

NEOMED ACADEMIC POLICY	Policy No: 3349-AC-410
ACADEMIC POLICY TITLE: Curriculum and Course Review	EFFECTIVE DATE: July 1, 2018
RESPONSIBLE DEPARTMENT: Office of the Dean, College of Medicine	Approval Authority: Senior Associate Dean of Academic Affairs Responsible Office: Office of the Dean, College of Medicine

(A) PURPOSE

The purpose of this Policy is to specify a plan for the regular review of the educational program, also referred to as “curriculum” and “core curriculum” and each of the courses within the curriculum in accordance with sound educational practices and the Liaison Committee on Medicine Education (LCME) to ensure the delivery of a coherent and coordinated curriculum that is both vertically and horizontally integrated.

LCME element 8.1 specifies that “A medical school has in place an institutional body (e.g., 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 education program.

LCME element 8.2 specifies that “The faculty of a medical school, through the faculty committee responsible for the medical curriculum, ensure that the medical curriculum uses formally adopted medical education program objectives to guide the selection of curriculum content, review and revise the curriculum, and establish the basis for evaluating programmatic effectiveness. The faculty leadership responsible for each course and clerkship link the learning objectives of that course or clerkship to the medical education program objectives.”

LCME element 8.3 specifies that “The faculty of a medical school are responsible for the detailed development, design, and implementation of all components of the medical education program, including the medical education program objectives, the learning objectives for each required curricular segment, instructional and assessment methods appropriate for the achievement of those objectives, content and content sequencing, ongoing review and updating of content, and evaluation of course, clerkship, and teacher quality. These medical education program objectives, learning objectives, content, and instructional and assessment methods are subject to ongoing monitoring, review and revision by faculty to ensure that the curriculum functions effectively as a whole to achieve medical education program objectives.” (*LCME Functions and Structure of a Medical School*, effective July 1, 2018)

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(B) SCOPE

This Policy applies to all credit bearing courses, M1 through M4, that are contained in the College of Medicine curriculum.

(C) DEFINITIONS

- (1) **Educational Program:** The overall curriculum of the College of Medicine that includes the organization of all credit-bearing courses.
- (2) **Core Curriculum:** The required components of a medical curriculum, including all required courses/modules and clinical clerkships/rotations). (*LCME Functions and Structure of a Medical School*, effective July 1, 2018)
- (3) **Coherent and Coordinated Curriculum:** The design of a complete medical education program, including its content and modes of presentation, to achieve its overall educational objectives. Coherence and coordination include the following characteristics: 1) the logical sequencing of curricular segments, 2) coordinated and integrated content within and across academic periods of study (i.e., horizontal and vertical integration), and 3) methods of instruction and student assessment appropriate to the achievement of the program's educational objectives. (*Glossary of Terms for LCME Accreditation Standards and Elements, LCME Functions and Structure of a Medical School*, effective July 1, 2018)
- (4) **Assessment:** The systematic use of a variety of methods to collect, analyze, and use information to determine whether a medical student has acquired the competencies (e.g., knowledge, skills, behaviors, and attitudes) that the profession and the public expect of a physician. (*LCME Functions and Structure of a Medical School*, effective July 1, 2018)
- (5) **Central Monitoring:** Tracking by institutional (e.g., decanal) level offices and/or committees (e.g., the curriculum committee) of desired and expected learning

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outcomes by students and their completion of required learning experiences.
(*LCME Functions and Structure of a Medical School*, effective July 1, 2018)

- (6) **Curriculum Management:** Involves the following activities: leading, directing, coordinating, controlling, planning, evaluating and reporting. An effective system of curriculum management exhibits the following characteristics: 1) evaluation of program effectiveness by outcomes analysis, using national norms of accomplishment as a frame of reference, 2) monitoring of content and workload in each discipline, including the identification of omissions and unplanned redundancies, and 3) review of the stated objectives of each individual curricular component and of methods of instruction and student assessment to ensure their linkage to and congruence with programmatic educational objectives.
(*LCME Functions and Structure of a Medical School*, effective July 1, 2018)
- (7) **Major Course Change:** involves a proposed change in a major component of the course including, but not limited to a change in: a) course director, b) course status (ex., from co-listed to co-scheduled), c) contact hours that will result in a change in credit hours, d) instructional methods, e) assessment methods, f) course objectives, and/or g) course objective alignment with educational program objectives.

