Medical Education Council
The Medical Education Council (MEC) shall be the designated executive body responsible for the design, implementation and evaluation of the curriculum of the Carver College of Medicine. The MEC will consult with departmental DEOs, the Associate Dean for Student Affairs and Curriculum, the Office of Consultation and Research in Medical Education or others as indicated. The final decision making authority regarding matters affecting the curriculum shall rest with the Dean.

1. Membership
   a. Voting members shall consist of no more than 15 individuals with one vote each:
      i. Associate Dean for Student Affairs and Curriculum
      ii. Assistant Dean for Student Affairs and Curriculum (if the CCOM has more than one Assistant Dean for Student Affairs and Curriculum, the Associate Dean will appoint this position.)
      iii. The Chairs (or their designees) of the standing subcommittees of the MEC which include the Medical Arts and Sciences Committee (MASC), the Clinical Experiences Committee (CEC), the Strand Directors Committee and the Curriculum Assessment Committee.
      iv. Five elected Faculty Representatives, from any department, but no more than 1 from any given department.
      v. Representatives from OCRME (2)
      vi. Student representatives (2)
   b. The CCOM faculty will elect the 5 faculty representatives. Faculty candidates may be self-nominated and will be permitted to submit a statement for attachment to the ballot regarding their qualifications and interest. If there are fewer than 5 candidates the Dean and/or Associated Dean of Student Affairs and Curriculum will appoint the remaining faculty representatives.
   c. The term for elected faculty members shall be three years. This term is renewable one time at the discretion of the Associate Dean for Student Affairs and Curriculum.
   d. The representatives from OCRME will consist of the Director who will appoint a second OCRME member to the Council in consultation with the Associate Dean for Student Affairs and Curriculum. Appointments will be based on perceived council needs and specific areas of expertise of the OCRME members. The term of appointment for the OCRME members will be 1-3 years at the discretion of the Director of OCRME and is renewable.
   e. The student representatives shall be from the M2-M4 years. The Student Government will determine their method of selection, length of term and term limits, if any.
   f. Ad hoc non-voting members may include others appointed by the Chair of the Council to represent educational interests or provide advice.

2. Officers
a. The MEC will be chaired by the Associate Dean for Student Affairs and Curriculum and one of the five elected faculty representatives will be selected to serve as Assistant Chair of the committee. The Dean and/or Associate Dean for Student Affairs will appoint the faculty co-chair.

b. 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.

3. Meetings
Meetings will be held at a time, place and frequency determined by the council chair.

4. Charges to the Medical Education Council
   a. The Medical Education Council 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.
   b. 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.

5. Duties and Responsibilities of the Medical Education Council shall include, but are not limited to:
   a. Define overall goals and objectives for the curriculum to ensure a coherent and coordinated longitudinal curriculum
   b. Determine required courses/clerkships, length of semesters/clerkships, and related matters
   c. Conduct regular curriculum reviews on the curriculum as a whole as well as on targeted areas
   d. On a regular basis, review various program evaluation data and requirements (e.g., AAMC Graduate questionnaire data, USMLE results, reports from other collegiate committees, etc) to determine the status of the curriculum and plan for future improvements in the curriculum.
   e. Assist the Associate Dean for Student Affairs and Curriculum in the LCME accreditation process
   f. Develop policies concerning grading structures, requirements for graduation and related matters.
   g. Regarding course, clerkship and curriculum directors:
      i. Review applications/nominees for course, clerkship, and strand directors and recommend appointments to these positions to the Associate Dean for Student Affairs and Curriculum.
      ii. Evaluate the performance of course, clerkship and strand directors on a regular basis and take appropriate action based on that evaluation.
   h. Participate in reviews of collegiate education-related units, and represent
education interests in COM strategic planning, facilities planning, and related matters.

i. Recommend to the Dean policies and procedures for recognizing and rewarding faculty for teaching