

Medical Education Committee Structure Charter

Date Modified: July 2019

Rationale

The committee structure for the medical student education program at the University of Cincinnati College of Medicine is designed to ensure appropriate oversight of the program leading to the conferring of the Doctor of Medicine (MD) degree. The committee structure provides the mechanism for continuous evaluation and improvement of the curriculum and of student performance. The committee structure is the process for the creation of and implementation of policies and procedures that impact medical students and their education. The committee structure is designed to ensure compliance with the Liaison Committee on Medical Education (LCME) accreditation standards.

The Education Program Committee (EPC) is the institutional body that oversees the medical education program as a whole and has responsibility for the overall design, management, integrations, evaluation, and enhancement of a coherent and coordinated medical curriculum. The EPC is authorized by and reports to the College of Medicine Council.

Key aspects of the committee structure include but are not limited to:

- Articulation of the roles and responsibilities of committee chairs and members.
- Description of how the EPC and its subcommittees interact, support each other, and ultimately foster the continuous improvement of the curriculum.
- Verification and assurance of the alignment of the curricular structure to LCME standards.
- Identification and implementation of assessment tools that align with and support the school-defined program objectives.
- Review of data that allows the College of Medicine to make strategic interventions in the curriculum and other parts of medical education.
- Coordination of clinical and foundational science experiences through all four years of the curriculum.
- Development and implementation of new policies and procedures and ongoing review and improvement of existing policies and procedures that impact medical students and their education.
- Communication of key information to internal and external stakeholders.
- Identification of opportunities for scholarly collaborations related to medical student education.

Overview of the Education Program Committee (EPC) and its Subcommittees

General

1. The EPC and its subcommittees must meet at least quarterly throughout the academic year with the understanding that generally committees will meet on a monthly basis.
2. Voting members must hold a primary faculty or administrative appointment (assistant dean or above) in the College of Medicine.
3. Student Committee Representatives may vote on all committees, but only one vote per class or MSTP representative.
4. The EPC and its subcommittees will have medical student representatives with voting privileges.
5. For all issues that require a vote, a quorum is at least 50% plus 1 of the voting members with either a faculty or dean's designee.
6. All newly appointed committee members receive access to the Office of Medical Education online resources including UCCOM policies and procedures, information about the medical education curriculum and other pertinent information.
7. The Chair of the EPC and the Associate Dean for Medical Education will meet with all appointed committee chairs to review their roles and responsibilities.
8. All agendas, minutes, and supporting documentation will be posted on MedOneStop or another suitable electronic system. All students, faculty and staff with University of Cincinnati central login privileges may access these documents.

Education Program Committee

The Education Program Committee (EPC) is responsible for all decisions that impact the curriculum, the institutionally approved program objectives, and policies that impact students. Specifically:

1. Develop, implement and monitor goals for medical student education.
2. Establish and monitor the activities of its subcommittees and task forces as required to further the educational goals of UCCOM.
3. Review and approve annual updates and policy changes to the Student Handbook and other policies that impact students from admissions through graduation.
4. Review all components of the curriculum on an annual basis. This includes assessment of the quality of courses, clerkships and other educational activities.
5. Review and monitors the curriculum as a whole ensuring a coherent and coordinated program of medical student education, through an annual retreat or other ongoing activities.
6. Monitor and evaluate the performance of students and graduates in framework of national norms of accomplishment. Examples of performance indicators are listed below. On an ongoing basis the EPC determines which key indicators are applicable.
 - a. Class Demographics
 - b. USMLE Step Scores
 - c. Duty Hours
 - d. Learning Environment & Mistreatment
 - e. Consistency of Clinical Sites
 - f. Student Performance Dashboard
 - g. GQ and Y2Q Data
 - h. Bi-annual Independent UCCOM Student Survey/Analysis
 - i. Curriculum Retreat Report
 - j. Specialty Choice and Match Performance
7. Appoints all chairs of its subcommittees; chairs only vote in the event of a tie.
8. Appoint (and remove) all course and clerkship directors (though appointments are coordinated with the respective departments in UCCOM).
9. Establish subcommittees to facilitate its work in the oversight of the medical education program.

Subcommittees

1. Current subcommittees include: M1/2 Curriculum Subcommittee, M3/4 Curriculum Subcommittee, and the Clinical Core Competencies Team (CCCT).
2. The subcommittees are responsible for continually monitoring key performance indicators such as:
 - a. Longitudinal content threads
 - b. Independent study time for self-directed learning
 - c. Student exam performance
 - d. Duty Hours
 - e. USMLE Step Scores
 - f. Learning Environment & Mistreatment
 - g. Consistency of the educational experience across clinical sites.
 - h. Data from the AAMC Graduation Questionnaire
 - i. Independent UCCOM student surveys
3. The subcommittees make recommendations to the EPC to change any part of a course or clerkship that impacts the UCCOM program competencies.
4. The subcommittees may introduce course/clerkship and/or policy updates to the EPC for final approval as part of CQI efforts.

Appointment of EPC Chair and Subcommittee Chairs

1. The Chair of the EPC may hold a faculty or administrative appointment as dean. The Senior Associate Dean for Educational Affairs appoints the chair of the EPC. The EPC chair serves for a three-year term and may be reappointed.
2. The EPC chooses the chairs of its subcommittees. Chairs of the subcommittees may hold a faculty or administrative appointment as dean. For all new subcommittee chair appointments, the EPC will send a call to faculty/staff for nominations and self-nominations. Subcommittee chairs are appointed for a three year term and may be reappointed by the EPC.