(D) POLICY STATEMENT

- (1) The Curriculum Management and Assessment Committee (CMAC) serves as the central monitor of the College of Medicine curriculum and as such has overall authority and responsibility for approval of the College of Medicine's (COM) educational program, the core curriculum, and delivery and assessment methods of individual courses. (Attachment 1)
- (2) CMAC is responsible for regular program review and central monitoring of the curriculum with support from the M1/M2 Curriculum Subcommittee, the M3/M4 Curriculum Subcommittee and the Outcomes and Assessment Subcommittee. (Attachments 2, 3 and 4)

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- (3) Educational program review:
- (a) CMAC will review the educational program annually with a focus on vertical and horizontal integration to ensure a comprehensive, coherent and coordinated curriculum
 - (b) agenda items will include but not be limited to reviewing committee and subcommittee charges; reviewing/modifying/confirming the COM program objectives; reviewing/approving the COM course blueprint; reviewing the Program Objective Dashboard; conducting and educational SWOT and identifying program evaluation/improvement goals for the coming year
 - (c) support data will be provided by the Outcomes and Assessment Committee
- (4) Review of new courses:
- (a) prior to implementation, new courses must be reviewed and approved by the corresponding curriculum subcommittee with final approval by CMAC following the procedures for existing courses, to the extent possible
- (5) Review of existing courses:
- (a) existing courses are reviewed annually with in-depth reviews occurring every three (3) years
 - (b) existing courses expecting a major change must undergo in-depth review prior to the change(s) being implemented
 - (i) if the existing course is already scheduled for the three-year in-depth review, the major change can be identified at that time
 - (ii) existing courses that undergo an in-depth review due to a major change must still be reviewed in-depth at the regularly scheduled time with their medical year cohort
 - (c) Course review process
 - (i) Annual review: course directors are required to complete an annual questionnaire (Attachment 5) the purpose of which is to confirm previously approved information about the course and to assure that no major changes are planned for the course

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- (a) in January (fall courses) and July (spring courses), the course review form will be prepopulated by the COM curriculum administrative specialist with known information about the course and sent to the course director with a copy to the course curriculum coordinator; supplementary data provided will include three-year longitudinal course evaluation and student performance information
- (b) the course director is responsible for reviewing and updating the course descriptive information
- (c) the associate dean for medical education will review the completed questionnaire and provide internal approval for the course to continue as presented
- (ii) In-depth review: courses will be reviewed in-depth on a three-year cycle by medical school year commencing spring of 2018
 - Cycle 1: M3 and M4 fall 2018 and spring 2019 courses
 - Cycle 2: M1 fall 2019 and spring 2020 courses
 - Cycle 3: M2 fall 2020 and spring 2021 courses
 - (a) in January (fall courses) and July (spring courses), the course review form will be prepopulated by the COM curriculum administrative specialist with known information about the course and sent to the course director with a copy to the course curriculum coordinator; supplementary data provided will include three-year longitudinal course evaluation and student performance information
 - (b) the course director is responsible for reviewing and updating the course descriptive information and completing a SWOT analysis
 - (c) the associate dean for medical education will review the completed questionnaire and supplementary data, meet individually with each course director, and prepare a summary analysis of the course

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- (d) the course materials will be presented to the corresponding curriculum subcommittee in February (fall courses) or September (spring courses) and then CMAC for comment and approval
- (e) decisions by the M1/M2 Subcommittee, the M3/M4 Subcommittee and CMAC will be informed with input from the Outcomes and Assessment Subcommittee

REFERENCES

ATTACHMENTS

- 1: Curriculum Management and Assessment Committee Charge and Membership
- 2: M1/M2 Curriculum Subcommittee Charge and Membership
- 3: M3/M4 Curriculum Subcommittee Charge and Membership
- 4: Outcomes and Assessment Subcommittee Charge and Membership
- 5: Course Review Questionnaire – Content Questions

REVISION HISTORY

Initial Approval: M1/M2 Curriculum Subcommittee: endorsed 03/15/2018
M3/M4 Curriculum Subcommittee: endorsed 02/28/2018
Curriculum Management and Assessment Committee: (04/10/2018)

Next Scheduled Review: May 2019

Subsequent Approval:

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Attachment 1

Northeast Ohio Medical University College of Medicine Curriculum Management and Assessment Committee* Charge and Membership

Overview

The Curriculum Management and Assessment Committee (CMAC) has decision-making and policy-making authority and is responsible for the oversight and evaluation of the curriculum, including oversight of the overall educational program and achievement of effective curriculum management. CMAC will communicate significant changes in the curriculum to the students and faculty on a regular basis. Members are approved by the College of Medicine (COM) Dean's Leadership Group and appointed by the COM Dean. Voting faculty members serve staggered three-year terms.

