

UNDERGRADUATE MEDICAL EDUCATION COMMITTEE (UMEC) GOVERNANCE DOCUMENT

UNDERGRADUATE MEDICAL EDUCATION COMMITTEE

A. Charge. The Undergraduate Medical Education Committee (UMEC) shall:

1. Be responsible for the medical curriculum and for the detailed development, design, and implementation of all components of the medical education program. This includes program objectives, the learning objectives for each required curricular segment, instructional and assessment methods appropriate for the achievement of those objectives, content and content sequencing, ongoing review and updating of content, and evaluation of course, clerkship, and teacher quality.
2. Be responsible for the ongoing monitoring, review, and revision of the medical education program objectives, curricular learning objectives, content, and instructional and assessment methods. (Modified from LCME, Section 8.3, 2020-2021)
3. Establish academic policy as necessary to comply with Liaison Committee in Medical Education (LCME) standards and elements and to meet the duties defined in the School's purpose statement as stated in the North Dakota Century Code.
4. Oversee and establish committees and generate and modify the charges of all committees as needed.
5. Have committees as defined below. These committees shall assist the UMEC in the overall design, implementation, management, and evaluation of the undergraduate medical education program. These committees shall also assist in developing academic policies for the medical program and procedures that allow the UMEC to carry out its responsibilities.

Committees: The committees of the UMEC are the clinical sciences curriculum committee (CSCC), the biomedical sciences curriculum committee (BSCC), the medical student admissions committee (MSAC), the medical student academic performance committee (MSAPC), the curriculum evaluation and management committee (CECC), and the medical program policy review committee MPPRC.

B. Membership

1. The Assistant Dean for Medical Curriculum shall be the chair.
2. The Associate Dean for Teaching and Learning shall be the vice-chair.
3. Voting Membership: The voting membership shall be 11 members.
 - a. Four members of the Basic Sciences faculty, identified by the SMHS nominating committee, and elected by the voting faculty.
 - b. Four members of the Clinical Sciences faculty, identified by the SMHS nominating committee, and elected by the voting faculty..
 - c. The Director of INMED or his or her designee.
 - d. Two members of the medical student body. One member and an alternate elected by their peers to serve during their 2nd and 4th years.
 - e. One campus dean, elected from the group of campus deans
4. Nonvoting Members/Advisory:
 - a. Chair of UMEC (chair may vote in order to "break ties" on motions)
 - b. Chairs of all UMEC Committees
 - c. Senior Associate Dean for Medicine and Research
 - d. Associate Dean for Education and Faculty Affairs
 - e. Associate Dean for Student Affairs and Admissions

- f. Assistant Dean for Medical Curriculum
 - g. Associate Dean for Teaching and Learning
 - h. Associate Dean for Diversity and Inclusion
5. Multiple Roles
- a. Where and when a member legitimately represents more than one constituency, that member may serve two corresponding roles on the committee

C. Terms/Conditions:

1. Committee members, other than students, shall serve three-year terms. Student members shall serve two one-year terms.
2. Where and when a member legitimately represents more than one constituency, that member may serve two corresponding roles on the committee.
3. Vacancies shall be filled by the dean until the next general election of UMEC members.
4. The current edition of the Sturgis Standard Code of Parliamentary Procedure shall govern meeting proceedings.

MEDICAL STUDENT ADMISSIONS COMMITTEE (MSAC)

A. Charge:

1. The MSAC is a committee of the UMEC and is given the final responsibility for accepting students to the medical program.
2. The MSAC shall process, screen, and accept applicants to become medical students in the UNDSMHS, in accordance with the admissions policy and procedures approved by the UMEC and the dean.
3. The MSAC shall oversee and be responsible for the following processes:
 - a. Preliminary screening for applicants to receive the secondary/supplementary application.
 - b. Selection of candidates for interview.
 - c. The results of the interview (e.g., interview “score” or outcome result).
 - d. The acceptance decisions.
 - e. The creation of the wait list.
 - f. The offer of acceptance, including how applicants are accepted from the wait list.
 - g. Approval of requested deferrals.
4. The committee shall recommend policy on admission standards and procedures to the UMEC.
5. The committee shall ensure compliance with all applicable LCME admissions standards.
6. The committee shall regularly review academic policies related to its responsibilities and report its findings to the UMEC.
7. The committee shall ensure that the selection of individual medical students for admission is not influenced by any political or financial factors. Committee members shall adhere to SMHS and University conflict of interest (COI) policies in committee proceedings and voting. Members shall recuse themselves as indicated by those COI policies.

