

Texas Tech University Health Sciences Center School of Medicine

Educational Policy Committee Bylaws

Revision Approved 09/08/2008

I. Mission

The mission of the Educational Policy Committee (EPC) is to carry out both policy analysis and development necessary for the excellence and effectiveness of the undergraduate medical education program.

II. Charge

The EPC is charged with establishing those policies necessary to maintain a contemporary and effective undergraduate medical curriculum that remains relevant to the continuum of medical education. More specifically the curriculum must be designed to provide a general professional education that prepares our students to:

1. enter and complete graduate medical education.
2. qualify for licensure.
3. provide competent and compassionate medical care.
4. continue their education throughout their careers.

III. Responsibilities

In order to fulfill its charge, the EPC:

1. provides educational vision and oversight related to the design, implementation and evaluation of the undergraduate medical curriculum.
2. ensures alignment of courses and clerkship learning objectives and outcomes with institutional educational objectives.
3. ensures that pedagogy and methods of student assessment are appropriate for meeting educational objectives.
4. ensures that the impact of the educational program maintains an appropriate balance with the research, clinical practice and community service programs of the School of Medicine.
5. ensures adherence to LCME standards, the School of Medicine Educational Vision, Goals and Objectives and the long term goals of the School.
6. formulates and modifies grading policies for blocks, clerkships, rotations and other components of the medical school curriculum.
7. conducts a biannual curriculum summit in conjunction with the Associate Dean for Curriculum
8. reviews and revises, if necessary, the School of Medicine Educational Vision, Goals and Objectives on an annual basis

IV. Reporting

The EPC, through its Chair, will report its findings and recommendations to the Associate Dean for Curriculum and the Dean of the School of Medicine. Copies of the EPC minutes and reports will be made available to faculty and students.

V. Liaison

A. The Associate Dean for Curriculum, who is an ex-officio member of the EPC, is responsible for:

1. maintaining the highest educational standards for the design, delivery, and evaluation of the curriculum.
2. updating the EPC on AAMC, LCME, and other national standards for undergraduate medical education and ensuring alignment of the curriculum with these standards.
3. implementing EPC educational policies and curricular initiatives.
4. maintaining a centralized curriculum management system and website to facilitate curriculum management, evaluation, and scholarship in medical education.
5. providing administrative and operational staff support, data, and reports to the EPC with respect to evaluation and outcomes for learning and teaching in courses and clerkships, including the triennial review.
6. reporting regularly to the EPC, the Dean, course and clerkship directors, faculty, and students on issues and needs related to educational policy and curriculum and on the triennial evaluation of courses and clerkships.

B. The EPC will maintain liaison with relevant committee chairs (Student Promotion and Professional Conduct, Educational Operations Committee, Clinical Educational Operations Committee and Faculty Council Executive Committee), and the Assistant/Associate Deans related to Admissions, Student and Resident Affairs, and Faculty Affairs and Development in order to ensure that admission and student policies are consistent with the School of Medicine educational program.

C. The EPC will maintain liaison with the Teaching Academy by the EPC chair, or their designee, participating in Teaching Academy meetings and by having the Teaching Academy President, or their designee, participating in EPC meetings.

VI. Membership

A. Any faculty member or medical student in good standing who demonstrates an active interest in the medical curriculum beyond their immediate educational responsibilities is eligible for membership. Members are selected to represent experience within the broader context of the educational program rather than to represent individual disciplines or departments. As such, EPC members seek to achieve a balance between practicality and innovation while avoiding any individual conflict of interest.

B. The EPC is composed of a total of 20 voting members: 15 faculty and 5 students (see addendum for modifications to the EPC committee membership during the years 2008-

2012 as student campus assignments change due to the establishment of the Paul Foster SOM in El Paso).

C. Faculty members are selected from all the campuses through appointment by the Dean of the School of Medicine (Lubbock Campus), appointment by the Regional Deans (Amarillo, El Paso, and Odessa Campuses); or election by the Faculty Council on the respective campuses. Elections should occur in May to ensure optimal orientations of new members to policies pertaining to the upcoming academic year. The faculty members are selected from all the campuses as follows:

1. 10 from Lubbock -5 appointed and 5 elected.
2. 2 from Amarillo -1 appointed and 1 elected.
3. 2 from El Paso -1 appointed and 1 elected.
4. 2 from Odessa - 1 appointed and 1 elected.
5. Faculty will serve on the EPC for three years and can serve consecutive terms.
One-third of the members are appointed or elected each year.
6. New members receive appointment letters from the Dean that specify the duration of membership.
7. Faculty members can serve consecutive terms. Members will be notified one year in advance of the end of their term to permit a decision regarding reappointment.