Membership includes:

- a. Chair, Senior Associate Dean for Academic Affairs (ex officio without vote),
- b. At least nine (9) faculty members that include the Vice Chairs [Faculty Chairs] of the M1/M2 and M3/M4 Subcommittees of CMAC. The CMAC Vice Chair will be designated from these nine or more faculty members;
 - (i) At least three (3) basic science faculty
 - (ii) At least three (3) clinical science faculty
- c. Peer-elected Chair of the Student Curriculum Council (M4) and peer-elected Student Curriculum Council (M2) member;
- d. A community constituent;
- e. Associate Dean of Medical Education (serves as Administrative Chair), Assistant Dean of Outcome Measures and the Assistant Dean of Quality Measures (ex officio without vote);
- f. Executive Director of Interprofessional Education and Simulation (ex officio without vote);
- g. University Manager, Assessment (ex officio without vote);
- h. University Registrar (ex officio without vote);
- i. University Director, Learning Center (ex officio without vote);
- j. University Executive Director of Faculty Development (ex officio without vote);
- k. College of Pharmacy Curriculum Committee Chair or designee (ex officio without vote).

* NEOMED, Appendix G College of Medicine, College of Medicine Standing Committees, as Revised and Approved by COM Dean's Leadership Group, November 20, 2017

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Attachment 2

**Northeast Ohio Medical University
College of Medicine
M1/M2 Curriculum Subcommittee
Charge and Membership**

Overview

The M1/M2 Curriculum Subcommittee oversees the design, development, delivery, and evaluation of the first and second year of the College of Medicine (COM) curriculum. As a subcommittee of the Curriculum Management Assessment Committee (CMAC), the M1/M2 Subcommittee serves as the faculty decision-making and policy-making body regarding M1 and M2 curriculum content; instructional, assessment and evaluation, methods; timing, sequencing, and structure (see COM bylaws, Appendix G). The subcommittee works to ensure a coherent and coordinated curriculum that achieves the academic goals of the College of Medicine, and operationalizes initiatives and directives of the Dean and CMAC, in compliance with LCME standards. Decisions made by the M1/M2 Subcommittee are subject to review and approval by CMAC that has overall curriculum authority and oversight for the curriculum.

Specific activities of the M1/M2 Subcommittee include:

- a. evaluating and approving existing and new academic courses and programs,
- b. identifying, evaluating and implementing opportunities for interprofessional education and active learning,
- c. linking individual course learning objectives to COM educational program objectives,
- d. integrating curricular content across and within the first and second years of the curriculum to enhance continuity and reduce redundancy,
- e. identifying gaps in the M1 and M2 curriculum and recommending interventional strategies,
- f. overseeing and modifying the M1 and M2 curriculum based on NEOMED student performance outcomes,
- g. monitoring NEOMED class performance against identifiable national standards,
- h. developing and monitoring remediation criteria for individual courses,
- i. approving academic calendars,
- j. providing overall course information pertaining to the formation of the block schedule,
- k. reviewing the structure and timing of courses to achieve effective learning including instructional assessment methods,
- l. recommending scheduling for testing that takes into account class size and testing resources,
- m. reviewing curriculum to assure compliance with LCME standards,
- n. monitoring the quality of curriculum delivery,
- o. setting standards of student achievement, and

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p. reviewing and approving the criteria upon which the summative grade for courses is based.