B. Line of Reporting: The MSAC reports to UMEC a general summary of its actions.

C. Membership:

1. The Chair and Vice Chair shall be elected annually by the Committee membership. The Chair and Vice Chair shall remain full voting members of the committee.
2. Voting membership: The voting membership of the committee shall be 12 members.
 - a. Four members of the basic sciences faculty, identified by the SMHS nominating committee, and elected by the voting faculty.
 - b. Four members of the clinical sciences faculty, identified by the SMHS nominating committee, and elected by the voting faculty.
 - c. Four members from the student body.
 - i. Two second year students elected by their class.
 - ii. Two fourth year students elected by their class.
3. Nonvoting Membership/Advisory:
 - a. The Associate Dean for Student Affairs and Admissions and other individuals as invited by the Chair.
4. Alternate List: The MSAC shall maintain an alternate committee member list of faculty and students. If a regular member of the committee cannot serve (in the short term), a replacement shall be found from the alternate list.
5. Multiple Roles
 - a. Where and when a member legitimately represents more than one constituency, that member may serve two corresponding roles on the committee

D. Terms/Conditions:

1. In the event of an unplanned vacancy, the chair, in consultation with the Chair of UMEC, will

appoint a replacement.

2. Committee members, other than students, shall serve three-year terms. Student members shall serve two one-year terms.
3. The current edition of The Sturgis Standard Code of Parliamentary Procedure shall govern meeting proceedings.

MEDICAL STUDENT ACADEMIC PERFORMANCE COMMITTEE (MSAPC)

A. Charge: The Medical Student Academic Performance Committee shall:

1. Be responsible for determining advancement and graduation of students and for making decisions regarding leave of absence, dismissal, probation, and suspension.
2. Recommend academic policies and procedure for the medical program to UMEC in order for it to effectively carry out its responsibilities.
3. Review academic policies and procedure related to medical student academic performance, promotion, and graduation, and report its review findings to UMEC annually.

B. Line of Reporting: MSAPC reports to UMEC.

C. Membership

1. The chair shall be elected by the committee membership. The chair shall remain a full voting member of MSAPC.
2. Voting Membership
 - a. Three members of the Basic Sciences faculty.
 - i. Two members identified, identified by the SMHS nominating committee, and elected by the voting faculty.
 - ii. One member appointed by the dean.
 - b. Three members of the Clinical Sciences faculty.
 - i. Two members, identified by the SMHS nominating committee, and elected by the voting faculty.
 - ii. One member appointed by the dean.
 - c. Four members of the medical student body, one appointed from each class by the Associate Dean for Student Affairs and Admissions in consultation with the Chair of the committee.
3. Nonvoting Members/Advisory:
 - a. The Associate Dean for Student Affairs and Admissions.
 - b. The Associate Dean for Diversity and Inclusion or their representative.
 - c. UND general council when requested.
4. Multiple Roles
 - a. Where and when a member legitimately represents more than one constituency, that member may serve two corresponding roles on the committee
 - a. member may serve two corresponding roles on the committee

D. Terms/Conditions:

1. Vacancies shall be filled by the Dean in consultation with the Chair of the committee.
2. Committee members, other than students, shall serve three-year terms. Students, appointed in their first year of medical school, shall serve on the committee until graduation.
3. Vacancies shall be filled by the dean until the next general election of MSAPC members.
4. The current edition of The Sturgis Standard Code of Parliamentary Procedure shall govern meeting proceedings.

