

Subcommittees of the Tucson Educational Policy Committee

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Policy Review Subcommittee

Approved: March 17, 2021

Overview:

The Policy Review Subcommittee (PRS) is a subcommittee within the Tucson Educational Policy Committee (TEPC) tasked to create, evaluate, and revise policies related to the Undergraduate Medical Education Program. The Policy Review Subcommittee meets to review new policies and existing policies brought forth to TEPC.

Membership:

- Chairperson: Assistant Dean of Assessment, Evaluation and Analytics
- Associate Dean of Curricular Affairs
- Senior Associate Dean of Student Affairs
- Director of Accreditation
- Assistant Director of Pre-Clerkship Education
- Assistant Director of Clerkship Education
- Program Manager for Clinical Education
- Senior Program Coordinator
- Director of Student Records
- Director of Financial Aid
- Director of COM ITS
- TEPC Student Representative(s)

Responsibilities:

- Regularly review current policies to update to current levels on language, curriculum changes (e.g., new curriculum implementation), LCME standards.
- Review, edit, and discuss new policies related to the Undergraduate Medical Education Program
- Provide edits, feedback, and discussion of existing policies related to the Undergraduate Medical Education Program
- Discuss any conflicts or issues that may result from any changes or edits to policies related to the Undergraduate Medical Education Program
- Present proposed new policies, policy revisions, and edits to TEPC for approval
- Pending periodic review by TEPC of COM-T's policies, the PRS may be charged with facilitating these reviews.

Approval Flow Process for TEPC Policy Revisions:

1. New Request for Policy Creation or Revision
 - Individual submits a request for policy creation or revision to the Policy Review Subcommittee (PRS) Chair
2. General Counsel Review
 - PRS Chair sends any proposed policy changes for review by the Office of the General Counsel when warranted.
3. PRS Review
 - Individual requesting review presents at a PRS Meeting the proposal for policy creation or revision.

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- Subcommittee reviews the proposal, makes edits, and prepares a recommendation for TEPC's review for approval.
4. TEPC Review and Decision
 - TEPC reviews the PRS's proposed changes and approves, denies, or recommends further revision of the adoption of the new policy or revision of existing policy.
 5. PRS Second Review (if applicable)
 - If TEPC recommends further revision, then Steps 3 and 4 are repeated.
 - If a second review applies, the TEPC's subsequent Review and Decision will be final.
 6. Policy Review Outcome
 - Approved new or revised policy will be dated with the date of TEPC meeting when it was approved and will be uploaded to the UA COM-T website.
 - Denied proposals will be communicated to the initiator(s) of the request.

Tucson Evaluation Subcommittee

Approved by TEPC 10/7/2009

Updated 9/19/2012, 4/9/2020, 9/29/2021

Overview

The Tucson Evaluation Subcommittee (TEVS) is a standing subcommittee of the Tucson Educational Policy Committee (TEPC). Reporting to TEPC, TVS implements program evaluation/review policies established by the TEPC; supports the evaluation and reporting functions of TEPC for program evaluation of components of the curriculum and Tucson Track.

Membership

Membership includes faculty, medical students, and resource members who encompass a wide range and variety of involvement and expertise in the 4 year MD curriculum.

Faculty and medical student members will be invited from the current list of active TEPC members to join the TEVS subcommittee. These members will actively review and provide feedback for the evaluation reports.

Voting members will be personnel who work in the College of Medicine to help collect and review data for the evaluation reports. These individuals include:

- Assistant Dean of Assessment, Evaluation and Analytics (Chair)
- Associate Dean for Curricular Affairs
- Assistant Director of Preclerkship Education
- Assistant Director of Clerkship Education
- Director of Accreditation
- Director of Research & Analytics
- Senior Manager of Assessment & Evaluation
- TEPC Chair
- TEPC Chair-Elect

The term of service for faculty and student TEPC members will be for the duration of their tenure on TEPC. The terms of service for the support members will be ongoing.

Quorum: A quorum of the TEVS is 50% voting members. Votes by proxy are not allowed.

Responsibilities

- Review and provide feedback on TEPC evaluation reports including:
 - Level 1 reports – Evaluation of the course/clerkship/longitudinal components
 - Level 2 reports – Evaluation of the phases (pre-clerkship, clerkship, transition to residency)
 - Level 3 report – Evaluation of the entire 4-year MD curriculum at UA COM
- Review and report annually on the effectiveness of the Evaluation Plan of the MD program of UA COM.
- Makes policy recommendations to TEPC with respect to program evaluation.
- Confers with Curricular Affairs and Instructional Technology to develop/modify methods of data collection and reporting.
- Recommends to TEPC the dissemination of evaluation data to faculty and the appropriate venues for posting of these data.

