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Owner Chad Miller:  
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Applicability Saint Louis  
University  
Campus Wide

## School of Medicine Curriculum Committee Charter

### Mission Statement/Purpose.

The Curriculum Committee shall have full and centralized responsibility and authority in designing, managing, integrating, evaluating, enhancing, and overseeing a coherent and coordinated curriculum.

### Membership.

Faculty are appointed to the Curriculum Committee by the Nomination and Election Committee. It is based on self- and peer-nominations. The Curriculum Committee will consist of the following appointed members:

- Two pre-clerkship or health systems science course directors or co-directors
- Two clerkship directors or co-directors
- Five additional faculty members (at least two at large basic science educators and at least two at large clinical science educators)

Members serve for three years. A member may serve for two consecutive three-year terms but must be approved by the FAC through self- and peer-nominations for both terms. At least one year must elapse before eligibility for membership in future.

#### Other Voting Members

- Chair of the Curriculum Committee – Senior Associate Dean of Undergraduate Medical Education
- Chair from each of the following subcommittees
  - Chair of the Pre-Clerkship Subcommittee - Associate Dean of Pre-Clerkship

## Curriculum

- Chair of the Clinical Subcommittee – Associate Dean of Clinical Curriculum
- Chair of the Health Systems Science Subcommittee – Associate Dean of Health Systems Science
- Chair of the Program Evaluation and Assessment Subcommittee – Assistant/ Associate Dean of Program Evaluation and Assessment.
- Three Senior Medical Students appointed by the Medical Student Government

## Non-Voting Members

- Chairs for additional subcommittees, as designated by the curriculum committee, will be appointed from the faculty at-large by the curriculum committee and will serve as ex-officio, non-voting members.
- The Deans of Student Affairs, Admissions, and the Office of Diversity, Equity, and Inclusion will serve as ex-officio, non-voting members. The Dean, or his/her designee, may also appoint other individuals to serve in ex-officio, non-voting capacity, including non-faculty members.
- The Director of Instructional Design and Director of Curriculum Management will serve as ex-officio, non-voting members.
- The Director of Learning Services and the Learning Specialist will serve as ex-officio, non-voting members.

## Chair.

The Chair is the Senior Associate Dean of Undergraduate Medical Education, appointed and hired by the Dean.

## Responsibilities.

- Oversee the quality, design, development, integration, management, delivery, and evaluation of the education program (including program objectives and competencies);
- Define, review, and act on the SLUSOM's student assessment systems for each component of the curriculum.
- Monitor student workload.
- Oversee the learning environment of the SLUSOM, including the resources available to students, and the physical, social, and psychological factors that may impact the students.
- Monitor comparability of educational experiences across sites.
- Approve the SLUSOM's overall academic calendar.
- Determine minimum competencies expected for all graduates of SLUSOM and requirements for advancing through the curriculum.
- Develop innovations in clinical and academic education.
- Ensure the medical curriculum includes self-directed learning experiences.
- Approval and oversight of required clinical experiences

- Review balance between inpatient and ambulatory experiences.
- Ensure that the curriculum includes adequate elective opportunities.
- Ensure that medical students can interact with students from other disciplines.
- Monitor the overall quality and outcomes of individual courses and clerkships.
- Monitor the outcomes of the curriculum as a whole.
- Identify and address problems related to course or curriculum structure, delivery, or outcomes.
- Support policies requiring participation related to teaching and/or assessing medical students.
- Set the standards of achievement for courses, clerkships, and the curriculum as a whole.

## Meetings/Procedures.

The committee shall meet at least monthly. Other meetings may be called at the request of the Chair, or any two committee members. The Chair of the committee or a designee shall preside over the meetings and set the agenda. Staff members of the Office of Curricular Affairs will record minutes. The minutes will be shared with the Dean and the School of Medicine Executive Committee.

There shall be four standing subcommittees of the Curriculum Committee

1. Pre-Clerkship Curriculum Subcommittee – subcommittee with a focus on the pre-clerkship curriculum. The Chair is the Associate Dean of Pre-Clerkship Curriculum.
2. Clinical Subcommittee – subcommittee with a focus on clerkships and post-clerkship clinical curriculum. The Chair is the Associate Dean of Clinical Curriculum.
3. Health Systems Science Subcommittee – subcommittee with a focus on health systems science curriculum throughout the entirety of the 4 years of medical school. The Chair is the Associate Dean of Health Systems Science.
4. Program Evaluation and Assessment Subcommittee – subcommittee with a focus on the evaluation and assessment of courses and clerkships. The Chair is the Assistant/Associate Dean of Program Evaluation and Assessment.

## History.

Update to version included in School of Medicine Bylaws of the Faculty, including formatting to new SOM Standing Committee charter template, approved by committee on October 27, 2023; revision approved by committee on February 21, 2024

## Approval Signatures

Step Description	Approver	Date
VP Medical Affairs	Christine Jacobs: None	3/26/2024

SOM of Policy and Procedure  
Review Committee

Chad Miller: None

3/26/2024

SOM of Policy and Procedure  
Review Committee

Stephanie Decker

3/1/2024

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## Applicability

SLUCare, Saint Louis University

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