

## Medical Education Council (MEC):

The Medical Education Council (MEC) was approved by the Dean as the central authority for curriculum development, implementation and evaluation by the Medical Council. The MEC will consult with departmental DEOs, the Senior Associate Dean for Medical Education, the Office of Consultation and Research in Medical Education (OCRME) or others as indicated.

The MEC has the authority to create subcommittees to implement and assess the curriculum. These subcommittees are responsible for the basic functions of the college and include committees related to student performance, curriculum development and implementation.

Voting members shall consist of no more than 14 individuals with one vote each.

Ex-officio voting members include: Senior Associate Dean for Medical Education; Assistant Dean for Student Affairs and Curriculum at the Branch Campus (or their designee), and the chairs (or designees) of subcommittees of MEC which include the Medical Arts and Sciences Committee, the Clinical Experiences Committee, the Strand Directors Committee, and the Curriculum Assessment Committee. Terms for the subcommittee chairs on MEC will be for the duration of their service as subcommittee chair.

Other voting members will consist of five elected faculty representatives from any department, but no more than one from any given department; one representative from OCRME; and two student representatives.

CCOM faculty will elect the 5 faculty representatives. Candidates can be self-nominated and will be permitted to submit a statement to the ballot regarding their qualifications and interest. If there are fewer than 5 candidates, the Senior Associate Dean for Medical Education will appoint the remaining members. Terms last 3 years and are renewable one time at the discretion of the Senior Associate Dean.

The representative from OCRME is an OCRME member appointed by the OCRME Director. Appointments are based on perceived needs of the council. The term length will be 1-3 years at the discretion of the Director, and it is renewable.

Student representatives will be from M2-M4 years. Student Government will determine their method of selection, length of term and term limits, if any. Ad hoc non-voting members may include others appointed by the Chair of the Council to represent educational interests or provide advice.

The MEC will be chaired by the Senior Associate Dean for Medical Education and one of the five elected faculty representatives will be selected to serve as the Assistant Chair of the committee. The Senior Associate Dean will appoint the faculty co-chair. A secretary will be appointed by OSAC and will be responsible for recording and distributing the minutes of the meetings in a timely fashion as well as maintaining records of the committee activities. Meeting times, location and frequency are determined by the council chair.

### Charges to the Medical Education Council

The MEC shall be the designated faculty body that will have integrated institutional responsibility for the overall design, management and evaluation of the Carver College of Medicine medical education program. The MEC will develop, oversee implementation of, and evaluate policies related to the educational mission of the college. The MEC will respond to matters brought to it by the Dean, faculty, staff or students of the College of Medicine and delegate matters to subcommittees as appropriate.

### Duties and Responsibilities of MEC

1. Define goals and objectives for the curriculum to ensure a coherent and coordinated longitudinal curriculum
2. Determine required courses/clerkships, length of semesters/clerkships, and on targeted areas
3. On a regular basis, review various program evaluation data and requirements to determine the status of the curriculum and plan for future improvements to curriculum
4. Assist the Senior Associate Dean for Medical Education in LCME accreditation process
5. Develop policies concerning grading structures, requirements for graduation and related matters
6. Regarding course, clerkship and curriculum directors:
  - o Review applications/nominees for course, clerkship, and strand directors and recommend appointments to these positions to the Senior Associate Dean for Medical Education
  - o Ensure that the performance of course, clerkship and strand directors is evaluated on a regular basis and take appropriate action based on that evaluation
7. Participate in reviews of collegiate education-related units, and represent education interests in COM strategic planning, facilities planning, and related matters
  - o Recommend to the Dean policies and procedures for recognizing and rewarding faculty for teaching