Appointment of Committee Members

1. Committee membership includes broad representation from UCCOM including course and clerkship directors, faculty at large, administrators, and staff who support medical education.
2. The leadership of UCCOM solicits nominations for faculty participation on committees from the College of Medicine Council, Faculty Forum, department chairs, and faculty at large.
3. Committee members, except for student and ex officio members, will serve three-year terms. Terms end and begin at the conclusion of each academic year to allow for a smooth transition. Members may be reappointed.
4. The EPC committee appointments will be made by the Senior Associate Dean for Educational Affairs in consultation with the Associate Deans for Medical Education. Appointments will take into account recommendations from committee chairs, faculty, and staff committee liaisons and will include careful consideration of faculty and staff who volunteer for committee appointments.
5. Subcommittees are appointed by the EPC and include course/clerkship and elective directors.
6. MD student representatives to the curriculum committees are chosen by the Medical Student Associate (MSA) Officers for a four-year term.
 - o Each fall the MSA will issue a call for submission of applications to be a student representative.
 - o Interested students will submit their application to the Medical Student Association Board.

- The Medical Student Association Board will interview applicants to serve as the primary Student Committee Representative as well as an alternate with a view to nominate students best suited to represent the diversity of the class.
 - Each fall semester the MSA will nominate two first-year MD students to serve on the M1/2 Curriculum Subcommittee for a two-year term.
 - Each fall semester the MSA will also nominate one first year student to serve on the EPC, and two students to serve on the CCCT to four-year terms.
 - All final nominees for representatives and alternates put forth by the Medical Student Association Board must meet with the Associate Deans for Medical Education for final approval and must be in good academic standing. Following approval, nominees will receive a brief orientation by the Associate Deans for Medical Education.
 - In June of each year, two rising third year students will move from the M1/2 Curriculum Subcommittee to the M3/4 Curriculum Subcommittee for a two-year term.
7. MD/PhD (MSTP) student representatives to the curriculum committees are chosen by the MSTP student body.
- Each spring, the MSTP Student Governing Council opens solicitations for nominations to the curriculum committees.
 - The MSTP Student Governing Council send a Google poll with the list of nominations and timeline to vote.
 - MSTP students vote. The MSTP students who garner the most votes are recommended to the curriculum committees.
 - For each curriculum committee (M1/2, M3/4, EPC, CCCT), there is one MSTP elected plus a runner-up is invited to serve as an alternate for two-year terms.
8. Most committee appointments will be made approximately three months in advance of the end of the academic year. Newly appointed members will be added to committee listservs at that time, so that new members can prepare for their service in advance of their first committee meeting which occurs at the beginning of the academic year. For vacancies that occur during an academic year, appointments to fill those vacancies will occur on a rolling basis.

Committee Member Responsibilities

Faculty

In addition to specific roles required by membership on individual committees, members are expected to actively participate in the work of the committee, provide thoughtful input to committee deliberations, and focus on the best interests of UCCOM and committee goals. Members will be expected to:

- Review all relevant material before committee meetings.
- Attend committee meetings and contribute to discussions on issues.
- Pay attention to related activities that affect or are affected by the committee's work and share with committee members, as appropriate.
- Provide thoughtful input to committee deliberations and focus on the best interests of UCCOM rather than on personal or specialty interests.
- Support the efforts of the committee chair and carry out individual assignments made by the chair.
- Work as part of the committee to ensure that the committee's work and recommendations are in keeping with the LCME, AAMC, and institutional guidelines and competencies.

Students

The continuous improvement of the curriculum by the faculty depends upon the student representatives to solicit, organize, and deliver feedback from the student body to ensure that the students' learning needs and interests are accurately reflected in any changes in curricular design and implementation and/or any policies that impact students.

The aforementioned role identified for faculty committee members also applies to students with the additional expectations:

- Student representatives' responsibilities include the following:
 - Conduct themselves in a professional manner which includes accurate and respectful reporting of all discussions and decisions made by a committee.
 - Consult with their peers to collect feedback on key issues that have been identified on upcoming agendas with the view that they will present this feedback to the committee.
 - Solicit feedback from their peers if there are any issues/concerns that need to be raised with the committee (i.e. use Google Groups or Facebook to send out a SurveyMonkey link for feedback and to report back to classmates, class meetings).
 - Submit agenda items prior to the meeting.
 - Participate in committee discussions.
 - Share committee discussions/decisions with their peers based on the issues/concerns raised.
 - Remain mindful that they are there to represent their peers—not to drive a personal agenda. (Please note that the same is expected of our faculty as well.)
 - Attend all meetings unless there is a valid excuse approved by one of the Associate Deans for Medical Education. In the event that the student representative is not able to attend, the alternate should be present.
 - Attend Monthly meetings with the Associate Deans for Medical Education.
 - Conduct a survey of students in the Fall and Spring semesters.
 - Prepare a report of survey findings for the annual Faculty/Student retreat.
 - Participate in the annual Faculty/Student retreat.

