

# Tucson Educational Policy Committee Processes and Procedures

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University of Arizona College of Medicine  
Educational Policy Committee Policies & Procedures  
Approved by the EPC – October 28, 2009 Amended December 15, 2010

## Article I. Mission

- A. The Educational Policy Committee (EPC) is a faculty committee for policy making and oversight of medical student education. It works closely with both the Tucson- and Phoenix-Educational Policy Subcommittees, collaborates with the Chief Academic Officer, and represents the general faculty. It is charged with assuring the highest standards of quality for the educational program leading to the M.D. degree; advancing educational goals; assuring that accreditation standards are met; and working to assure an excellent, coordinated, integrated, and consistent course of instruction for the preparation of future physicians.
  
- B. The Educational Policy Committee has responsibility to advise in regard to and/or act upon the following without seeking the approval of the general faculty.
  - 1) Ensure compliance with current Liaison Committee on Medical Education (LCME) standards and/or LCME re-accreditation recommendations.
  - 2) Oversee curriculum planning efforts. This includes approving schedules for courses and other graded activities within the curriculum; determining credit for educational experiences; approving electives and activities, including non- academic activities, that have an impact on scheduled curriculum time; establishing the durations of required courses and clerkships; creating new required courses or clerkships and retiring required courses or clerkships from the curriculum; and sanctioning grant proposals that may affect curricular content, methods, or scheduled curricular time.
  - 3) Design and approve instruments for student evaluation of courses, clerkships, and electives.
  - 4) Monitor courses, clerkships, and electives for effectiveness by conducting in- depth reviews, and then implementing changes in response to reviews.
  - 5) Consider individual student petitions for program changes and curriculum policy waivers upon request of the Associate Dean for Student Affairs.
  - 6) Create or approve educational objectives leading to the M.D. degree; policy concerning assessment of student achievement; policy concerning student progress policy (in consultation with the Student Progress Committee); and requirements for graduation.
  - 7) Address other curricular issues that arise, unless deemed sufficiently important by committee members to warrant attention by the faculty-at-large.

## **Article II. Members**

### **A. Composition**

#### **1) General**

The membership of the Educational Policy Committee is specified in Article II.D.5.c of the Bylaws of the Faculty of the College of Medicine.

#### **2) Faculty**

The formula for apportioning Phoenix- and Tucson-Track members of the Committee is specified in Article II.D.1 of the Bylaws of the Faculty of the College of Medicine. In 2008, this was eight faculty members from Phoenix and twelve faculty members from Tucson.

#### **3) Students**

The Bylaws also specify the number and distribution of student seats on the committee. In 2008, this was interpreted as being one student per medical- school class from the Tucson Track and one student per class from the Phoenix Track. Student members from each Track shall be directly elected by the student body of that Track.

### **B. Terms of office**

Typically each faculty member is elected for a five-year term. Exceptions can be by the Committee in order to achieve regular staggering of members' terms. If a faculty member is elected to fill a vacancy on the committee, that member shall complete the term of the member whose resignation left the vacancy. Student members are directly elected by their class in their first semester of medical school and serve for four years.

### **C. Duties of members**

It is the responsibility of each member of the Educational Policy Committee to participate in carrying out the mission of the Committee as described in Article I above. Such participation includes regular attendance at Committee meetings and contribution to Committee proceedings, provision of information, thoughtful consideration of matters before the Committee, and service on subcommittees, including chairing subcommittees. Members are asked to notify the chair and/or the Office of Medical Student Education in advance of any absence from a regularly scheduled meeting.

### **D. Resignation and Vacancy**

Members may resign from the Committee by sending notice in writing (including email) to the Committee chair. Members who miss 50 percent of Educational Policy Committee meetings within six consecutive months will be asked to increase their participation, reconsider their membership, and/or resign from the Committee. In the case of a faculty-member vacancy, the vacancy will be filled as specified by the Bylaws of the Faculty of the College of Medicine. In the case of a student vacancy, the Educational Policy Committee chair will notify the Student Council, so that a replacement can be elected promptly.

### Article III. Officers

#### A. Committee Officers, Election of Officers, and Terms of Office

The Chairs of the Phoenix Educational Policy Subcommittee and the Tucson Educational Policy Subcommittee will serve as the officers of the whole Committee. The position of Chair of the Committee begins on July 1, lasts for one year, and will be held alternately by the Chair of the Phoenix Subcommittee and the Chair of the Tucson Subcommittee. At any time, the Subcommittee Chair who is not serving as Chair of the Committee will serve as Vice-chair of the Committee.

