

UNDERGRADUATE MEDICAL EDUCATION COMMITTEE GOVERNANCE DOCUMENT

UNDERGRADUATE MEDICAL EDUCATION COMMITTEE

A. Charge: The Undergraduate Medical Education Committee (UMEC) shall adhere to and implement its charge as specified in the School of Medicine and Health Sciences (SMHS) Bylaws document (p. 11):

“The UMEC, in collaboration with the Dean, shall oversee the undergraduate medical education program. The UMEC has full authority over the design, management, implementation and assessment of medical education program curriculum. The UMEC shall establish policy in order to carry out the charge of the committee and to meet LCME¹ accreditation requirements.”

B. Implementation:

1. UMEC shall be responsible for the oversight of the medical curriculum as a whole including the detailed development, design, management, implementation, integration, evaluation, and enhancement of the undergraduate medical education program, including 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. UMEC is responsible for the ongoing monitoring, review, and revision of medical education program objectives, learning objectives, content and instructional and assessment methods.
3. UMEC shall establish academic policy as necessary to comply with LCME standards and elements and to meet the duties defined in the School’s purpose statement as stated in the North Dakota Century Code (N.D.C.C. § 15-52-01). There shall be a two-week MD program faculty and student comment period prior to voting on all policy matters.
4. Establish, oversee, and generate/modify the charges of committees and *ad hoc* committees as defined below. These committees shall assist UMEC in the overall design, management, implementation, integration, evaluation and enhancement of the undergraduate medical education program curriculum. These committees shall also assist in developing academic policies for the medical program and procedures that allow UMEC to carry out its responsibilities.
 - a. Committees: The committees of UMEC are permanent committees and include:
 - i. The Medical Student Admissions Committee (MSAC):
 1. MSAC is given sole and final responsibility for accepting students to the undergraduate medical program. MSAC shall process, screen, and accept applicants to become medical students in the UND SMHS undergraduate medical education program, in accordance with admission policies and procedures approved by UMEC and the dean.
 - ii. The Medical Student Academic Performance Committee (MSAPC):
 1. MSAPC shall be responsible for determining advancement and graduation of medical students and for making decisions regarding leave of absence, any disciplinary action, probation, suspension and dismissal.
 - iii. The Medical Program Policy Review Committee (MPPRC):
 1. MPPRC shall be responsible for reviewing and recommending new medical program policy or policy revisions to UMEC.
 - iv. The Phase 1 Committee (PIC):
 1. PIC shall be responsible for the implementation, management and evaluation,

¹ Liaison Committee on Medical Education

of Phase 1 of the undergraduate medical curriculum as delegated by and under the oversight and direction of UMEC.

- v. The Phase 2/Phase 3 Committee (P2P3C):
 - 1. P2P3C shall be responsible for the implementation, management and evaluation, of Phase 2 and Phase 3 of the undergraduate medical curriculum as delegated by and under the oversight and direction of UMEC.
- vi. The Curriculum Evaluation and Management Committee (CEMC):
 - 1. The Curriculum Evaluation and Management Committee shall conduct curriculum evaluation and management activities for each phase of the curriculum and the curriculum as a whole as delegated by and under the oversight and direction of UMEC.

- b. Unless otherwise stated in specific committee documents, UMEC and all UMEC committees shall be governed by the following rules and procedures:
 - i. Quorum for policy decisions is a majority of the voting members. Faculty members shall constitute the majority of committee members voting on all committee business.
 - ii. Meetings may be held, and agenda items discussed without quorum present on scheduled meeting days and times.
 - iii. Terms of service for committee members shall be 3 years, at which time school-wide nominations and elections for the position will be open to all faculty as per the process described in the bylaws. There are no limits on the number of consecutive terms a committee member may serve if members are re-elected by their peers.
 - iv. Committees shall report their actions and policy recommendations to UMEC as they are approved by the voting membership.
 - v. Committees shall inform and coordinate with UMEC and its other committees regarding actions that impact the work of those committees.
 - vi. Where and when a voting member represents more than one constituency, that member may hold two corresponding roles on the committee but shall only have one vote and shall be counted as one member for the purposes of establishing quorum.
 - vii. The current edition of *The Standard Code of Parliamentary Procedure* shall govern meeting proceedings unless alternative procedures are specified.
- c. Ad hoc committees, task forces, or working groups: *Ad hoc* committees, task forces, or working groups may be appointed by UMEC for specific purposes and for a limited period of time that will not exceed 12 months unless reconstituted by approval of UMEC. Upon completion of its task, or at intervals specified in its charge, an ad hoc committee, task force or working group shall issue a report of its work to UMEC.
- d. UMEC shall inform MSAPC and MSAC of its actions and deliberations as they impact the work of those committees.