Membership includes:

- a. M1 basic science course directors or their representatives
 - Human Development and Structure
 - Medical Neuroscience
 - Molecules to Cells
 - Physiological Basis of Medicine
- b. M1 longitudinal curriculum course directors or their representatives
 - Community Experience
 - Evidence-based Medicine
 - Foundations of Clinical Medicine
 - Professional Foundations
- c. M1/M2 humanities course director
 - Human Values in Medicine (1-IV)
- d. M2 basic science course directors
 - Deliberate Practice and Development
 - Infection and Immunity
 - Principles of Medical Science
 - General Pathology
- e. M2 longitudinal curriculum course director
 - Principles of Clinical Medicine
- f. COM Associate Dean of Medical Education (non-voting)
- g. Pathway Directors or one representative each (non-voting)
- h. COM Assistant Dean of Curriculum and Quality Measures (non-voting)
- i. COM Assistant Dean of Curriculum and Outcome Measures (non-voting)
- j. Senior Curriculum Coordinators/Instructional Specialists for M1 and M2 courses (non-voting)
- k. One College of Pharmacy faculty member (interprofessional representative; non-voting)
- l. One M1 medical student (non-voting)
- m. One M2 medical student
- n. One Office of Student Affairs support staff (non-voting)

All members have voting rights unless otherwise indicated. Other individuals may attend meetings by invitation of the subcommittee chair or upon their own request/approval of the subcommittee chair.

Committee Chairs

The Associate Dean of Medical Education serves as administrative chair of the subcommittee.

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Members select one faculty chair from among the faculty voting membership to provide subcommittee leadership according to the following procedure:

- a. Faculty chair candidates are confidentially nominated by all voting members of the subcommittee, including course directors and the student representative.
- b. If a committee member holds both a faculty title and an administrative title, he/she may be considered for nomination, as long as his/her role on the subcommittee is in the capacity of a faculty member.
- c. A ballot of nominees will be created by CMAC administrative support, after assurance that the nominee is willing to assume the leadership role as defined by the responsibilities noted below.
- d. A confidential electronic vote will determine the faculty chair.
- e. The faculty chair will serve a three-year term and may be re-elected for one additional three-year term.

Administrative Chair responsibilities include:

- a. organizing and facilitating monthly meetings,
- b. recording meeting recommendations and discussion items to be submitted to CMAC,
- c. identifying and facilitating discussion about opportunities for faculty development and assessing faculty development needs,
- d. presenting and leading discussion about overall student performance by academic year and by course, and identifying trends,
- e. promoting and assuring that M1 and M2 courses align with the overall instructional design philosophy and educational pedagogy of the COM, and
- f. identifying and recommending needed policies and procedures pertaining to courses and academic affairs.

Faculty Chair Responsibilities include:

- a. serving as a member of CMAC; representing the M1/M2 Subcommittee to CMAC and CMAC to the M1/M2 Subcommittee, and
- b. in the absence of the Administrative Chair:
 - facilitating monthly meetings,
 - recording meeting recommendations and discussion items to be submitted to CMAC,
 - identifying and facilitating discussion about opportunities for faculty development and assessing faculty development needs,
 - presenting and leading discussion about overall student performance by academic year and by course and identifying trends,
 - promoting and assuring that M1 and M2 courses align with the overall instructional design philosophy and educational pedagogy of the COM, and
 - identifying and recommending needed policies and procedures pertaining to courses and academic affairs.

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*This document is subject to revision as deemed necessary by the M1/M2 Subcommittee, CMAC, the COM and/or or the University, with final approval by CMAC.

Revised November 16, 2017

Approved by M1/M2 Curriculum Subcommittee: November 16, 2017

Approved by CMAC: December 12, 2017

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Attachment 3

**Northeast Ohio Medical University
College of Medicine
M3/M4 Curriculum Subcommittee
Charge and Membership**

Overview

The M3/M4 Curriculum Subcommittee oversees the design, development, delivery, and evaluation of the third and fourth year of the College of Medicine (COM) curriculum. As a subcommittee of the Curriculum Management Assessment Committee (CMAC), the M3/M4 Subcommittee serves as the faculty decision-making and policy-making body regarding M3 and M4 curriculum content; instructional, assessment and evaluation methods, timing, sequencing and structure (see COM bylaws Appendix G). The subcommittee works to ensure a coherent and coordinated curriculum that achieves the academic goals of the College of Medicine, and operationalizes initiatives and directives of the Dean and CMAC, in compliance with LCME standards. Decisions made by the M3/M4 Subcommittee are subject to review and approval by CMAC that has overall authority and oversight for the curriculum.