- Provide regular communications to the Medical Student Association Class Officers.
- Regular written communication with student body via meetings summary posted to MedOneStop.
- Sign a student representative confidentiality agreement.
- In the event that a student representative is not meeting their responsibilities or falls into academic difficulty, the Associate Deans for Medical Education may remove the student from continuing to serve as a committee representative.
- In the event of a vacancy, the Associate Dean of Student Affairs will work with the MSA Officers to identify a replacement student committee representative.

Committee Chair Responsibilities

In addition to specific roles required by the activities of individual committees, chairs of the medical education committees are expected to guide their committees and work with the Office of Medical Education (OME) liaison staff to develop necessary work plans and meeting agendas. Chairs will be expected to:

- Work with the Associate Dean for Medical Education on the agendas to ensure consistency across the EPC and its subcommittees.
- Review reports of committee meetings before their distribution.
- Report to the committee members on feedback and decisions of the Education Program Committee (see Appendix A: Overall Committee Structure).
- Where appropriate, guide the committee in proposing new initiatives that will further the mission and goals of UCCOM.

Structuring the Meeting

- Using the medical education agenda template, include the beginning and ending times for the meeting, meeting location, a list of committee members, the agenda of topics, and action item (discussion, vote, etc.).
- Sequence agenda items thoughtfully. Start the meeting with topics that will unify the committee, and with topics that will require mental energy, creativity, and clear thinking. Do not put difficult topics back-to-back.
- Provide at least minimal written background information for each agenda item.
- Indicate whether the item is for discussion only or if action is expected.
- Identify the person who is presenting each item.
- Relegate informational updates to email communications so that committee time can be spent discussing/deciding substantive issues.

Facilitating the Meeting

- The committee belongs to UCCOM, not to the chair: the chair's primary role is as facilitator.
- Guide, mediate, probe, and stimulate discussion. Monitor talkative members and draw out silent ones.
- Encourage a clash of ideas, but not of personalities. If emotions run high over a difficult issue, return the floor to a neutral person, seek a purely factual answer, or take a break.
- Keep discussions on track; periodically re-state the issue and the goal of the discussion.
- In moving toward a decision, call on the least senior or vocal members first to express their views. Discussions tend to close down after senior members express strong views.
- Seek consensus; unanimity is not required.

- Announce the results of actions taken and explain the follow-up to be taken and by whom.
- Close the meeting by noting achievements.
- Following adjournment, meet briefly with the staff liaison to agree on follow-up actions and locus of responsibility.
- Facilitate meetings using Robert’s Rules of Order.

Role of Office of Medical Education

Each committee has one OME staff member who serves as liaison and performs a variety of tasks, including:

- Provide orientation for each new committee member and chair about their responsibilities and work schedule. This will include a written overview of medical education committee structure and function, access to the MedOneStop which includes committee rosters and contact information, minutes of previous committee meetings (excluding the Performance and Assessment Committees, or PAC), background on recent committee activities, information about key people with whom the committee or chair is likely to interact.
- Develop and maintain committee descriptions, procedural information, and minutes and activity reports for committees on MedOneStop resources tab.
- Work with chair ensure that committee responsibilities are fulfilled and meeting agendas are set.
- Provide administrative assistance to the chair in setting up and conducting meetings.
- Facilitate communications between committees and medical education leadership.

Agendas and Meeting Minutes

- Using the template, include the date, time, and place of the meeting. Note the name of the chair, members present and absent, and other key people in attendance.
- Note all formal motions and report on passage or defeat.
- Note all decisions reached, including motions passed and follow-up actions to be taken, with deadlines for implementation.
- Include brief summary of discussions. Do not attribute comments to members except possibly where formal motions are introduced.
- Provide information on the time and place of the next meeting.
- Prepare meeting reports as soon as possible (and within 15 days) after the meeting. They may be shared with the committee with a request that members contact the chair or staff liaison if errors are noted.

