

Tucson Educational Policy Committee Processes and Procedures

University of Arizona College of Medicine

Tucson Educational Policy Committee Policies & Procedures
Approved by the TEPC – October 28, 2009
Amended December 15, 2010; July 17, 2019; June 21, 2021;
Jan 26, 2022

Article I. Mission

- A. The Tucson Educational Policy Committee (TEPC) is a faculty committee for policy making and oversight of medical student education. It works closely with the Tucson Educational Policy Subcommittees, collaborates with the Vice Dean for Education, 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; monitoring 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 Tucson Educational Policy Committee (TEPC) 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 Tucson Educational Policy Committee (TEPC) is specified in Article D.5.c of the Bylaws of the Faculty of the College of Medicine.

2) Faculty

The formula for apportioning members of the Committee is specified in Article II.D.1 of the Bylaws of the Faculty of the College of Medicine. Currently TEPC comprises twelve faculty members.

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 and one alternate student. Student TEPC members shall be directly elected by the student body.

B. Terms of office

Typically each faculty member is elected for a three 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 TEPC 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. 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 TEPC 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 TEPC 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 Chair of the Tucson Educational Policy Committee will serve as the officer of the whole Committee. The position of Chair of the Committee begins on July 1, and lasts for one year.

B. Election of Subcommittee Chairs

Chair and Vice Chair of TEPC will be elected by the members of each Subcommittee. The term of office will be two years. During his/her first year in office, s/he 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 TEPC 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 Tucson Educational Policy Committee (TEPC) 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 Tucson Educational Policy Committee (TEPC) meeting, based on the goals and duties of the Committee, in conjunction with the Associate Dean and resource members from Office of Curricular Affairs and other relevant individuals from the College of Medicine - Tucson.

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 TEPC 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 TEPC 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 of TEPC is responsible for presenting reports at general faculty meetings.

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 Tucson 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.

Article IV. Resource Members

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.

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 Tucson Educational Policy Committee.
- 2) Meetings typically are held on the first and/or third Wednesday of each month from 4:30 to 6:00 pm in teleconference room in Tucson.

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 Tucson 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 Tucson Educational Policy Committee is at least fifty percent of eligible voting members. Votes by proxy are not allowed.

D. Visitors

In keeping with Arizona's Open Meeting Law, any person with an interest in Tucson Educational Policy Committee proceedings may attend Tucson 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 Tucson 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 Tucson Educational Policy Committee (TEPC), including membership, numbers and representation, service terms, and charge, may be modified at any time by the TEPC. Subcommittee terms shall be staggered to assure continuity. Members are encouraged to serve for several years.

B. Membership

Subcommittees may include, as fully participating subcommittee members, persons who are not members of the TEPC. Chairs of subcommittees will be selected or appointed from the subcommittee membership.

A list of students recommended to serve on TEPC subcommittees will be provided by Student Council. Although student representatives of the TEPC enjoy preferred standing for appointments to its subcommittees, students other than Tucson Educational Policy Committee members may serve on subcommittees. Students serving as regular members of subcommittees shall be accorded full voting privileges.

- 1) Resource members

In addition to receiving support from members of the Office of Curricular Affairs, Office of Student Affairs, and other relevant individuals at the College of Medicine – Tucson, subcommittees of the Tucson 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 Tucson Educational Policy Committee will assume advisory roles with no voting privileges.

C. Standing Subcommittees

- 1) Tucson Curriculum Management Subcommittee
- 2) Tucson Clinical Curriculum Subcommittee
- 3) Tucson Electives Subcommittee
- 4) Tucson Evaluation Subcommittee
- 5) Policy Review Subcommittee
- 6) Exam Review Subcommittee

CI. Ad Hoc Subcommittees

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

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 a Tucson Educational Policy Committee meeting. The vote is not by secret ballot.