Specific activities of the M3/M4 Subcommittee include, but are not limited to:

- a. evaluating and approving existing and new academic courses and programs,
- b. identifying, evaluating and implementing opportunities for interprofessional education and active learning,
- c. linking individual course learning objectives to COM educational program objectives,
- d. integrating curricular content across and within the third and fourth years of the curriculum to enhance continuity and reduce redundancy,
- e. identifying gaps in the M3 and M4 curriculum and recommending interventional strategies,
- f. overseeing and modifying the M3 and M4 curriculum based on NEOMED student performance outcomes,
 - o reviewing and/or monitoring the activities of the Practice of Medicine Team through regular updates and review of team meeting minutes,
 - o monitoring the overall quality and outcomes of individual clerkships through review of student performance and course director reports,
 - o reviewing the outcomes of the in-depth reviews of each clerkship that occur on a rotating three-year cycle,
- g. monitoring NEOMED class performance against identifiable national standards,
- h. developing and monitoring remediation criteria for individual courses,
- i. approving academic calendars,
- j. providing overall course information pertaining to the formation of the block schedule,
- k. reviewing the structure and timing of courses to achieve effective learning including instructional assessment methods,

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- l. recommending scheduling for testing that takes into account class size and testing resources,
- m. reviewing curriculum to assure compliance with LCME standards,
- n. monitoring the quality of curriculum delivery,
- o. setting standards of student achievement, and
- p. reviewing and approving the criteria upon which the summative grade for courses and clerkships is based.

Membership includes:

- a. M3 Course Directors, or their representative
 - Clerkships
 - Applications of Clinical Medicine
 - Prerequisite to the Clinical Curriculum
 - Human Values in Medicine V
- b. M4 Course Directors
 - Electives
 - Clinical Epilogue and Capstone
 - Applications of Clinical Medicine – Social Determinants of Health
 - Applications of Clinical Medicine – Quality Improvement
- c. At least one Clinical Experiential Director
- d. Pathway Directors or one representative each (non-voting)
- e. COM Associate Dean of Medical Education (non-voting)
- f. COM Assistant Dean of Curriculum and Quality Measures (non-voting)
- g. COM Assistant Dean of Curriculum and Outcome Measures (non-voting)
- h. Registrar (non-voting)
- i. Director, Career Center (non-voting)
- j. Director, Academic Services (non-voting)
- k. Senior Curriculum Coordinators/Instructional Specialists for M3 and M4 courses (non-voting)
- l. One M3 Medical Student (non-voting)
- m. One M4 Medical Student

All members have voting rights unless otherwise indicated. Other individuals may attend meetings by invitation of the subcommittee chair or upon their own request/approval of the subcommittee chair.

Subcommittee Chairs

The Associate Dean of Medical Education serves as administrative chair of the subcommittee. Members select one faculty chair from among the faculty voting membership to provide subcommittee leadership according to the following procedure:

- a. Faculty chair candidates are confidentially nominated by all voting members of the subcommittee, including course directors and the student representative.

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- b. If a committee member holds both a faculty title and an administrative title, he/she may be considered for nomination, as long as his/her role on the subcommittee is in the capacity of a faculty member.
- c. A ballot of nominees will be created by CMAC administrative support, after assurance that the nominee is willing to assume the leadership role as defined by the responsibilities noted below.
- d. A confidential electronic vote will determine the faculty chair.
- e. The faculty chair will serve a three-year term and may be re-elected for one additional three-year term.

Administrative Chair responsibilities include:

- a. organizing and facilitating monthly meetings,
- b. recording meeting recommendations and discussion items to be submitted to CMAC,
- c. identifying and facilitating discussion about opportunities for faculty development, and assessing faculty development needs,
- d. presenting and leading discussion about overall student performance by academic year and by course, and identifying trends,
- e. promoting and assuring that M3 and M4 courses align with the overall instructional design philosophy and educational pedagogy of the COM, and
- f. identifying and recommending needed policies and procedures pertaining to courses and academic affairs.

Faculty Chair Responsibilities include:

- a. serving as a member of CMAC; representing the M3/M4 Subcommittee to CMAC and CMAC to the M3/M4 Subcommittee, and
- b. in the absence of the Administrative Chair:
 - q. facilitating monthly meetings,
 - r. recording meeting recommendations and discussion items to be submitted to CMAC,
 - s. identifying and facilitating discussion about opportunities for faculty development and assessing faculty development needs,
 - t. presenting and leading discussion about overall student performance by academic year and by course and identifying trends,
 - u. promoting and assuring that M3 and M4 courses align with the overall instructional design philosophy and educational pedagogy of the COM, and
 - v. identifying and recommending needed policies and procedures pertaining to courses and academic affairs.