The roles of faculty members of the EPC is described in the EPC Faculty Job Description which is located on the EPC website (<http://www.ttuhsoc.edu/som/curriculum/EPC.aspx>)

- D. All student members are elected by the student body and distributed as follows:
1. one MS1 and one MS2 in Lubbock.
 2. one MS3/MS4 student from the Amarillo, El Paso, and Lubbock Campuses.
 3. An alternate for each student representative is also elected to serve, as needed.

The role of student members of the EPC is described in the EPC Student Job Description which is located on the EPC website (<http://www.ttuhsoc.edu/som/curriculum/forms/EPCStudentRepJobDesc.pdf>)

E. Ex-officio, non-voting, faculty members include the Dean, School of Medicine, the Associate/Assistant Deans who represent the Curriculum, Faculty Development, Student Affairs, and Admissions on all TTUHSC campuses, and the President of the Teaching Academy, the Chairs of the Education Operations Committee, Clinical Education Operations Committee and the Student Promotion and Professional Conduct Committee (or their designees).

F. Any faculty member, administrative officer, or medical student in good standing who demonstrates an active interest in the medical curriculum beyond their immediate educational responsibilities may participate in EPC meetings in a non-voting status.

G. Resignation from EPC: Any member who needs to resign from the EPC should inform the Chair in writing as soon as possible so that a replacement can be assigned to the committee.

H. Replacement of resigning EPC members:

(i). Elected Faculty: The Chair should consult with the Associate Dean for Faculty Development to identify additional faculty on the ballot from which the resigning member was elected. The Chair will contact the faculty member with the next highest number of votes to enquire whether s/he would be willing to serve on the EPC. The Chair would submit names of faculty who accept the invitation to the Faculty Committee Executive Council for approval. Once approved the new faculty member would serve the remainder of the term of the resigning faculty member.

(ii) Appointed Faculty: The Chair should consult with the Dean and Associate Deans to identify potential replacements, who may also be selected from the voting ballots from previous years. Potential replacements should be contacted by the Chair and, if willing to accept the assignment, their name should be submitted to the Dean, SOM, or the appropriate Regional Dean for approval. Once approved the new faculty member would serve the remainder of the term of the resigning faculty member.

(iii) Student Members: The Chair should contact the President of the class of the resigning student and request the election of a replacement.

VII. Leadership

A. The officers of the EPC will be the Chair, the immediate past Chair, and an Associate Chair.

B. The officers will be elected by ballot to serve for one year or until their successors are elected. The Associate Chair will be elected annually by the EPC members in September of each year, and will serve as Chair for a one-year term beginning the following September. The Associate Chair is elected from the EPC without respect to rotation between MDs and PhDs. If an Associate Chair must relinquish their position, a replacement officer will be elected at the next regular meeting of the EPC.

C. The officers of the EPC, the Chairs of the standing subcommittees, the Dean, School of Medicine, and Associate Deans for Curriculum, Student and Resident Affairs, Faculty Affairs and Development will constitute the Executive Committee.

1. The Executive Committee will have general supervision of the affairs of the EPC between its business meetings, fix the hour and place of meetings, make recommendations to the EPC, and perform such other duties as are specified in these bylaws.
2. Unless otherwise ordered by the EPC, regular meetings of the Executive Committee will be held on the last Monday of each month. At this time the EPC Chair will present the agenda for the next meeting of the EPC for review and revision as needed.
3. Special meetings of the Executive Committee may be called by the Chair, EPC, and shall be called upon the written request of three members of the Executive Committee.
4. The Executive Committee will be subject to the decisions of the EPC, and none of its acts will conflict with action taken by the EPC.

VIII. Subcommittees

A. The EPC will use subcommittees to monitor the content provided in the educational program so that the institutional educational vision, goals, and objectives will be achieved.

B. The EPC has six standing subcommittees are appointed by the Chair for a one-year term. Subcommittees are not required to follow the Associate Chair elect – current Chair – past Chair, structure of leadership system.

1. Four subcommittees for Year 1, Year 2, Year 3 and Year 4 are charged with oversight and review of the curriculum and liaison with course or clerkship directors. Review is accomplished by the Quadrennial Review process.
 - a. Subcommittees for each academic period as described above will conduct a periodic data-based evaluation of the objectives, content, and pedagogy of each segment of the curriculum.
 - b. This review will be conducted on a rotational basis over a four-year period and will be designed to assure congruence with institutional educational objectives.
 - c. The results of this quadrennial examination of each of the curricular segments individually along with any recommendations for revision or updating will be presented to the full EPC for review in view of the curriculum as a whole.
2. A subcommittee for Educational Grants will evaluate educational grant proposals that impact the curriculum. Grant proposal reviews are then presented to the EPC for endorsement or to be returned to the principle investigator for revisions that maintain compatibility with the curriculum and educational objectives. The Subcommittee for Educational Grants will be appointed by the Chair, EPC. The Chair-elect, EPC, will serve as Chair of this subcommittee.
3. A subcommittee for Educational Technology. See Charge for Educational Technology Subcommittee at (URL)
4. The Chair, EPC, may appoint ad hoc subcommittees or task forces as needed for evaluation of proposed changes to the curriculum or other specific tasks assigned to the EPC.
5. Reports of all subcommittees or task forces will be submitted electronically and in writing to the EPC for review and action as needed. The subject of the report and subcommittee members will be identified at the beginning of each report.

