

Medical Arts and Sciences Committee (1.1)

Charge to the Medical Arts and Sciences Committee

- Implement, manage, and review the pre-clinical curriculum.
- Report at least annually to the Medical Education Council on the state of the pre-clerkship curriculum.
- Respond to matters assigned to it by the Medical Education Council or the Associate Dean.

Membership

- Voting members shall consist of all course directors for all required courses in the pre-clerkship curriculum, the Chair of the Medical Arts and Sciences Committee, three students, and the Associate Director of the Pre-clinical Curriculum.
- The Student Government will determine the method of student selection, length of term and term limits, if any.
- Ad hoc members may be appointed by the Chair or the Associate Dean for Student Affairs and Curriculum.

Officers

- The Chair will be appointed by the MEC in consultation with the Associate Dean for Student Affairs and Curriculum. The initial length of term will be three years but may be renewed by the Associate Dean. A co-chair may be named at the discretion of the Associate Dean or Chair.
- A secretary will be appointed by the Associate Dean 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.

Meetings

- Meetings will typically be held at least monthly throughout the academic year at a time and place to be decided by the committee chair in consultation with committee membership.

Duties and responsibilities of the Medical Arts and Sciences Committee include but are not limited to:

- Review and provide feedback on course objectives, sequence of instruction and integration of material within and across the pre-clinical curriculum.
- Conduct reviews on focused content areas specific to the pre-clinical curriculum.
- Recommend and implement policies for ensuring quality in courses and fairness in assessments
- Assist with coordination of scheduling, facilities, and other resources both within and across semesters.

- Annually review all required pre-clinical courses and oversee the implementation of identified revisions to the courses.