizes and/or requires revisions of subcommittee plans for curriculum content and pedagogical methods to be used in each system, course or clerkship.

4. Defines methods and options for evaluation of students, and the instruction and supervision of faculty and other health professionals.

5. Ensures continuous quality improvement of the medical education program through evaluation of student performance, teaching effectiveness, and curricular quality to address areas that need improvement.

6. Ensures comparability of educational opportunities across affiliated sites.

7. Ensures adequacy of support services and other resources to deliver, assess and revise the medical education program.

8. Participates in iterative dialogue with the subcommittees, including:
   a. Review of evaluation data, with discussion of areas that need change as appropriate.
   b. Identification and communication of opportunities for faculty development.

9. Initiates curriculum development activities to refer back to the appropriate subcommittee as appropriate.

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1 voting membership on the committee supersedes *ex officio* status if represented by the same individual
10. The Committee can establish *ad hoc* or advisory subcommittees as needed
11. For regular business of the Committee, a quorum shall consist of a simple majority of the membership and a simple majority vote is required for any motion to pass.