Committee Meetings Times

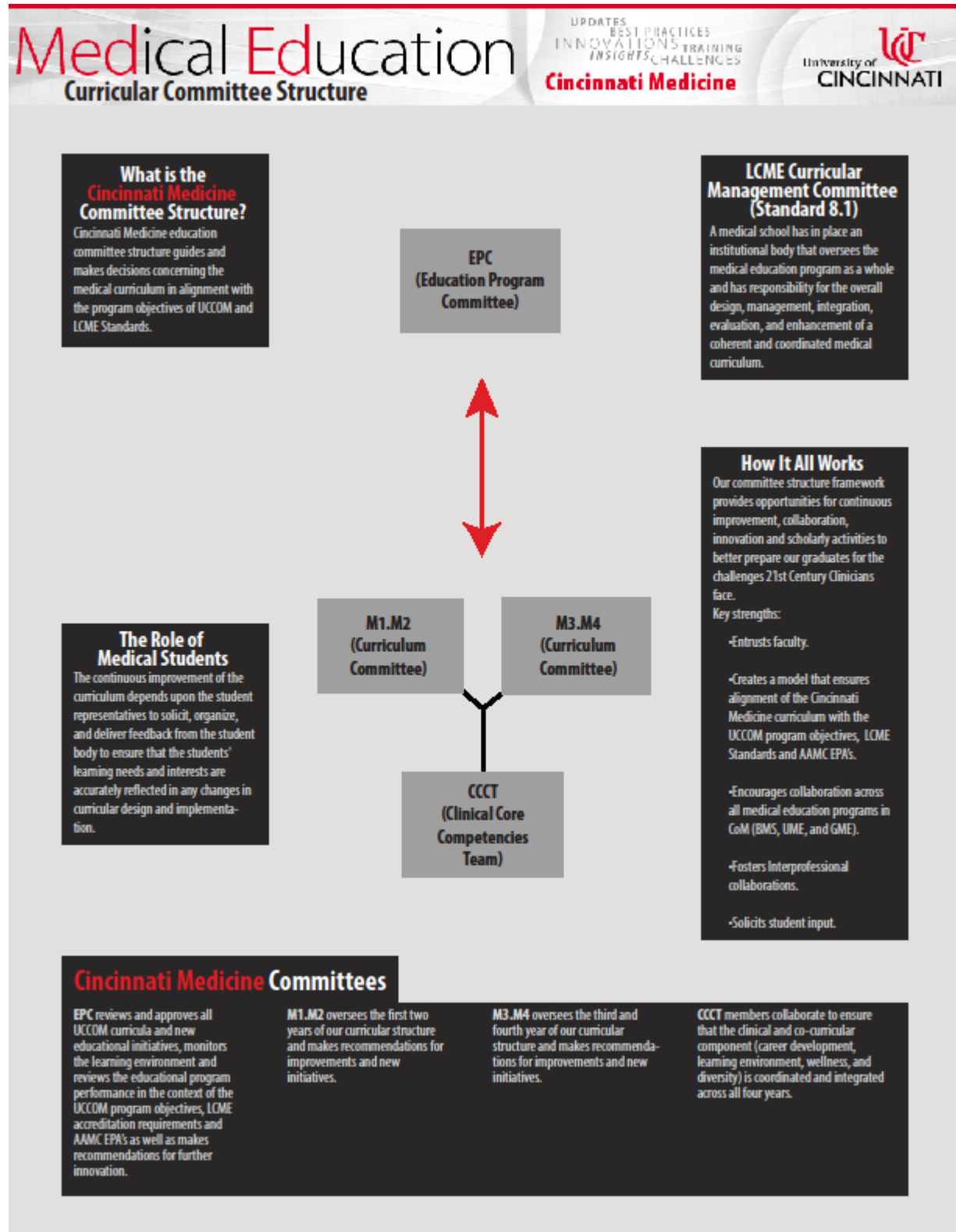
Education Program Committee	1 st Thursday of every month from 3:00-5:00
M1/2 Curriculum Subcommittee	2 nd Thursday of every month from 12:00-2:00
M3/4 Curriculum Subcommittee	3 rd Thursday of every month from 3:00-5:00
Clinical Core Competencies Team	4 th Thursday of every month from 1:00-3:00

Medical Education Communication Structure

The Office of Medical Education supports:

- A MedOneStop Resource tab that includes all committee meeting agendas and minutes as well as supporting documentation.
- An electronic newsletter that highlights key initiatives in UCCOM such as medical education research as well as newsworthy items in Medical Education.

APPENDIX A: Overall Committee Structure



APPENDIX B: Committee Composition for AY19-20*

Position	EPC	M 1/2	M 3/4	CCCT
Senior Associate Dean, Medical Education	1			
Associate Dean, Medical Education Curriculum & Assessment	1	1	1	1
Associate Dean, Medical Education, Foundational Sciences	1	1	1	1
Assistant Dean, Medical Education	1	1	1	1
Associate Dean, Student Affairs	1		1	
Assistant Dean, Student Affairs	1	1		1
Assistant Dean, Medical Student Admissions and Special Programs	1			
Associate Dean, Diversity & Inclusion	1	1	1	
Interim Director, Health Sciences Library	1			
M3/4 Subcommittee Chair	1		1	
EPC Faculty Chair	1			
M1/2 Subcommittee Chair	1	1	1	1
CCCT Subcommittee Chair	1	1	1	1
Clerkship Director	1		7	
Clerkship Coordinator			7	
Clinical Affiliate Representatives			6	
Director, Intersessions			1	1
Director, Fourth Year Electives			1	1
Program Directors	2			
Faculty at Large	3			
Performance and Advancement Committee Chair	1			
MSTP Faculty Delegate	1	1	1	
Director, Career Counseling				1
Co-Course Directors, Clinical Skills		2		2
Co-Course Directors, Longitudinal Primary Care Clerkship		2		1
Co-Course Directors, Fundamentals of Molecular Medicine		2		
Co-Course Directors, Musculoskeletal-Integumentary		2		
Co-Course Directors, Fundamentals of Cellular Medicine		2		
Co-Course Directors, GI/Endo/Repro		2		
Co-Course Directors, Renal-Pulmonary		2		
Co-Course Directors, Multi-Systems		2		
Co-Course Directors, Brain, Mind & Behavior		2		
Co-Course Directors, Blood and Cardiovascular System		2		
Co-Course Directors, Physician & Society		2		2
Course Director, Interprofessional Education		1		1
Director, Learning Communities		1		1
Fourth Year Elective Director			1	
Pharmacology Content Expert		1		
Microbiology Content Expert		1		
Elective Directors			14	

M1 Student Representative	1	2		1
M2 Student Representative	1	2		1
M3 Student Representative	1		2	1
M4 Student Representative	1		2	1
MSTP Student Representative	1	1	1	1
OME Staff Liaison	1	4	1	1
UC Health Colleges Faculty Representative	1			
TOTALS	28	43	52	22

*Some faculty hold multiple appointments, but it may not always be the case that key appointments are held by the same individual.

