EPC Bylaws Update

Executive Council

September 15, 2022
Changes from 2016 Bylaws

- 1. Process
- 2. Voting
- 3. Subcommittees
- 4. Vista Subcommittee Leadership Structure
- 5. Vista Subcommittee Member Expectations
Specifying processes already in place

- Conventionally, proposals originating within or pertaining to a particular course or year will first be discussed within the applicable curriculum subcommittee (see appendix A).
- New proposals for the EPC will be discussed first within the steering committee (EPC Rules) utilizing the change management protocol.
- Once approved for the agenda, the proposal will be brought to the EPC-at-large for discussion.
- Voting on the proposal or topic will occur at a subsequent (2nd) EPC meeting.
- Before recommending changes to educational policy that may impact faculty the EPC shall consult with the Faculty Council and Executive Council.
- These recommended policy changes will then be brought to the Dean for final assent.
Process

Addition of new processes

a. In expedited situations, approved by the EPC Chair, voting can occur electronically after the proposal has been discussed during a meeting.

b. In crisis situations, a simple majority of the EPC is required for emergent voting which can occur electronically.

c. Emergency voting, in response to extraordinary circumstances, can be called by the EPC chair in consultation with the Dean (see voting, above).
Voting

Additions to prior voting rules

• Electronic voting is permissible after material has been presented and discussed in EPC-at-large meetings (see process, below).

• In crisis situations a simple majority vote of the EPC will be sufficient (without a need for quorum)
  • This type of voting can be enacted by the EPC chair only in consultation with the Dean.
  • If crisis operations are enacted, the EPC members will be alerted by email from the EPC chair.
Subcommittees

The EPC shall maintain a listing of all Standing Subcommittees (see Appendix A, attached) and review the listing annually to determine if any Standing Subcommittees shall be established or dissolved by majority vote by the EPC.

LinC
A. Foundations of Medicine 2 (FOM2) Curriculum Committee is charged with oversight of the curricular elements for second year (FOM2) medical school curriculum.

B. Core Clinical Experience Curriculum Committee (CCEC) is charged with oversight of policies and processes that impact the core clinical education of medical students and influence high level policy decisions. The CCEC also assists with time-sensitive issues for any working groups of the CCEC.
   a. Subcommittee of CCE: Clerkship Directors Committee is charged with operationalization of clerkship processes and policies approved by the CCEC.

C. Advanced Studies Curriculum Committee (ASCC) is charged with oversight of policies and processes that impact the advanced clinical education of medical students and influence high-level policy decisions.

Vista (new)
A. Longitudinal Themes Curriculum Committee (LTCC): is charged with oversight and management of longitudinal curricular elements across all years of the medical school curriculum.

B. Discovery Phase Curriculum Committee (DCC): is charged with oversight and management of the curricular elements of the Discovery phase.

C. Clinical Curriculum Committee: is charged with oversight and management of the curricular elements of the Exploration and Horizons phases.

D. Health Systems Science Curriculum Committee (HSS CC): is charged with oversight and management of the health systems science curricular elements across all years of the medical school curriculum.

E. Assessment Curriculum Committee (ACC): is charged with development and oversight of the assessment strategies, ensuring consistency within phases and capturing competency-based progression throughout all years of the medical school curriculum.

Dissolved
A. Foundations of Medicine 1 (FOM1) Curriculum Committee
Subcommittee Leadership Structure

- Chair – Dean appointed, 3-year term
- Faculty Co-Vice Chair – Subcommittee appointed, 3-year term (new terminology)
- Student Co-Vice Chair – Dean appointed, 1-year term (new position)
**Vista Subcommittees**

a. Each curriculum subcommittee member accepts the responsibility for attendance at the monthly subcommittee meetings, with the expectation of attendance at greater than 60% of meetings annually.

b. The member is expected to communicate subcommittee business to other educators and staff in their purview or department.

c. The member will serve on working groups as requested by the subcommittee chair.

d. The member will attend other subcommittee meetings on a rotating basis as per the schedule developed by the subcommittee chair in order to facilitate integration throughout the curriculum.