#### B. Election of Subcommittee Chairs

Chairs of the T-EPC and P-EPC will be elected by the members of each Subcommittee. The term of office will be two years. An election will be held in Tucson or in Phoenix in alternate years, so that every year a new Subcommittee Chair will be elected either in Tucson or in Phoenix. During his/her first year in office, a Subcommittee Chair will serve as Vice-Chair of the Committee, and during his/her second year in office, s/he will serve as Chair of the Committee. Every member who has served on the Educational Policy Committee for at least one year will stand for election as Subcommittee Chair unless s/he opts not to do so. Eligible members will be approached by the chair prior to an election to determine if they are willing to stand for election. A member who has fewer than two years left in his or her term will be expected to stand for election to a new term on the Educational Policy Committee if s/he is elected as Subcommittee Chair. Election will be by secret ballot. A majority of the votes cast is required for election. If necessary, run-off elections will be conducted until one candidate receives a majority of the votes.

#### C. Duties of Officers

The Chair and Vice-Chair form a leadership team that is responsible for setting the agenda for each Educational Policy Committee meeting, based on the goals and duties of the Committee, in conjunction with the Senior Associate Deans for Medical Student Education and a resource person from each Office of Medical Student Education. The agenda is set at least one week prior to each regular Committee meeting. Ultimate responsibility for setting the agenda in advance of the meeting lies with the Chair. The agenda may be amended by vote at the meeting, with the exception of the addition of items requiring a vote, which require advance notice to the membership.

The Chair will preside over Educational Policy Committee meetings. In the absence of the Chair, the Vice-Chair will preside. The Chair may appoint in advance another member of the committee to preside over a meeting if the Chair and Vice-Chair will be absent. All officers should be familiar with basic procedures governing conduct of meetings as described in Robert's Rules of Order Simplified and Applied.

The Chair also is responsible for overseeing correspondence arising out of Educational Policy Committee business. In order to be effective in leading the Committee, it is necessary for members forming the leadership team to keep themselves abreast of matters relevant to the Committee, including progress of block and clerkship reviews, matters arising out of reviews and annual reports, status of LCME re-accreditation and progress on compliance, etc.

The Chair and Vice-Chair will also serve as the respective chairs of the two Track-specific subcommittees of the Educational Policy Committee, namely, the Tucson subcommittee of the

Educational Policy Committee (T-EPC) and the Phoenix subcommittee of the Educational Policy Committee (P-EPC). The chairs of the T-EPC and P-EPC are responsible for presenting reports at general faculty meetings at the two campuses.

D. Resignation

An officer may resign from the Committee by providing written notice to the Committee. An officer who does not regularly provide input for agenda-setting meetings and attend Educational Policy Committee meetings will be asked to resign.

E. Vacancies

In the event of resignation of the Chair in the first half of the term, the Vice-Chair will assume the Chair position and will serve for the remainder of that term only. In the event of resignation of the Chair in the second half of the term, the Vice-Chair will assume the Chair position, finish that term, and serve an additional term of one year.

In the event of resignation of the Vice-Chair, a new Vice-Chair will be elected and will be expected to take over as Chair when the term of the Chair ends. These rules may be adjusted in special cases, as deemed appropriate by the Committee.

Tuesday, March 01, 2016

**Article IV. Resource People**

Members of the Offices of Medical Student Education, the Offices of Student Development, and the Arizona Health Sciences Libraries will serve as resource staff to the Educational Policy Committee and its subcommittees. Resource people may be invited to join in discussions, but do not have voting privileges.

## Article V. Meetings

### A. Time and location of meetings

- 1) The frequency of meetings will vary according to the amount of material the Committee needs to consider. The Chair and Vice-Chair will balance the need for meetings of the Educational Policy Committee with the need for meetings of the Phoenix- and Tucson-Educational Policy Subcommittees.
- 2) Meetings typically are held on the first and/or third Wednesday of each month from 4:30 to 6:00 pm in teleconference rooms in Tucson and Phoenix.

### B. Agenda

Any person within the College of Medicine community involved in medical education and having a particular concern about or proposal for the curriculum may suggest items for the Educational Policy Committee's agenda. Any such suggestion must be presented in advance to the Chair, who, in consultation with the Vice-Chair and others as appropriate, will set a priority for the item and decide whether and when it will appear on the agenda.

No item is to be added to the agenda without the approval of the Chair, the Vice-Chair in the absence of the Chair, or of the committee as a whole when it is in session.

The agenda with supporting materials is to be distributed at least 48 hours prior to the meeting.

### C. Quorum

A quorum of the Educational Policy Committee is seven voting members, including at least one member from each campus. Votes by proxy are not allowed.