C. Line of Reporting: UMEC, in collaboration with the dean, retains sole authority for the medical curriculum and shall inform the Faculty Council (FC) and UMEC committees regarding actions that impact the work of those committees.

D. Membership:

- 1. The Assistant Dean for Medical Curriculum shall serve as chair.
- 2. The Associate Dean for Teaching and Learning shall serve as vice chair.
- 3. Voting Membership: The voting membership shall be 13 members.
 - a. Chair of UMEC (the chair shall cast only tie-breaking votes)
 - b. Vice chair of UMEC (in the absence of the chair, the vice chair shall cast only tie-breaking votes)

- c. Four members of the basic sciences faculty, identified by the SMHS Nominating Committee² 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.
 - d. Two medical student members elected by the student body.
 - i. One member and an alternate to serve during their 2nd and 4th years.
 - e. One regional clinical campus dean, elected by and from among the group of regional clinical campus deans.
4. Nonvoting Membership/Advisory
- a. Chairs of all UMEC committees.
 - b. Senior Associate Dean for Medicine and Research.
 - c. Associate Dean for Education and Faculty Affairs.
 - d. Associate Dean for Student Affairs and Admissions.
 - e. Associate Dean for Diversity and Inclusion.
 - f. A Clinical Campus Librarian elected by and from among the clinical campus librarians.
 - g. Chief Information Officer.
 - h. Interprofessional Education Director or designee.
- E. Terms/Conditions:
- 1. Medical student committee members shall only serve two 1-year terms.
 - 2. Vacancies shall be filled by the dean until the next general election of UMEC members.

² The Nominating Committee is a school-wide committee that ensures membership on Faculty Council and on all school-wide committees and programmatic committees, as described in the SMHS Bylaws document (p. 9).

MEDICAL STUDENT ADMISSIONS COMMITTEE (MSAC)

- A. Charge: The Medical Student Admissions Committee (MSAC) shall have sole and final authority and responsibility for accepting students to the undergraduate medical education program. MSAC shall process, screen, and accept applicants to become medical students in the UND SMHS medical program, in accordance with the admissions policy and procedures approved by UMEC and the dean.
- B. Implementation:
1. MSAC shall oversee and be responsible for the following processes:
 - a. Screening of applicants for receipt of the secondary/supplementary application.
 - b. Selecting applicants for interview.
 - c. Conducting applicant interviews and assessing applicants
 - d. Making acceptance decisions.
 - e. Creating the list of alternates.
 - f. Making the offer of acceptance, including how applicants are accepted from the list of alternates.
 - g. Approving/disapproving requested deferrals.
 2. MSAC shall recommend policy on criteria for student selection to UMEC.
 3. MSAC shall ensure compliance with all applicable LCME standards and elements for medical student selection and admission.
 4. MSAC shall annually review policies related to its responsibilities and inform UMEC of its findings.
 5. MSAC shall ensure that the selection of individual medical students for admission is not influenced by any political or financial factors. The committee shall follow SMHS and university conflict of interest (COI) policies in committee proceedings and voting. Members shall recuse themselves as required by COI policies.
 6. MSAC shall report its activities and policy recommendations to UMEC as they are approved by the voting membership.
 7. MSAC shall submit to UMEC a list of the admitted students following each admission cycle.
 8. MSAC shall inform UMEC and MSAPC of its actions and deliberations as they impact the work of those committees.
- B. Line of Reporting: MSAC reports to UMEC an annual summary of its actions and policy recommendations regarding criteria for student selection.
- C. Membership:
1. The chair and vice chair shall be elected annually from among the MSAC voting membership.
 2. Voting membership: The voting membership of the committee shall be 18 members:
 - a. Six members of the basic sciences faculty, identified by the SMHS nominating committee and elected by the voting faculty.
 - b. Six members of the clinical sciences faculty, identified by the SMHS nominating committee and elected by the voting faculty.
 - c. Six medical student members elected by the student body:
 - i. Three second-year students.
 - ii. Three fourth-year students.
 3. Nonvoting membership/Advisory:
 - a. The Associate Dean for Student Affairs and Admissions and other individuals invited by the chair to advise the committee.
 4. Alternate committee members: MSAC shall maintain a list of alternate faculty and student committee members. If a regular voting member of the committee cannot serve (in the short term), a substitute shall be identified from the alternate committee member list.
- D. Terms/Conditions:
1. In the event of a vacancy in a voting committee member position, the chair, in consultation with the Associate Dean for Student Affairs and Admissions, will appoint a replacement.