IX. Meetings

A. The regular meetings of the EPC will be held on the second Monday of each month unless otherwise ordered by the EPC.

B. EPC meetings follow procedures described in Robert's Rules of Order for the presentation and approval of business items, such as proposals and official documents.

B. In general, business conducted by the EPC is accomplished through the evaluation of proposals.

1. Proposals for revision of the curriculum may be presented by any member of the faculty, student body or the administration.
2. Proposals must be submitted to the EPC in writing.
3. The EPC will be assisted in the process of proposal evaluation by the Office of Curriculum by way of acquisition, organization, and reporting of relevant information.
4. Proposals should identify specific LCME educational standards impacted by the proposal.
5. Proposals submitted for approval will be submitted as motions by voting members of the EPC and will require to be seconded, also by a voting member, before discussion on the issue is opened. Discussions are open and are not restricted to EPC members. Approval requires a majority vote of the EPC voting members present at the meeting (assuming that there is a quorum present. The Chair does not vote except in the event of a tie. If the Chair wishes to participate actively in discussion of a specific issue, s/he can ask the Associate Chair or another voting member of the EPC to chair the discussion. In this case, the designated chair does not vote, except to break a tie.

C. The agenda for each meeting will indicate the order of business as developed by the Chair and discussed with the Executive Committee.

1. Any faculty member or student, including EPC members, can submit items for the agenda.
2. Such items will be submitted to the Chair not later than ten days prior to the next scheduled meeting.

D. The Office of Curriculum, under the direction of the Associate Dean for Curriculum, will record the minutes of each meeting. A draft copy of the minutes will be circulated to each member within three days of the next meeting of the EPC Executive Committee. The minutes will be reviewed, amended as needed, and approved at the next regular EPC meeting. The Office of Curriculum will distribute an annual calendar giving the dates for regular EPC meetings in September of each year.

E. Special meetings may be called by the Chair or by the Executive Committee and will be called upon the written request of five members of the EPC. The purpose of the meeting will be stated in the call. Except in cases of emergency, at least three days' notice will be given.

F. Members are expected to attend regularly scheduled and special EPC, Executive Committee and/or sub-committee meetings as assigned. Members may send a designate if unable to attend and should inform the Chair of the attendance of a designate.

1. Unexcused absences for three EPC meetings in a one-year cycle will result in a recommendation to the Dean or Executive Committee of the Faculty Council to replace that committee member with a new appointment or election, respectively.
2. Excused absences are to be reported to the EPC Chair or the Curriculum Office preferably prior to the scheduled meeting.
3. A quorum will be present when 50% + 1 of the voting members of the EPC are present, either in a single meeting location or electronically by HealthNet, TechLink or teleconference.

X. Amendment of Bylaws

These bylaws may be amended at any regular meeting of the EPC by a majority vote.

XI. Date Bylaws Effective

Following circulation of this revision of the bylaws to all members a minimum of five days prior to a regularly scheduled meeting, they will become effective upon approval by a majority vote of the EPC at that meeting.

Addendum 1: Modification of EPC membership for 2008-2012 as student campus assignments change due to the establishment of the Paul Foster SOM in El Paso.

2008-2009: Addition of one member from the Permian Basin campus. Thus the Permian Basin campus will have one elected and one appointed member. Size of EPC increases to 21, quorum remains at 11.

2009-2010: Addition of one student representative for MSIII and MSIV for the Permian Basin campus as one voting and one alternate member. Size of EPC increases to 22, quorum increases to 12.

2011-2012: Loss of MSIII representative from El Paso. Size of EPC remains at 22 (MSIV representative is now a voting member).

2012-2013: Loss of MSIV representative from El Paso and loss of both voting members of the EPC. Size of EPC decreases to 19, quorum decreases to 9.



Official Document of the Educational Policy Committee (EPC)

Document Title: EPC Bylaws

Document Type:

Committee Meeting Minutes

Policy Statement

Policy Category

Grading: _____

Curriculum Design: _____

Student Evaluation: _____

Program Assessment: _____

Curriculum Management:

Committee Structure: _____

Other _____: _____

Committee Charge

Education Grant Approval

Curriculum Review Report

Relevant LCME Standards: ED-33, 35

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