



Medical Education Program Policy

Policy Name:	The Year 1-2 and Year 3-4 Committees				
Policy Domain:	Curriculum Management	Refers to LCME Element(s):	8.1, 8.2, 8.3		
Approval Authority:	Curriculum and Educational Policy Committee	Adopted:	7/10/2017	Date Last Reviewed:	7/10/2017
Responsible Executive:	Associate Dean for Medical Education	Date Last Revised:	7/10/2017		
Responsible Office:	Office of Medical Education	Contact:	Mirjana Babic, M.P.A. mbabic@ttuhsc.edu		

- Policy Statement:** The Year 1-2 and Year 3-4 Committees are subcommittees of the Curriculum and Educational Policy Committee (CEPC) established per article IX, section C, subsection 2, paragraph b of the PLFSOM Faculty Bylaws. The CEPC designates limited operational responsibility for the pre-clerkship phase and its components to the Year 1-2 Committee and limited operational responsibility for the clerkship phase and its components to the Year 3-4 Committee.
- Reason for Policy:** This policy is intended to outline the organization, roles, and curriculum management constraints of the Year 1-2 and Year 3-4 Committees.
- Who Should Read this Policy:**
 - All members of the CEPC, the Year 1-2 Committee, and the Year 3-4 Committee
 - All Office of Medical Education administrative officers and staff
 - All curriculum coordinators
- Resources:** The Year 1-2 and Year 3-4 Committees are supported by the CEPC and the Office of Medical Education.
- Definitions:**
 - Curriculum and Educational Policy Committee (CEPC):** See article IX, section C, subsection 2 of the PLFSOM Faculty Bylaws.
 - Pre-clerkship phase:** A collective term for all of the components and requirements of years one and two of the PLFSOM curriculum.
 - Clerkship phase:** A collective term for all of the components and requirements of years three and four of the medical school curriculum.



- **Course:** A formally organized unit of teaching taught by an academic team to a fixed group of students, which occurs within an academic term/semester.
 - **Clerkship:** A course (see above) involving substantial instruction, observation, and practice in actual clinical settings, including supervised participation in medical care. Clerkships constitute most of the curriculum of the third and fourth years of the medical education program, but all third and fourth year clerkships, courses, and requirements are considered components of the clerkship phase of the curriculum (see below).
 - **Curricular requirement:** An educational program obligation that a student must fulfill in order to be promoted and/or to graduate.
 - **Course/clerkship director:** The faculty member responsible for the operations of the course/clerkship, including providing mid-course/clerkship feedback and determining and submitting final grades in accordance with the course/clerkship syllabus as reviewed and approved by the CEPC.
6. **The Policy:** According to article IX, section C, subsection 2, paragraph c of the PLFSOM Faculty Bylaws regarding the CEPC, “In order to accomplish the mission of the Committee, the Chair may appoint subcommittees that may include members who are not members of the Committee. It shall be the responsibility of the Committee to coordinate the activities and reports of these subcommittees.” Based on this authority, and practices established when PLFSOM was founded, the CEPC has two permanent subcommittees that assist with the operational management of the curriculum according to the CEPC’s specifications. The roles and responsibilities of these subcommittees, as well as the constraints on their authority, are outlined below: **Year 1-2 Committee (may also be referred to as the Pre-clerkship Phase Committee):**
- **Membership:** The membership of the Year 1-2 Committee consists of faculty members appointed as course directors for years one and two (and/or directors of associated programs or components, such as service learning or community engagement), college mentors, and Scientific Principles of Medicine (SPM) unit co-directors. By design, all voting members of the Year 1-2 Committee are faculty members primarily appointed to the PLFSOM Department of Medical Education (though there may be occasional exceptions). In addition, the committee includes course coordinators and other academic support staff as non-voting members.



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- **Leadership:** The Year 1-2 Committee is chaired by the assistant dean for basic science instruction.
- **Charge:** The Year 1-2 Committee is responsible for implementing and operating the pre-clerkship phase of the curriculum (all its courses and requirements) as designed, approved, and monitored by the CEPC. Specifically, the Year 1-2 Committee is responsible for delivering all pre-clerkship courses according to their CEPC-approved syllabi. The committee as a whole, as well as its individual members, are responsible for promptly reporting any lapses in compliance with these expectations to the Year 1-2 Committee chair and/or the associate dean for medical education. The committee and its members are also responsible for promptly reporting any developments that may prevent or interfere with any pre-clerkship phase course or requirement as outlined in the CEPC-approved syllabus. The scope of this expectation is broad because the potential triggers are numerous and varied. Examples include the abrupt resignation of — or unplanned leave taken by — key faculty or staff members; the closure/loss of an essential instructional site/facility; or the sustained malfunction of essential IT support systems (such as CHAMP, Canvas, ExamSoft, or the school’s network).
- **Reporting:** The Year 1-2 Committee as a whole, as well as its members in their individual academic capacities, report to the CEPC as necessary/requested. The chair of the Year 1-2 Committee is an ex officio member of the CEPC, primarily to provide constant and efficient representation of the Year 1-2 Committee.
- **Constraints:** As stated above, the Year 1-2 Committee is responsible for implementing and operating the pre-clerkship phase of the curriculum (all its courses and requirements) as designed, approved, and monitored by the CEPC.
 - **Content and objectives:** The Year 1-2 Committee has the authority to revise specific content and associated session-level objectives to align with course-level goals and objectives. However, the committee cannot revise course-level goals or objectives or course linkages to educational program goals or objectives.
 - **Session time and sequencing:** The Year 1-2 Committee has the authority to revise the sequence of sessions within an instructional week or course unit. However, the committee cannot modify the sequence of units or other major blocks of content, or the course session template, i.e., the amount of time dedicated to a course or the arrangement of courses