Tucson Curriculum Management Subcommittee

Approved: 8/5/2009

Amended: 9/19/2012, 6/16/2021

I. MISSION / PURPOSE / CHARGE FROM BYLAWS

- A. The Tucson Curriculum Management Subcommittee (TCMS) is a standing subcommittee of the Tucson Education Policy Committee (TEPC). It is the principal subcommittee that oversees content, content delivery and quality of pre-clerkship curriculum. The charge to the TCMS is to make policy recommendations to the TEPC concerning the structure, development, and delivery of the educational program, but does not establish such policy. TCMS also contributes to the biennial review of blocks. TCMS produces one of the review reports that covers the evaluation of block content, examinations and instructional effectiveness. The TCMS block review report is delivered to the TEPC. TCMS may establish guidelines and procedures required to fulfill its charges. It also assists in the development and implementation of curricular innovations.

B. COMMITTEE RESPONSIBILITIES

Related to Development and Delivery of the program:

- Recommends to TEPC a curriculum management plan, which includes procedures and schedules for the tasks required to prepare, deliver, and manages all pre-clerkship courses, threads, and scholarly project.
- Implements the curriculum management plan established by TEPC.
- Ensures compliance with the management plan and assesses its effectiveness.
- Anticipates or responds to operational concerns with respect to the ongoing delivery of courses.

Related to Management of the Curriculum:

- Advises TEPC on the sequence and length of content for courses, which is driven by the EPO's and reviewed annually for breadth and depth, vertical and horizontal integration within pre-clerkship as well as across all four years
- Recommends and approves the assignment of content topics to courses, driven by the EPOs.
- May conduct specific audits of content for integration and completeness, as necessary.

Related to Instruction:

- Assures that the content and educational activities of courses fulfill institutional objectives.
- Develops guidelines concerning the role and the performance of participating faculty.
- Ensures compliance with established processes for faculty instructional development.
- Monitors procedures for the recruitment, training, assignment, and performance of faculty facilitator

- Ensures that content and instructional methods are delivered as approved.

Related to Assessment of Student Performance:

- Recommends to TEPC policies concerning assessment of student performance.
- Ensures that the content of examinations matches learning objectives and that examinations are consistent with goals of student development as established by the subcommittee and TEPC and oversees post-administration analysis of examinations to assure their validity and reliability.
- Develops new assessment methods and instruments, consistent with TEPC policies.
- Monitors grading practices and outcomes.

Related to Operations, Evaluation and Oversight:

- Members are considered to represent constituencies within the faculty and staff (e.g., Block and Discipline Directors represent the faculty who teach in their areas) and are expected to consult with their constituents on matters arising before the subcommittee and to inform them about policies and procedures established by the subcommittee.
- Provides regular reports to TEPC concerning the delivery and quality of pre-clerkship curriculum.
- Implements TEPC Evaluation Plan for pre-clerkship blocks and produces review reports on individual blocks.
- Generates and compiles other evaluation and review data as directed.
- Oversees changes to the pre-clerkship curriculum as required by TEPC.
- Participates as required in comprehensive review processes, including reviews related to LCME accreditation.

II. MEMBERSHIP

A. COMPOSITION

Voting Members:

- All Block and Course Directors (limited to one Director or designee per block or course)
- All thread directors
- Director of the Societies Program
- Director of the Doctor and Patient Program
- Director of Clinical Reasoning Course
- Director of Scholarly Project
- Discipline Directors who are not Block or Thread Directors
- Assistant Director, Preclerkship

Supporting Members:

- Vice Dean for Education
- Associate Dean for Curricular Affairs
- Senior Associate Dean for Student Affairs and Admissions

- One voting member of the Tucson Clinical Curriculum Subcommittee of the EPC
 - Block Coordinators
 - Assistant Dean, Assessment, Evaluation and Learning Analytics
 - Program Manager, Assessment and Evaluation
 - Other Education Support Staff, as required by committee task
- B. Members will serve on the committee for as long as they hold the position title requiring them to serve on the committee, as outlined above in the committee composition.
- C. It is the responsibility of each member of the Tucson Curriculum Management Subcommittee 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 Curricular Affairs in advance of any absence from a regularly scheduled meeting.
- D. Members of the Office of Curricular Affairs, Office of Student Affairs, and other relevant individuals at the College of Medicine – Tucson will serve as resource staff to the Tucson Educational Policy Committee and its subcommittees. Resource people may be invited to join in discussions, but do not have voting privileges.
- E. 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

III. MEETING PROCEDURES

- 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, Vice-Chair and Office of Curricular Affairs will balance the need for meetings of the committee.
 2. Meetings typically are held on the first and/or third Thursday of each month from 12:00 to 1:00 pm in a designated teleconference room and/or via Zoom.
- B. Agenda
- Any person within the College of Medicine community involved in pre-clerkship medical education and having a particular concern about, or proposal for, the curriculum may suggest items for the Tucson Curriculum Management Subcommittee'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 or of the Vice-Chair in the absence of the Chair. The agenda, with supporting materials, is to be distributed at least 48 hours prior to the meeting.
- C. Quorum
- A quorum of the Tucson Curriculum Management Subcommittee is 50% voting members. Votes by proxy are not allowed.