APPENDIX C: Education Program Committee (EPC) and Subcommittee Members 2019-2020

EPC and Subcommittee Chairs

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| • EPC | M. Stephen Baxter, MD |
| • M1/2 Curriculum Subcommittee | TBD |
| • M3/4 Curriculum Subcommittee | Robert Neel, MD |
| • CCCT Clinical Core Competencies Team | Lisa Kelly, MD |

EPC 2019-2020 Committee Membership List					
1.	Pamela Baker, PhD	Associate Dean, Office of Medical Education Associate Professor, Department of Medical Education	Administrator/Dean's Designee	Voting	COM faculty appointment
2.	Steve Baxter, MD (EPC chair)	Course Director Learning Communities	Course Director		COM faculty appointment
3.	Aurora Bennett, MD	Associate Dean, Student Affairs/Admissions	Administrator	Voting on student policies only	COM faculty appointment
4.	Heather Christensen, PhD	Course Director, Renal and Pulmonary Assistant Professor, Department of Medical Education	Course Director	Voting	COM faculty appointment
5.	Courtney Collins	M2 Student Representative	Student	Voting	
6.	Philip Diller, MD/PhD	Senior Associate Dean	Administrator		COM faculty appointment
7.	Ned Donnelly, EdD	Office of Medical Education Staff Liaison Academic Program Director	Staff support		
8.	Robert Ellis, MD	Core Clerkship Director, Family Medicine Associate Professor, Family Medicine	Clerkship Director; MSTP Chair	Voting	COM faculty appointment
10.	Brian Evans, DO	Associate Professor and Program Director, Psychiatry	At Large	Voting	COM faculty appointment
11.	Bruce Giffin, PhD	Co-Course Director, Brain, Mind and Behavior Associate Dean, Department of Medical Education	Administrator/Dean's Designee	Voting	COM faculty appointment
12.	Justin Graff	M4 Student Representative	Student	Voting	
13.	Lori Harris	Interim Director, Health Sciences Library	Ex Officio		

**EPC 2019-2020
Committee Membership List**

14.	Bradley Hein, PharmD	Associate Dean, Associate Professor Winkle College of Pharmacy	Ex Officio (Interprofessional)			
15.	Tazheh Kavooosi	M3 Student Representative	Student	Voting		
16.	Lisa Kelly, MD	Course Director, Physician and Society	Course Director	Voting	COM faculty appointment	
17.	Mike Lieberman, PhD	Co-Course Director, Fundamentals of Molecular Medicine	Course Director; PAC Chair Representative	Voting	COM faculty appointment	
18.	DJ Lowrie, PhD	Co-Course Director, Multi-Systems Co-Course Director, Blood and Cardiovascular System	Course Director	Voting	COM faculty appointment	
19.	Laurah Lukin, PhD	Assistant Dean, Office of Medical Education	Administrator	Voting on student policies only	COM faculty appointment	
20.	Mia Mallory, MD, MEd	Associate Dean, Diversity and Inclusion	Administrator	Voting on student policies only		
21.	Laura Malosh, PhD	Assistant Dean, Student Affairs	Administrator	Voting on student policies only		
22.	Rob Neel, MD	Chair, M3/M4 Subcommittee	M3/4 Curriculum Director	Voting	COM faculty appointment	
23.	Robbie Paulsen, MD	EM AI and 4 th Year Education Director-Emergency Medicine	At Large	Voting	COM faculty appointment	
24.	Dana Sall, MD	Co-Course Director, Clinical Skills and SIM	Course Director	Voting	COM faculty appointment	
25.	Keith Saum, PhD	MSTP Student Representative	Student	Voting		
26.	Jeff Sussman, MD	Interim Chair, Surgery	At Large	Voting	COM faculty appointment	
27.	Amy Thompson, MD	Program Director Ob/Gyn	At Large	Voting	COM faculty appointment	
28.	Abbey Tissot, PhD	Assistant Dean, Medical Student Admissions and Special Programs	Ex Officio			
EPC Membership / Constituency						
	<ul style="list-style-type: none"> • 12 UCCOM full-time faculty • 3 at-large full-time faculty – full voting privileges • 9 course/clerkship directors – full voting privileges • 4 administrators with primary decanal and secondary faculty appointments – voting on policies/processes except those related to curriculum • 2 dean’s designee’s with full voting privileges (the associate deans of medical education) 					

EPC 2019-2020
Committee Membership List

	<ul style="list-style-type: none">• 5 students (4 MD representing each class from M1 to M4, 1 MSTP) – full voting privileges• senior associate dean of educational affairs – non voting• 2 ex-officio members – non-voting (UC Health Sciences Library and interprofessional representatives• 1 staff support - non voting• <u>27 Total Members</u> (19 full voting privileges; 4 modified voting privileges on policies/process except curricular, 4 non-voting)• A quorum to vote on any curricular matter constitutes at least 50% plus 1 of the voting members with a full-time faculty appointment. A quorum to vote on non-curricular policies or processes constitutes at least 50% + 1 of the voting members with either a full-time faculty or decanal appointment.	
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**M1/2 Curriculum 2019-2020
Subcommittee Membership List**