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within the week (See the educational program policy Pre-Clerkship Phase Instructional Week Templates and the Three Half-Day Rule).

- **Instructional methods:** The Year 1-2 Committee has the authority to modify session-level instructional methods. However, the committee cannot modify the course-level plan for the mix or distribution of instructional methods as specified in CEPC-approved syllabi or policies (e.g., the placement of small group, diagnostic, reasoning-based sessions known as “worked case examples” at the end of every instructional week of the SPM course, or the discussion-based method of the College Colloquium).
- **Assessment:** The Year 1-2 Committee may revise and update criteria for course- and phase-level student assessments. However, the committee must adhere to the assessment plan for each course according to its CEPC-approved syllabus.

Year 3-4 Committee (may also be referred to as the Clerkship Phase Committee):

- **Membership:** The faculty membership of the Year 3-4 Committee consists of course directors and assistant directors for all required clerkships in years three and four. The committee also includes central and department-based clerkship coordinators as non-voting participants.
- **Leadership:** The Year 3-4 Committee is chaired by the assistant dean for clinical instruction.
- **Charge:** The Year 3-4 Committee is responsible for implementing and operating the clerkship phase of the curriculum (all of its clerkships, courses, and requirements) as designed, approved, and monitored by the CEPC. Specifically, the Year 3-4 Committee is responsible for delivering all required clerkship phase components according to their CEPC-approved syllabi or specifications. The committee as a whole, as well as its individual members, are responsible for promptly reporting any lapses in compliance with these expectations to the Year 3-4 Committee chair and/or the associate dean for medical education. The committee and its members, are also responsible for promptly reporting any developments affecting the educational program that may prevent or interfere with the delivery of any required clerkship phase component as outlined in the CEPC-approved syllabus or specifications. The scope of this expectation is broad because the potential triggers are numerous and varied. Examples include the

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abrupt resignation of — or unplanned leave taken by — key faculty or staff members; the closure/loss of an essential instructional site/facility; unexpected and sustained fluctuations in clinical volume affecting any clinical instruction site; or the sustained malfunction of essential IT support systems (such as CHAMP, Scheduler, Canvas, ExamSoft, or the school's network).

- **Reporting:** The Year 3-4 Committee as a whole, as well as its members in their individual academic capacities, report to the CEPC as necessary/requested. The chair of the Year 3-4 Committee is an ex officio member of the CEPC, primarily to provide constant and efficient representation of the Year 3-4 Committee.
- **Constraints:** As stated above, the Year 3-4 Committee is responsible for implementing and operating the clerkship phase of the curriculum (all its clerkships, courses, and requirements) as designed, approved, and monitored by the CEPC.
 - **Content and objectives:** The Year 3-4 Committee has the authority to revise specific content and related session-level or clinical experience objectives to fulfill course-level goals and objectives. The committee may also establish comparable alternatives when necessary for clinical experiences or procedures (i.e., OP Log requirements). However, the committee cannot modify clerkship/course-level goals or objectives, or course expectations related to clinical experiences or procedures. Nor can the committee modify linkages of course-level goals and objectives to educational program goals and objectives.
 - **Session time and sequencing:** The Year 3-4 Committee has the authority to revise the sequence of required sessions and experiences within a course or clerkship block. However, the committee cannot change the mix or amount of expected instruction or experiences as outlined in CEPC-approved syllabi.
 - **Instructional methods:** The Year 3-4 Committee has the authority to modify session-level or clinical experience-based instructional methods. However, the committee cannot modify the course-level plan for the mix or distribution of instructional methods, or the inclusion of specific instructional methods where specified by CEPC-approved syllabi or policies (including the Common Clerkship Policies).



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- **Assessment:** The Year 3-4 Committee has the authority to revise the criteria for course- or phase-level student assessments. However, the committee must adhere to the assessment plan for each course according to its CEPC-approved syllabus.