2. Student committee members shall only serve two 1-year terms.
3. A minimum of 10 voting members of MSAC must be present to conduct business at any committee meeting, a majority of whom must be faculty members.

MEDICAL STUDENT ACADEMIC PERFORMANCE COMMITTEE (MSAPC)

- A. Charge: The Medical Student Academic Performance Committee (MSAPC) shall be responsible for determining advancement and graduation of medical students and for making decisions regarding leave of absence, any disciplinary action, probation, suspension and dismissal.
- B. Implementation:
1. MSAPC shall recommend academic policy and procedure for the medical program to UMEC in order for it to effectively carry out its responsibilities.
 2. MSAPC shall review and recommend academic policy and procedure related to medical student academic performance, advancement, and graduation, and report its findings to UMEC annually.
 3. MSAPC shall report its activities and policy recommendations to UMEC as they are approved by the voting membership.
 4. MSAPC shall inform UMEC and MSAC of their actions and deliberations as they impact the work of those committees.
 5. While UMEC has the responsibility of setting policy related to advancement, graduation, leave of absences, probation, suspension and dismissal of medical students, it is the sole responsibility of MSAPC to carry out those policies and to make decisions affecting students according to those policies. In accordance with UMEC policy, MSAPC is responsible for review and approval of all recommendations for Honors decisions in Phase 1 required courses.
- C. Line of Reporting: MSAPC reports to UMEC an annual summary of its actions and policy recommendations.
- D. Membership:
1. Due to potential conflicts of interest, neither campus deans nor course, clerkship, and education directors may serve on MSAPC. Local site directors for clerkships may serve on MSAPC but must recuse themselves in decisions regarding students from their campus.
 2. The chair shall be elected annually from among the committee's voting membership.
 3. Voting Membership
 - a. Three members of the basic sciences faculty.
 - i. Two members 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:
 - i. One member from each class appointed by the Associate Dean for Student Affairs and Admissions in consultation with the chair of the committee.
 4. Nonvoting membership/Advisory:
 - a. The Associate Dean for Student Affairs and Admissions.
 - b. The Associate Dean for Diversity and Inclusion.
 - c. UND general counsel, when requested.
- E. Terms/Conditions:
1. Quorum for decisions regarding promotion or retention of medical program students shall require a majority of the voting members. Faculty members shall constitute the majority of committee members voting on such decisions.
 2. Students committee members, appointed in their first year of medical school, shall serve on the committee until graduation.
 3. Faculty committee member vacancies shall be filled by the dean until the next general election.

MEDICAL PROGRAM POLICY REVIEW COMMITTEE (MPPRC)

- A. Charge: The Medical Program Policy Review Committee (MPPRC) shall be responsible for reviewing and recommending new medical program policy or policy revisions to UMEC.
- B. Implementation:
 - 1. MPPRC shall annually review all policies related specifically to the undergraduate medical education program and to medical students and recommend new policy or policy revisions to UMEC.
 - 2. MPPRC shall annually submit the outcomes of its reviews and all committee recommendations to UMEC for action.
 - 3. MPPRC shall not have the authority to approve or authorize policy. MPPRC may revise medical program policy only under the direction of UMEC.
 - 4. MPPRC shall assist UMEC and its committees with drafting policy documents and providing advice regarding policy matters, as requested.
 - 5. MPPRC shall provide advice to FC regarding school-wide policy, as requested.
 - 6. MPPRC shall review medical program policies to ensure consistency with school-wide policies. MPPRC will notify UMEC when inconsistencies are identified.
 - 7. MPPRC shall ensure meeting minutes accurately reflect the committee's activities and are accessible to UMEC.
- C. Line of Reporting: MPPRC reports to UMEC an annual summary of its actions and policy recommendations.
- D. Membership:
 - 1. The chair shall be elected annually from among the committee's voting membership.
 - 2. Voting membership:
 - a. One basic sciences faculty member, identified by the SMHS Nominating Committee and elected by the voting faculty.
 - b. One clinical sciences faculty member, identified by the SMHS Nominating Committee and elected by the voting faculty.
 - c. One medical student member elected by the student body.
 - d. Associate Dean for Student Affairs and Admissions.
 - e. Associate Dean for Education and Faculty Affairs.
 - f. Associate Dean for Teaching and Learning.
 - 3. Nonvoting membership/Advisory:
 - a. Chief of Staff.
 - b. Assistant Dean for Medical Accreditation.
- E. Terms and Conditions:
 - 1. Medical student committee members only serve a one-year term.