Faculty	
Pamela Baker, PhD	Associate Dean, Office of Medical Education Associate Professor, Department of Medical Education
Steve Baxter, MD	M1/2 Curriculum Director Course Director, Learning Communities Associate Professor, Emergency Medicine
Aurora Bennett, MD	Associate Dean, Student Affairs/Admissions
Dustin Calhoun, MD	Course Director, Health Care Emergency Management Assistant Professor, Emergency Medicine
Heather Christensen, PhD	Course Director, Renal and Pulmonary Assistant Professor, Department of Medical Education
Tiffany Diers, MD	Course Director, Interprofessional Experiences 101/201 Associate Professor Clinical, Internal Medicine
Phil Diller, MD, PhD	Chair and Professor, Family and Community Medicine
Mercedes Falciglia, MD	Course Co-Director, Gastrointestinal/Endocrine/ Reproduction Professor, Internal Medicine
Bruce Giffin, PhD	Course Director, Brain, Mind and Behavior Associate Dean, Department of Medical Education
Mark Goddard, MD	Course Co-Director, Musculoskeletal-Integumentary Associate Professor, Physical Medicine and Rehab
Matthew Kelleher, MD	Course Co-Director, Clinical Skills/SIM Assistant Professor, Pediatrics
Lisa Kelly, MD	Course Co-Director, Physician and Society Assistant Professor, Ophthalmology
Roohi Kharofa, MD	Course Co-Director, Longitudinal Primary Care Clerkship Assistant Professor-Clinical Aff, Pediatrics
Joe Kiesler, MD	Course Director, Physician and Society Associate Professor Clinical, Family Medicine
Terry Kirley, PhD	Faculty Consultant, Professor, Pharmacology/Systems Physiology
Mike Lieberman, PhD	Course Director, Fundamentals of Molecular Medicine Dist Teaching Professor, Molecular Genetics
John Lorenz, PhD	Faculty Consultant Professor, Pharmacology/Systems Physiology
DJ Lowrie, PhD	Course Director, Multi-Systems Course Director, Blood and Cardiovascular System Professor, Department of Medical Education
Laurah Lukin, PhD	Assistant Dean, Office of Medical Education Assistant Professor, Department of Medical Education
Laura Malosh, PhD	Assistant Dean, Student Affairs
Aaron Marshall, PhD	Course Director, Gastrointestinal/Endocrine/ Reproduction Assistant Professor, Department of Medical Education

M1/2 Curriculum 2019-2020 Subcommittee Membership List	
John Monaco, PhD	Course Co-Director, Fundamentals of Cellular Medicine Professor, Molecular Genetics
Rob Neel, MD	Chair, M3/M4 Subcommittee & Clinical Programs Associate Professor Clinical, Neurology & Rehab Medicine
Sarah Pickle, MD	Course Co-Director, Longitudinal Primary Care Clerkship Assistant Professor Clinical, Family Medicine
John Quinlan, MD	Course Co-Director, Brain, Mind and Behavior Professor, Neurology & Rehab Medicine
Max Reif, MD	Course Co-Director, Renal and Pulmonary Professor Emeritus, Internal Medicine
Dana Sall, MD	Course Director, Clinical Skills and SIM Assistant Professor, Internal Medicine
Keith Stringer, MD	Course Co-Director, Fundamentals of Molecular Medicine Course Co-Director, Fundamentals of Cellular Medicine Adjunct Assistant Professor, Pathology & LAB Med-Peds
Andrew Thompson, PhD	Course Co-Director, Musculoskeletal-Integumentary Assistant Professor, Department of Medical Education
Becky Trippel	Office of Medical Education Staff Liaison Program Director Academic
Laura Wexler, MD	Course Co-Director, Blood and Cardiovascular System Adjunct Professor, Internal Medicine
Kathryn Wikenheiser-Brokamp, MD, PhD	Course Co-Director, Renal and Pulmonary Associate Professor, Pathology & Lab Med
TBA	Course Co-Director, Multi-Systems
Students	
TBA	M1 Student representative
TBA	M1 Student Representative
Hannah Goldstein (M2)	M2 Student Representative
Benjamin Aunins (M2)	M2 Student Representative
Rebecca Crowther (G2)	MSTP Student Representative
Kevin Gaitonde (G3)	MSTP Student Representative (alt)

