

Vanderbilt School of Medicine
January 2007

Undergraduate Medical Education Curriculum Management Process

- I. The **Undergraduate Medical Education Executive Committee** shall be composed of three basic science chairs and three clinical department chairs appointed by the dean, one representative from each year of medical school (ordinarily, the faculty chair of each Year Team, plus one additional third or fourth year representative as needed), and the chair of the student curriculum committee. A faculty chair of the committee will be appointed by the dean. The associate dean for undergraduate medical education, the assistant dean for medical student affairs, the director of the Office of Teaching and Learning in Medicine and the senior associate dean for faculty and academic administrative affairs will sit on the committee *ex officio*, with voting privileges. This committee will meet monthly. Ordinarily, six meetings will be devoted to course evaluation as described below, and six meetings will be devoted to program evaluation, theme evaluation and/or policy. The Committee will have the option of convening additional meetings as needed. This committee will be advisory to the Dean, and along with the Dean it will hold authority for the UME curriculum by accomplishing the following functions:
 - a. Review of educational policies and creation of new policy as the need arises. Recommendations regarding important policies would be taken to the Dean then brought to the Executive Faculty for final approval.
 - b. Review of long-term and short-term program evaluation data. This would include determination of the need for additional methods of student assessment, such as comprehensive end-of-year examinations.
 - c. Review of course evaluations and year evaluations
 - d. Request of reports and recommendations from theme teams as needed, and review of these reports.
 - e. Empowerment to require changes in courses based on b, c, and d.
 - f. In conjunction with the Dean, initiation of major curriculum revision efforts.
 - g. Annual review of LCME standards, with special attention to any changes in standards that might impact the curriculum.
 - h. Convening of an Annual Curriculum Summit in the late summer or early fall, during which a comprehensive review of the curriculum would take place. Ordinarily, all year reports would be presented as well as a summary of individual course evaluations and recommended actions. Representatives from the theme teams might also deliver summary reports. At this meeting, the UME Executive Committee will deliver its Program Evaluation Report to the assembled faculty and students. Participants in this Summit will include the dean, the UME Executive Committee, members of the Office of Teaching and Learning in Medicine, all Year teams and Year Evaluation teams, and chairs of the Theme teams.
- II. The **Undergraduate Medical Education Committee** will consist of the members of all Year Teams, Year Evaluation Teams, the UME Executive Committee, the faculty members of the Office of Teaching and Learning in Medicine and chairs of the curricular Theme Teams. This committee will meet in its entirety once a year at the Annual Curriculum Summit, but the individual teams will meet regularly as described below.
- III. **Year teams** will consist of all course and block directors and other faculty members who have major teaching roles in that year. In addition, two students will serve on

each year team. Ordinarily one will represent that year and one will represent the subsequent year. They will meet monthly to review formative feedback from students and faculty in order to make needed adjustments in the delivery of courses. There will be teams for the first year, the second year, and the third and fourth year combined. Each Year Team will appoint a chair who also will serve on the UME Executive Committee. The Team for the third and fourth years will also appoint a second representative to the UME Executive Committee, so that all years will be represented.

- IV. **Year Evaluation Teams** will consist of student and faculty reviewers for courses in that year. They will meet with the Year team at least twice a year, once in the winter to review and prepare summative evaluations for fall courses, and once in early summer for spring courses. These summative reports will include consensus plans for course improvement. Along with the Year team, they will meet with the UME Executive Committee twice a year to deliver these reports. In addition they will prepare a report on the entire year that will be presented at the Annual Curriculum Summit along with summaries of all course evaluations.
- V. **Theme teams** will consist of faculty experts and students who will review content and outcomes relating to interdisciplinary topics. They will review the four year curriculum as needed and requested by the UME Executive Committee, but at least every three years. They will make suggestions to appropriate year teams regarding gaps and/or unnecessary redundancies. Each theme team will provide summary report at the Annual Summit as needed.
- VI. The **Office of Teaching and Learning in Medicine** will help in the collection of data to be used in all evaluations and will format these in the most usable fashion. When needed, the OTLM will provide statistical analysis of the data. The OTLM will also facilitate any necessary literature searches through its consultations services with the Eskind Biomedical Library.
- VII. **Course evaluations** will include data from student surveys and focus groups, course directors' evaluations, peer evaluations and other data such as student performance, student performance in and preparation for courses that follow, and USMLE scores and sub-scores. Reports will also include an evaluation of the appropriateness of pedagogy and assessment methods used by the course, as well as recommendations from the reviewers and any plans course directors might have for change. The UME Executive Committee also has the authority to require any additional changes that it deems necessary.
- VIII. **Year evaluations** will be performed on an annual basis by the Year Evaluation Team and will include the following data: summary of student performance in all courses and blocks; summary of student performance for the entire year (including any adverse actions, probation, remediation of courses, etc.); results of annual student year surveys to be devised by OTLM that will include perceptions of pace, intensity, methods of study, etc.; results of focus groups led by OTLM that will address the same issues; and any other information deemed important by the Year Evaluation Teams.
- IX. **Program evaluation** refers to evaluation of the entire four year curriculum. Data will be collected by the OTLM and the Office of UME and will be interpreted by the UME Executive Committee. Data will include summary results of student performance in all years, student performance on all Steps of the USMLE, results of any comprehensive student assessments the school may devise, National Residency Match Program results for the graduating class, AAMC Graduation Questionnaire data, results of the PGY-1 program directors survey, and any other long-term data

collected by the school. This will be prepared as an Annual Report for the Dean and will be presented at the Annual Curriculum Summit.