### D. Visitors

In keeping with Arizona's Open Meeting Law, any person with an interest in Educational Policy Committee proceedings may attend Educational Policy Committee meetings. The Chair should be notified in advance of such an individual's intention to attend a meeting. Visitors may not participate in Committee discussions unless invited by the presiding officer to do so.

The Educational Policy Committee reserves the right to meet in executive session and excuse visitors when deemed necessary and as allowed by Arizona's Open Meeting Law, for example, if personnel performance issues are being discussed. No vote may be taken during an executive session.

### E. Procedures

#### 1) General procedures

Except as otherwise expressly provided in these Policies & Procedures or the Bylaws of the General Faculty, the proceedings of the Committee and of its sub-committees and officers shall be in accordance with the current edition of Robert's Rules of Order Simplified and Applied.

#### 2) Decisions to be made by vote

a) The following items are to be decided by majority of the votes cast:

- i. Approval of schedules for blocks, clerkships, and other graded activities within the curriculum
- ii. Determination of credit for educational experiences
- iii. Approval of electives and activities, including non-academic activities, that have an impact on scheduled curriculum time

- iv. Creation of a new required course or clerkship or retiring of a required course or clerkship
  - v. Sanction of any grant proposal that may affect curricular content, methods, or scheduled curricular time
  - vi. Modifications to the format of student evaluations of blocks and clerkships
  - vii. Individual student petitions for program changes and curriculum policy waivers
  - viii. Changes to policies on student assessment, student progress, or graduation requirements
  - ix. Amendment of these Policies & Procedures
- b) For any other item arising at a meeting, a decision may be made either by majority vote on a motion, or informally by consensus of committee members as assessed by the chair. Any member may, at the meeting at which the item occurs, call for a vote on any item, before or after a declaration of consensus by the chair.

3) Electronic discussions

Discussions via email allow participation by all members on their own time, including those who may be unable to attend a particular meeting. Members may elect to hold a discussion by email about any matter before the Committee that they feel warrants this broader opportunity for input. Putting of motions will not be carried out by email. Voting may be carried out by email or online if the Committee deems an item to be of sufficient importance or urgency to warrant it.

## Article VI. Subcommittees

### A. General Features

- 1) The structure of any subcommittee of the Educational Policy Committee, including membership, numbers and representation, service terms, and charge, may be modified at any time by the Educational Policy Committee. Subcommittee terms shall be staggered to assure continuity. Members are encouraged to serve for several years.
- 2) Membership  
Subcommittees may include, as fully participating subcommittee members, persons who are not members of the Educational Policy Committee. Chairs of subcommittees will be selected or appointed from the subcommittee membership.

A list of students recommended to serve on Educational Policy Committee subcommittees will be provided by Student Council. Although student representatives of the Educational Policy Committee enjoy preferred standing for appointments to its subcommittees, students other than Educational Policy Committee members may serve on subcommittees.

Students serving as regular members of subcommittees shall be accorded full voting privileges.

- 3) Resource members  
In addition to receiving support from members of the Offices of Medical Student Education, the Offices of Educational Development, and the Arizona Health Sciences Libraries, subcommittees of the Educational Policy Committee may solicit the support and assistance of any person outside the faculty if that resource person is deemed necessary to the successful execution of its charge.

Resource members of subcommittees of the Educational Policy Committee will assume advisory roles with no voting privileges.

### B. Standing Subcommittees

- 1) Phoenix-Educational Policy Committee and Tucson-Educational Policy Committee  
These subcommittees of the Educational Policy Committee have responsibility for policy and oversight of track-specific aspects of the curriculum in the Phoenix Track and the Tucson Track, respectively. Every Educational Policy Committee member serves on the track-specific subcommittee for his/her home campus.
- 2) Evaluation Subcommittee.

### C. Ad Hoc Subcommittees

At the discretion of the Educational Policy Committee or its Chair, ad hoc subcommittees of the Educational Policy Committee may be established to study any curricular issue. Any ad hoc subcommittee so created will be directed and empowered according to its charge as established by the Educational Policy Committee.

Any ad hoc subcommittee of the Educational Policy Committee shall be dissolved upon the acceptance by the Educational Policy Committee of its final report, unless extended by a renewed charge.



Tuesday, March 01, 2016

**Article VII. Amending the Policies & Procedures**

These Policies and Procedures may be amended by an affirmative vote of a majority of the members present at a meeting, and only if at least 1 month prior notice that a vote will take place has been given. A vote to amend the Policies & Procedures may be conducted by email or online, after a motion to amend has been put at an Educational Policy Committee meeting. The vote is not by secret ballot.