**M3/4 Curriculum Committee 2019-2020
Subcommittee Membership List**

Faculty	
Krishna Athota, MD	Core Clerkship Director, Surgery Associate Professor Clinical, Surgery
Pamela Baker, PhD	Associate Dean, Office of Medical Education Associate Professor, Department of Medical Education
Steve Baxter, MD	Chair, M1/M2 Subcommittee Course Director, Learning Communities Associate Professor, Emergency Medicine
Aurora Bennett, MD	Associate Dean, Student Affairs/Admissions
John Campbell, MD	Specialty Clerkship Director, Emergency Medicine Assistant Professor Clinical, Emergency Medicine
Steven Carleton, MD, PhD	Faculty Representative Professor, Emergency Medicine
LeAnn Coberly, MD	Core Clerkship Director, Internal Medicine Professor, Internal Medicine
Reena Dhandu-Patil, MD, MBA	Specialty Clerkship Director, Otolaryngology Associate Professor Clinical, Otolaryngology
Tonya Dixon, MD	Specialty Clerkship Director, Orthopedic Surgery Assistant Professor Clinical, Orthopedic Surgery
James Donovan, MD	Specialty Clerkship Director, Urology Professor, Surgery
Robert Ellis, MD	Core Clerkship Director, Family Medicine Associate Professor, Family Medicine
Barb Gadzinski	Registrar, College of Medicine
Bruce Giffin, PhD	Co-Course Director, Brain, Mind and Behavior Associate Dean, Department of Medical Education
Amy Guiot, MD	Director of Intersessions and Electives Associate Professor and CCHMC Aff Faculty, Pediatrics
Anne Housholder, MD, MPH	Specialty Clerkship Director- Dermatology Assistant Professor Clinical, Dermatology
Thomas James, MD	Specialty Clerkship Director, Anesthesia Assistant Professor Clinical, Anesthesiology
Peirce Johnston, MD	Core Clerkship Director, Psychiatry Associate Professor Clinical, Psychiatry & Behavioral Neuroscience
Jeffrey Keller, MD	Educational Program Director, Neurosurgery Research Professor Emeritus, Neurosurgery
Lisa Kelly, MD	Specialty Clerkship Director, Ophthalmology Course Director, Physician and Society Assistant Professor, Ophthalmology
Greg Kennebeck, MD	Core Clerkship Assistant Director, Internal Medicine Associate Professor Clinical, Internal Medicine
Kurt Hodges	Specialty Clerkship Director, Pathology & Laboratory Medicine Associate Professor, Pathology & Laboratory Medicine
Timothy Struve, MD	Specialty Clerkship Director – Clinical Oncology Assistant Professor Clinical, Radiation Oncology
Corinne Lehmann, MD	Core Clerkship Director, Pediatrics Professor, Pediatrics
Jaime Lewis, MD	Core Clerkship Assistant Director, Surgery Assistant Professor Clinical, Surgery

**M3/4 Curriculum Committee 2019-2020
Subcommittee Membership List**

Laurah Lukin, PhD	Assistant Dean, Office of Medical Education Assistant Professor, Department of Medical Education
Mia Mallory, MD	Associate Dean, Diversity and Inclusion Associate Professor, Pediatrics
Laura Malosh, PhD	Assistant Dean, Student Affairs
Rob Neel, MD	Chair, M3/M4 Subcommittee & Clinical Programs Associate Professor Clinical, Neurology & Rehab Medicine
Robbie Paulsen	EM AI and 4 th Year Education Director – Emergency Medicine Assistant Professor Clinical, Emergency Medicine
Anjali Pearce	Core Clerkship Assistant Director, Internal Medicine Assistant Professor Clinical, Internal Medicine
John Quinlan, MD	Core Clerkship Director, Neuroscience Professor, Neurology & Rehab Medicine
Jeff Schlaudecker, MD	Specialty Clerkship Director, Geriatric Associate Professor, Family and Community Medicine
Andrea Hamel, MD	Core Clerkship Director, Obstetrics/Gynecology Assistant Professor, OB/GYN
Juliana Tobler, MD	Specialty Clerkship Director – Radiology Radiologist/Neuroradiologist, Radiology
Residents	
Joseph LaPorta, DO	Resident/Fellow Member
Students	
Kristen Nelson Humphrey (M3)	M3 Student representative
Atticus Coscia (M3)	M3 Student Representative
Ilana Bergelson (M4)	M4 Student Representative
Staff	
Sara Cohen	MSTP Coordinator
Melissa Bosse	Geriatric Medicine Specialty Clerkship Coordinator
Deana Brown	Ob/Gyn Core Clerkship Coordinator
Gina Burg	Program Director, Office of Medical Education, M3/4 Staff Liaison
Karen Coleman	Clinical Oncology Specialty Clerkship Coordinator
Emily Crocker	Otolaryngology Specialty Clerkship Coordinator
LoRain Drais	Program Manager, Office of Medical Education
Ned Donnelly, EdD	Academic Program Director, Office of Medical Education
Mary Duke	Physical Medicine & Rehab Medicine Coordinator
Tosha Feldkamp	Radiology Specialty Clerkship Coordinator
Jessica Sloniker	Anesthesia Specialty Clerkship Coordinator
Barbara Gadzinski	Registrar, College of Medicine
Vacant	Psychiatry Core Clerkship Coordinator
Nancy Jamison	Family Medicine Core Clerkship Coordinator
Julie Karpe	Internal Medicine Core Clerkship and Medical ICU Specialty Clerkship Coordinator
Kim Regan	Emergency Medicine Specialty Clerkship Coordinator
Andrea Oaks	IT Manager
Bennie Patrick	Surgery Core Clerkship Coordinator
Mimi Pence	Pediatric Core Clerkship Coordinator
Jordan Perry	Dermatology Specialty Clerkship Coordinator
Kimberly Reising	Orthopedic Surgery Specialty Clerkship Coordinator

M3/4 Curriculum Committee 2019-2020
Subcommittee Membership List

David Paulik	Program Manager, Office of Medical Education
Mahima Sathe	Neuroscience Core Clerkship Coordinator
Carolyn Egbert	Pathology & Laboratory Medicine Specialty Clerkship Coordinator
Penny Schwab	Program Director, Neurosurgery
Perri Wright	Urology Specialty Clerkship Coordinator
Michele Wyan	Ophthalmology Specialty Clerkship Coordinator
Margaret Simon	Hoxworth Clinical Services
Alex Terhar, MPAS	UC Health-Clinical Placement Project Manager