MEDICAL PROGRAM POLICY REVIEW COMMITTEE (MPRC)

A. Charge. The Medical Program Policy Review Committee shall:

1. Be responsible for reviewing, updating, and recommending medical program policy changes to the UMEC.
2. Review and update all policies related specifically to the medical program and to medical students annually.
3. Forward the outcomes of annual policies and committee recommendations to UMEC for action.
4. Not approve or authorize policy.
5. Assist UMEC in crafting policy documents and providing advice regarding policy matters as requested by UMEC.
6. Provide advice to the Faculty Council (FC) regarding school wide policy as requested.
7. Review school wide policies to ensure that said policies are consistent with medical program policies. MPRC will notify UMEC when inconsistencies are identified.

B. Line of Reporting: MPRC reports to UMEC.

C. Membership:

1. The Chair shall be elected from the voting committee members.
2. Voting membership:
 - a. One biomedical science faculty member identified by the SMHS nominating committee, and elected by the voting faculty
 - b. One clinical science faculty member identified by the SMHS nominating committee, and elected by the voting faculty
 - c. One medical student
 - d. Associate Dean for SAA or designee
 - e. Associate Dean for Education and Faculty Affairs or designee
 - f. Associate Dean for Teaching and Learning or Designee
3. Nonvoting Members/Advisory:
 - a. Chief of Staff or designee
 - b. Assistant Dean for Medical Accreditation
4. Multiple Roles
 - a. Where and when a member legitimately represents more than one constituency, that member may serve two corresponding roles on the committee

D. Terms and Conditions:

1. There are no term limits.
2. Meeting minutes are to be taken and reported to UMEC.

THE CLINICAL SCIENCES CURRICULUM COMMITTEE (CSCC)

- A. Charge: The Clinical Sciences Curriculum Committee shall:
 - 1. Be responsible for the implementation and management of Phase 2 and Phase 3 of the curriculum and integration of the clinical sciences across the medical curriculum.

- B. The Education Resources unit shall assist in providing expertise in curricular design, pedagogy and evaluation methods as requested.

- C. Line of Reporting: The CSCC reports to UMEC
 - 1. The chair or their designee will report to the MCC, including, but not limited to the following:

- D. Membership:
 - 1. The chair of the CSCC will be elected annually by the committee from the voting membership.
 - 2. There shall be no term limits for the members or the chair.
 - 3. The chair shall serve as UMEC representative on this committee by virtue of his or her non-voting membership on UMEC.
 - 4. Voting Membership:
 - a. The Chair of CSCC
 - b. Representatives from each Clinical Science Department.
 - c. These representatives shall be chosen by the Department Chair and are usually the Clerkship Director or the Department's Director of Education.
 - d. Directors of all longitudinal clinical curricular programs
 - e. A Year 4 student
 - f. All Campus Deans
 - 5. Nonvoting Membership/Advisory:
 - a. Associate Dean for Medicine
 - b. Senior Associate Dean for Education
 - c. Associate Dean for Student Affairs and Admissions
 - d. Assistant Dean for Faculty Development and Director, Education Resources
 - e. Associate Dean for Teaching and Learning
 - f. Assistant Dean for Medical Accreditation
 - 6. Multiple Roles
 - a. Where and when a member legitimately represents more than one constituency, that member may serve two corresponding roles on the committee

- E. Terms and Conditions:
 - 1. There are no term limits.
 - 2. Annual list of reports/reviews and anticipated review dates for CSCC
 - 3. Minutes of the CSCC within one week following approval
 - 4. List of motions, action items, and reports to be scheduled for UMEC review within one week following completion of each meeting and as needed

THE BIOMEDICAL SCIENCES CURRICULUM COMMITTEE (BSCC)

- A. Charge. The Biomedical Sciences Curriculum Committee shall:
 - 1. Be responsible for the implementation and management of Phase I of the curriculum and the integration of the biomedical sciences across the curriculum.

- B. The Education Resources unit shall assist in providing expertise in curricular design, pedagogy and evaluation methods as requested.