Tucson Clinical Clerkship Subcommittee

Approved: July 28, 2021

Amended: September 9, 2021

I. MISSION / PURPOSE / CHARGE FROM BYLAWS

A. The Tucson Clerkship Curriculum Subcommittee (TCCS) is a standing subcommittee of the Tucson Educational Policy Committee (TEPC). It is the principal subcommittee that oversees content, content delivery and quality of the clinical curriculum. The charge to the TCCS is to make policy recommendations to the TEPC concerning the structure, development, and delivery of the educational program, but does not establish such policy.

B. COMMITTEE RESPONSIBILITIES

- Ensures all relevant LCME Accreditation Standards are met.
- Ensures that the curriculum uses formally adopted medical education program objectives to guide the selection of curriculum content, review and revise the curriculum, and establish the basis for evaluating programmatic effectiveness.
- Ensures student performance assessment activities meet the Core Competencies and Measurable Objectives of the curriculum.
- Ensures integration of curriculum content within and across clerkships and other required courses.
- Oversees annual clerkship block evaluations (instruction, organization and delivery).
- Recommends policy and policy changes affecting the clerkship and transition to residency phases of the curriculum to TEPC.
- Oversees the authorization and reauthorization of off-campus clinical instruction sites.
- Fulfills policies established by TEPC.
- Assembles and compiles clerkship and transition to residency data as required for accreditation review efforts.
- Assembles and compiles clerkship and transition to residency data as required for TEPC mandated review processes.

II. MEMBERSHIP

A. COMPOSITION

Voting Members:

- There are 12 voting members
- Clerkship directors (9 total)
- Transition to Clerkships course director (1 total)
- Intersessions course director (1 total)
- Electives Subcommittee Chair (1 total)

Supporting Members:

- Vice Dean for Education
- Associate Dean for Curricular Affairs
- Senior Associate Dean for Student Affairs and Admissions

- Radiology representative
 - Lead administrative personnel (Curricular Affairs, COM Administration and Student Affairs)
 - All coordinators for clerkship and Transition to Residency required clerkships/courses
 - Application of Basic Sciences and Residency Bootcamp course Directors
 - Assistant Dean, Assessment, Evaluation and Learning Analytics
 - Senior Manager, Assessment and Evaluation
 - Other Education Support Staff, as required by committee task
- B. Members will serve on the committee for as long as they hold the position title requiring them to serve on the committee, as outlined above in the committee composition.
- C. It is the responsibility of each member of the Tucson Clinical Curriculum Subcommittee 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 Curricular Affairs in advance of any absence from a regularly scheduled meeting.
- D. Members of the Office of Curricular Affairs, Office of Student Affairs, and other relevant individuals at the College of Medicine – Tucson will serve as resource staff to the Tucson Educational Policy Committee and its subcommittees. Resource people may be invited to join in discussions, but do not have voting privileges.
- E. 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.

III. MEETING PROCEDURES

- 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 the Office of Curricular Affairs will balance the need for meetings of the committee.
 2. Meetings typically are held on the third Friday of each month from 9:00 to 10:00 am in a designated teleconference room and/or via Zoom.
- B. Agenda
- Any person within the College of Medicine community involved in clinical medical education and having a particular concern about, or proposal for, the curriculum may suggest items for the Tucson Clinical Curriculum Subcommittee's agenda. Any such suggestion must be presented in advance to the Chair, who, in consultation with the Office of Curricular Affairs, 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 or of the Vice- Chair in the absence of the Chair. The agenda, with supporting materials, is to be distributed at least 48 hours prior to the meeting.
- C. Quorum
- A quorum of the Tucson Clinical Curriculum Subcommittee is 50 % of eligible voting members. Votes by proxy are not allowed.

Exam Review Subcommittee

Approved by TEPC 10/3/2012

Updated 9/6/2013, 3/30/2020

Overview

Tucson Educational Policy Committee (TEPC) establishes the Examination Review Subcommittee (ERS) as a standing subcommittee of TEPC. This subcommittee holds the primary responsibility to oversee the quality and outcomes of student performance assessment for Years 1 and 2. The "Performance Assessment Plan for the Tucson Years 1 and 2" is the domain of this subcommittee and reports of the plan's implementation and its outcomes will be delivered regularly to the TEPC and its other subcommittees.