**Clinical Core Competencies Team (CCCT) 2018-2019
Subcommittee Membership List**

Pamela Baker, PhD	Associate Dean, Office of Medical Education Associate Professor, Department of Medical Education
Steve Baxter, MD	M1/M2 Subcommittee Chair Course Director Learning Communities Associate Professor, Emergency Medicine
Tiffany Diers, MD	Course Director, Interprofessional Experiences IPEX 101/201 Associate Professor Clinical, Internal Medicine
Amy Guiot, MD	Director of Intersessions and Electives Associate Professor and CCHMC Aff Faculty, Pediatrics
Matthew Kelleher, MD	Co-Director, Clinical Skills Assistant Professor, Pediatrics
Lisa Kelly, MD	Chair, CCCT Co-Course Director, Physician and Society Assistant Professor, Ophthalmology
Roohi Kharofa, MD	Co-Course Director, Longitudinal Primary Care Clerkship Assistant Professor-Clinical Aff, Pediatrics
Joe Kiesler, MD	Course Director, Physician and Society Associate Professor Clinical, Family Medicine
Laurah Lukin, PhD	Assistant Dean, Office of Medical Education Assistant Professor, Department of Medical Education
Laura Malosh, PhD	Assistant Dean, Student Affairs
Alice Mills, MD, MPH	Career Development Director, Student Affairs Associate Professor, Family and Community Medicine
Brian Upton (G2MSTP)	MSTP Student Representative
David Paulik, MA	Office of Medical Education Staff Liaison
Sarah Pickle, MD	Co-Course Director, Longitudinal Primary Care Clerkship Assistant Professor Clinical, Family Medicine
Dana Sall, MD	Co-Course Director, Clinical Skills and SIM Assistant Professor, Internal Medicine
Mikaela Berger	M1
Bailey DeCoursey	M1
Adam Darwiche	M2
Juliana Madzia	M2
Rising M3 (above)	M3 2019-2020
Rising M4 (above)	M4 2020-2021

APPENDIX D: EPC Meeting Agenda Template

Education Program Committee

EPC Charter: review and approve all UC COM curricula and new educational initiatives, monitor the learning environment and review the educational program performance in the context of the LCME accreditation requirements.

Meeting Information:

Date: _____ **Chaired by:** _____ **Time/Location:** _____





Members:

Bold=voting ^at large *Ex officio *student Quorum=10 voting members

AGENDA ITEMS	LED BY	TIME	ANTICIPATED RESULT/ ACTION STEPS
1.			
2.			
3.			
4.			
5.			

Upcoming EPC meetings:

APPENDIX E: Curriculum Evaluation Process

 Cincinnati Medicine Curriculum Evaluation			
Continuous Monitoring–Curriculum Subcommittees			
Level 1	STUDENT	COURSE/CLERKSHIP	PROGRAM
 <ul style="list-style-type: none"> -Assessments/grade distribution data -Step 1 and Step 2 scores -Assessment of Core Entrustable Professional Activities (ACEPA) data -Clinical Competency Examination -Bi-annual student surveys by year -Annual student focus groups -AAMC Y2Q and GQ data -Student characteristics/MMI data 	<ul style="list-style-type: none"> -Course/clerkship evaluation data -Mid-rotation feedback reports -Duty hour violation reports -Mistreatment reports -Patient encounters and procedures compliance -Required scheduled time in curriculum 	<ul style="list-style-type: none"> -Course/clerkship outcomes and gaps -LCME element compliance -UCCOM policy (i.e. duty hours, grade submission) compliance 	
Level 2	Annual Monitoring–Education Program Committee		
 <ul style="list-style-type: none"> -Assessments/grade distribution data -Step 1 and Step 2 scores -ACEPA data -Clinical Competency Examination -Bi-annual student surveys by year -Annual student focus groups -AAMC Y2Q and GQ data -Student characteristics/MMI data 	<ul style="list-style-type: none"> -Course/clerkship reviewer self-study analysis (see data under level 1) -Patient encounters and procedures <ul style="list-style-type: none"> -Inpatient/ambulatory experiences -Patient census data -Comparability of sites 	<ul style="list-style-type: none"> -Program director survey data -Required scheduled time in curriculum -Curricular threads -Entrustable Professional Activities (EPA) data 	
Level 3	Triennial Monitoring Retreat–All Students, Faculty, & Staff (Review of Program Competencies)		
 <ul style="list-style-type: none"> -Assessments/grade distribution data -Step 1 and Step 2 scores -ACEPA data -Clinical Competency Examination -Bi-annual student survey results by year -Annual student focus group results -AAMC Y2Q and GQ data -Student characteristics/MMI data 	<ul style="list-style-type: none"> -Outcome measures -Assessment tools -EPA data -Alignment of program objectives across curriculum -Teaching and assessment methods of measuring program objectives (Physician Competency Reference Set-PCRS) 	<ul style="list-style-type: none"> -Achievement of program objectives (PCRS) -Evaluation of curricular outcomes -Review of curricular structure and threads -Review of adequacy of assessments 	