- C. Line of Reporting: BSCC reports to UMEC

- D. Membership
 - 1. The chair of the BSCC will be elected annually by the committee from its voting membership.
 - 2. The chair shall serve as MCC representative on this committee by virtue of his or her non-voting membership on MCC.
 - 3. Voting Membership:
 - a. Chair of BSCC
 - b. Four (4) basic science faculty members identified by the SMHS nominating committee, and elected by the voting faculty.
 - c. Chair of the CSCC
 - d. Directors of Basic Sciences, Phase 1
 - e. Directors of Clinical Sciences, Phase 1
 - f. Director of the Sim Center
 - g. A Year 2 student
 - 4. Nonvoting Membership/Advisory:
 - a. Associate Dean for Educational Administration and Faculty Affairs
 - b. Assistant Dean for Faculty Development and Director, Education Resources
 - c. Associate Dean for Teaching and Learning
 - d. Assistant Dean for Medical Accreditation and Chief Medical Accreditation Officer
 - 5. Multiple Roles
 - a. Where and when a member legitimately represents more than one constituency, that member may serve two corresponding roles on the committee

- E. Terms and Conditions:
 - 1. The Chair of BSCC will report to the UMEC, including, but not limited to the following:
 - 2. Annual list of reports/reviews and anticipated review dates for BSCC
 - 3. Minutes of the BSCC within one week following approval
 - 4. List of motions, action items, and reports to be scheduled for UMEC review within one week following completion of each meeting and as needed
 - 5. The basic science, pathology, and population health representatives shall be designated by their respective department chairs for staggered three-year terms.
 - 6. There shall be no term limits on the members of the committee or on the chair.

CURRICULUM EVALUATION AND MANAGEMENT COMMITTEE (CEMC)

- A. Charge: The Curriculum Evaluation and Management Committee shall:
1. Be responsible for the curriculum evaluation and management activities related to all four years of the curriculum under the direction of UMEC.
 2. Make recommendations to UMEC regarding curriculum evaluation (e.g., mapping, design of objectives, assessment, gaps, redundancies)
 3. Shall take direction from UMEC regarding all such medical curriculum evaluation and management activities
 4. Shall coordinate with BSCC, CSCC, and other medical curriculum faculty and personnel to ensure effective practice.
- B. The Education Resources unit shall assist in providing expertise in curricular design, pedagogy and evaluation methods.
- C. Line of Reporting: CECC reports to UMEC
- D. Membership:
1. The chair of the CECC will be elected annually by the committee from the voting membership.
 2. There shall be no term limits for the members or the chair, but membership will be reviewed annually by the chair of CECC and the chair of MCC to ensure committee has required expertise.
 3. The chair or another CECC representative shall serve as MCC representative on this committee by virtue of his or her non-voting membership on MCC.
 4. Voting Membership:
 - a. The Chair of CECC
 - b. Assistant Dean for Medical Curriculum
 - c. Clinical Curriculum Team Leader
 - d. Biomedical Sciences Curriculum Team Leader
 - e. Curriculum Database Manager
 - f. MedEd Librarian (may serve as non-voting member of MCC)
 - g. Librarian (serves as non-voting member of BSCC)
 - h. Librarian (serves as non-voting member of CSCC)
 - i. Chair of BSCC
 - j. Chair of CSCC
 - k. Chair of MCC
 5. Nonvoting Membership/Advisory:
 - a. Associate Dean for Teaching and Learning
 - b. Instructional Designer
 - c. Director of Library Resources (may serve as non-voting member of MCC)
 - d. Director of Assessment
 - e. Statistician, Education Resources
 6. Multiple Roles
 - a. Where and when a member legitimately represents more than one constituency, that member may serve two corresponding roles on the committee. If, in such cases, the member holds two voting roles or one role is nonvoting and the other voting, the member shall have one vote.
- E. Terms and Conditions:
1. The chair or their designee will report to the UMEC, including, but not limited to the following:
 - a. Annual list of reports/reviews and anticipated review dates for CECC