* This document is subject to revision as deemed necessary by the M3/M4 Subcommittee, CMAC, the COM, and/or the University, with final approval by CMAC.

Approved by M3/M4 Curriculum Subcommittee: October 25, 2017

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Approved by CMAC: November 14, 2017

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Attachment 4

**Northeast Ohio Medical University
College of Medicine
Outcomes and Assessment Committee
Charge and Membership**

Overview

The Outcomes Assessment Subcommittee is a subcommittee of the Curriculum Management Assessment Committee (CMAC) (see College of Medicine Bylaws Appendix G). The purpose of this subcommittee is to monitor College of Medicine (COM) course and program outcomes and assess curricular effectiveness in collaboration with CMAC and its curricular subcommittees to ensure the delivery of an effective curriculum and sustained compliance with Liaison Committee on Medical Education (LCME) accreditation standards. This faculty committee serves to advise CMAC, and its subcommittees and course directors, regarding trends in student performance outcomes and end-of-year student evaluations of courses and curricular topics.

Specific activities of the Outcomes Assessment Committee include:

- a. Reporting on and evaluation of the Program Objective Dashboard for the annual curriculum retreat. This involves identifying findings for review, evaluating those findings and proposing prioritized actions aimed at curricular improvement. The subcommittee will be responsible for providing this annual report with recommendations by July 31. This action is in support of critical program review as defined by the LCME.
- b. Providing input regarding educational outcomes and designing end-of-year surveys to support proposed revisions to the COM strategic plan or curricular plan as charged by CMAC.
- c. Working with the Office of Assessment, Wasson Center and other CMAC subcommittees to optimize and leverage current technology platforms to advance assessment of student learning at both the program and course levels.
- d. Supporting curricular review processes by providing course directors, who have courses scheduled for upcoming in-depth review, with recommendations regarding assessment of student achievement of course objectives within two months after the end of those courses.
- e. Working with the Office of Institutional Research to obtain and report data of interest to both the COM and the University as charged by CMAC, specifically the PGY1 survey of first-year residency directors.

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Membership as designated by CMAC includes:

- a. COM Assistant Dean of Curriculum, Assessment and Outcome Measures (non-voting administrative chair)
- b. One Course Director representing M1/M2 knowledge assessment who participates in the M1/M2 Subcommittee
- c. One Course Director representing M1/M2 clinical skills assessment who participates in the M1/M2 Subcommittee
- d. One Course Director representing M1/M2 attitudes and behavior assessment who participates in the M1/M2 Subcommittee
- e. One faculty member representing knowledge assessment*
- f. One faculty member representing clinical skills assessment*
- g. One faculty member representing attitudes and behavior assessment*
- h. Course Director representing M3/M4 Courses who participates in the M3/M4 Subcommittee
- i. One M2 medical student and participating in Student Curriculum Council
- j. COM Director, Accreditation and Special Projects (non-voting)
- k. One M1 medical student who is a member of Student Curriculum Council (non-voting)
- l. One M3 or M4 medical student who is a member of Student Curriculum Council (voting)
- m. One Office of Academic Services staff member (non-voting)
- n. One data specialist (non-voting)

* At least two faculty representatives (e., f., and/or g.) must represent the M3/M4 curriculum.

All members have voting rights unless otherwise indicated. Voting will be conducted to approve documents and recommendations for presentation to CMAC and its subcommittees. Approval of a document/recommendation requires that at least five (5) voting members be present to discuss and vote. The Director of Accreditation may be called upon to break a tie vote. Subcommittee members may delegate their vote in any meeting to a designee agreed upon with the administrative chair of the subcommittee prior to the meeting. Other individuals may attend meetings by invitation of the committee and, invitations to the meeting may be extended by the administrative chair.