Membership

TEPC regards the guidelines and procedures for the oversight of performance assessment to be a curriculum support function of the Curricular Affairs office. As such, the members of this committee will be appointed by the Associate Dean of Curricular Affairs. The Senior Manager for of Assessment and Evaluation will chair the subcommittee.

The membership of the Exam Review Subcommittee (ERS) is comprised of the following individuals: (Note: it is important that the core membership include members who have not been involved [or who have had minimal involvement] in the construction of the exam items being considered. Because of the nature of work performed by this subcommittee, there may be no student representatives).

1. Experts in Student Performance Assessment (Curricular Affairs)
2. One Discipline Director
3. AMES member or faculty with experience writing MCQs (preferably NBME items)
4. Other ad hoc content consultants (Block directors and/or the ERS members can recommend content experts to consult with the committee for specific items.) Optimally, both clinical and basic science content expertise will be represented.

Responsibilities

The ERS will establish the criteria by which exam items are deemed of high quality. These will be applied consistently when making decisions about exam items. The criteria that establish acceptable/unacceptable item statistics will be set, approved by TEPC, and published in the appropriate sections of block director manuals. Other decision criteria may include such situations as when two answers might be accepted. Because the evaluation of exam items includes a corresponding evaluation of its referential learning objectives, the Exam Subcommittee will be copied on block changes that invoke the Year 1 and 2 Block/Course Changes policy with respect to objectives.

- The ERS will apply the criteria in the preview of items for those exams and quizzes that contribute to more than 10% of a student's grade in any block. The materials associated with these high stakes assessments should be provided to the ERS less than two to three weeks in advance of the assessment administration for review.
- The ERS will apply the criteria after the delivery of an exam:
 - The ERS has the final approval regarding dropping, revising items and the subsequent changes to grading that might arise. Initial raw item/exam performance data must be stored before revisions take place.

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- The ERS's decision to drop an item or otherwise change the scoring of an item will be sent immediately to Block Coordinators or Instructional Technology to recalculate (if needed) prior to the release exam scores.

Tucson Electives Subcommittee

Approved by the Tucson Educational policy committee 8/5/2009

Updated by TEPC on 11/19/2012 and 8/25/2021

Overview

The Tucson Electives Subcommittee (TES) is a standing subcommittee of TEPC. This subcommittee meets quarterly and is responsible for the oversight of elective courses offered at the College of Medicine – Tucson. Its role is to:

- Monitor and review the structure, quality and delivery of the elective curriculum for the College of Medicine – Tucson.
- Identify gaps in terms of availability of electives in certain specialties or areas of interest.
- Evaluate electives including reading through all student feedback for those electives, checking the quality of the feedback that is being provided to students for the purposes of the MSPE, working with electives directors and coordinators to help ensure robust and consistent assessment within the elective, etc.
- Make recommendations to the Tucson Educational Policy Committee (TEPC) concerning the structure, development, delivery and use of the electives curriculum.
- Report annually to the TEPC and provides support for evaluation and review functions for electives as directed.
- May establish guidelines and procedures in consultation with TEPC.

Membership

Voting Members

- Serving with voting privileges
 - No less than six faculty members, representing a variety of departments. These six include:
 - At least one at-large basic science faculty member approved by TEPC (voting)
 - At least one at-large clinical faculty member approved by TEPC (voting)
 - Transition to Residency Bootcamp Course Director (voting)
 - Application of Basic Science to Clinical Medicine Course Director (voting)
 - Electives Sub-Committee Chair (voting)
 - One Electives Departmental Director nominated by TES and approved by TEPC (voting)
 - Assistant Dean for Assessment, Evaluation and Analytics (Curricular Affairs) (voting)
 - One student plus one alternate each from MS3 and MS4 classes with one vote per class (appointed) (voting)

Resource Members:

- Associate Dean, Curricular Affairs
- Program Manager, Clinical Education (Curricular Affairs)
- Assistant Director, Clinical Education (Curricular Affairs)
- Program Coordinator, Senior Clinical Education (Curricular Affairs)
- Program Coordinator, Senior Assessment and Evaluation (Curricular Affairs)
- Senior Manager, Assessment and Evaluation (Curricular Affairs)
- Representative from IT

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- Any director or coordinator from the Transition to Residency phase can volunteer to serve on the committee as a resource member.

Membership must be approved by TEPC annually at the June meeting.

Quorum: A quorum of the TES is 50% voting members. Votes by proxy are not allowed.

Leadership

The Electives Director will act as the chairperson for the committee.