Administrative Chair responsibilities include:

- a. Organizing and facilitating monthly meetings that will be documented by an administrative assistant and posted to the subcommittee AIMS site
- b. Creating the final draft of reports and approved recommendations to be submitted to course directors, the M1/M2 and M3/M4 Subcommittees, and CMAC, for course review
- c. Facilitating faculty development needs around assessment and assessment systems

NEOMED ACADEMIC POLICY	Policy No: 3349-AC-410
ACADEMIC POLICY TITLE: Curriculum and Course Review	EFFECTIVE DATE: July 1, 2018
RESPONSIBLE DEPARTMENT: Office of the Dean, College of Medicine	Approval Authority: Senior Associate Dean of Academic Affairs Responsible Office: Office of the Dean, College of Medicine

Month	CMAC	M1/M2 Subcommittee	M3/M4 Subcommittee	Outcomes Assessment Committee	Asst. deans, staff, course directors
Jan				Review intermediate Step 2 CK and CS results	Compile and distribute data on fall courses
Feb				Review course data and make course level recommendations on fall courses	
Mar		Review fall course changes proposed by course directors	Review fall course changes proposed by course directors	Review AAMC Missions Management tool, etc., with eye to develop end-of- year surveys	Receive Y2Q data and missions management data from AAMC
Apr	Review subcommittee recommendations on fall courses for approval			Review Y2Q data and missions management data from AAMC and finalize recommendations for end-of-year surveys	
May	Review needs for new policies and changes to current policy			Review PGY1 survey results and first draft of Program Dashboard results to start recommendations for summer retreat	Spring courses end

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Month	CMAC	M1/M2 Subcommittee	M3/M4 Subcommittee	Outcomes Assessment Committee	Asst. deans, staff, course directors
June				Review end-of-year curriculum evaluations and end-of-year grades to prepare for summer retreat; Review spring course data and make course recommendations	Final compile data for AAMC Curriculum inventory/map
July				Step 1 score posting, finalize dashboard and recommendations for retreat, finalize recommendations for spring course review	Compile and distribute data on spring courses, USMLE and GQ results
Aug	Program review retreat to evaluate and propose modifications to curricular program design and implementation based on outcomes	Program review retreat	Program review retreat	Program review retreat	
Sep		Review spring course changes proposed by course directors	Review spring course changes proposed by	Review AAMC GQ results and comments; Review matriculating student risk data	Submit curriculum inventory data to AAMC

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Month	CMAC	M1/M2 Subcommittee	M3/M4 Subcommittee	Outcomes Assessment Committee	Asst. deans, staff, course directors
			course directors	and finalize risk reports to subcommittees	
Oct	Review subcommittee recommendations on spring courses for approval			Review interim Step 1 topic results; make– general recommendations to M1/M2 Subcommittee	Compile budget recommendations from all course reviews and program review
Nov	Review educational budget needs to make a recommendation to Dean’s Leadership Group			Review year-end report on M3 shelf exams; make general recommendations to M3/M4 Subcommittee	
Dec					Fall courses end

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Attachment 5

Northeast Ohio Medical University
College of Medicine
Course Review Questionnaire – Content Questions

Course name

Course director

Course coordinator

Method of grading

Course objectives, alignment to program objectives and assessment method(s)

Instructional methods

Enrolled students (cohort)

Type of course (interprofessional, interdisciplinary, dual-listed, co-scheduled, cross-listed)

Prerequisite and credentialing requirements

Summary of comments from course and instructor evaluations

Proposed changes based on the alignment and outcomes report

For courses with any major change or under in-depth review:

Summary of proposed changes and changes that will address recommendations from the associate dean of medical education and/or improve student outcomes

Adequacy of resources (budget, faculty, student safety, space, academic technology, instructional equipment, testing services, tutoring, coordinator support, faculty development, library, etc.)

SWOT analysis including course faculty, addressing strengths, weaknesses, opportunities and threats

Need for faculty development

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Instructional options/contexts related to student pathways

Selected topics being taught/addressed:

- biomedical informatics
- complementary/alternative medicine
- evidence-based medicine
- global health issues
- health care financing
- human development/life cycle
- human sexuality
- law and medicine
- medication management/compliance
- medical socioeconomics
- nutrition
- pain management
- palliative care
- patient safety
- population-based medicine
- education to diagnosis disease
- education to manage disease
- education in disease prevention
- education in health maintenance
- normal human development and the life cycle
- adolescent medicine'
- geriatrics
- continuity of care
- end-of-life care
- scientific method (experimental unknown/hypothesis test activities)

Any change in the end-of course/faculty evaluation survey

Course changes that need to be relayed to Enrollment Services (catalog description, required textbooks, changes impacting financial aid, etc.)

Course changes that need to be relayed to Student Affairs (learning center support, etc.)

Registrar information (subject code, number of weeks, college, level, academic year, class start date, credit hours, contact hours, semester(s))