THE PHASE 1 COMMITTEE (P1C)

- A. Charge: The Phase 1 Committee (P1C) shall be responsible for the implementation, evaluation, and management of Phase 1 of the undergraduate medical curriculum as delegated by and under the direction and authority of UMEC. P1C is advisory to UMEC; all decision-making authority rests with UMEC.
- B. Implementation:
1. P1C shall be responsible for recommending to UMEC the design, content and assessment of Phase 1 curriculum.
 2. P1C shall assist P2P3C with the integration of biomedical sciences into the clinical curriculum upon request.
 3. P1C shall review, evaluate, and submit to UMEC for approval *Phase 1 Course Reports* prepared by course directors.
 4. P1C shall generate, review, and submit to UMEC for approval *Phase 1 Reports* indicating whether the phase goals have been met.
 5. P1C shall create and review, in consultation with CEMC, new or revised Phase 1 curriculum proposals and submit them to UMEC for approval.
 6. The chair of P1C will submit relevant documents and information describing Phase 1 to UMEC, including but not limited to, the following:
 - a. Annual list of all reports/reviews and anticipated review dates for P1C.
 - b. Minutes of each P1C meeting within one week following approval.
 - c. List of motions, recommendations, and reports for UMEC review and action within one week following each meeting or as requested.
 7. Education Resources shall assist in providing expertise in curricular design, pedagogy, and evaluation methods as requested.
- C. Line of Reporting: P1C reports to UMEC.
- D. Membership:
1. The chair of P1C will be elected annually from among the P1C voting membership.
 2. The chair shall represent UMEC on P1C by virtue of his or her non-voting membership on UMEC.
 3. Voting membership:
 - a. Four basic sciences faculty members, identified by the SMHS nominating committee and elected by the voting faculty.
 - b. The chair of P2P3C
 - c. All Phase 1 course directors of required courses.
 - d. One Phase 1 elective course director appointed by the chair of P1C.
 - e. Director of the simulation center.
 - f. One second-year medical student member elected by the student body.
 4. Nonvoting membership/Advisory:
 - a. Senior Associate Dean for Medicine and Research.
 - b. Associate Dean for Education and Faculty Affairs.
 - c. Associate Dean for Student Affairs and Admissions.
 - d. Assistant Dean for Medical Curriculum.
 - e. Associate Dean for Teaching and Learning.
 - f. Assistant Dean for Medical Accreditation.
 - g. A Clinical Campus Librarian elected by and from among the clinical campus librarians.
- E. Terms and Conditions:
1. Medical student committee members only serve a one-year term.

THE PHASE 2/PHASE 3 COMMITTEE (P2P3C)

- A. Charge: The Phase 2/Phase 3 Committee (P2P3C) shall be responsible for the implementation, evaluation, and management of Phase 2 and Phase 3 of the undergraduate medical curriculum as delegated by and under the direction and authority of UMEC. P2P3C is advisory to UMEC; all decision-making authority rests with UMEC.
- B. Implementation:
1. P2P3C shall be responsible for recommending to UMEC the design, content and assessment of Phase 2 and Phase 3 curriculum.
 2. P2P3C shall assist PIC with the integration of clinical sciences into the preclinical curriculum upon request.
 3. P2P3C shall review, evaluate and submit to UMEC for approval *Phase 2 and Phase 3 Course/Clerkship Reports* prepared by clerkship and education/course directors.
 4. P2P3C shall generate, review, and submit to UMEC for approval *Phase 2 and Phase 3 Reports* indicating whether the respective phase goals have been met.
 5. P2P3C shall create and review, in consultation with CEMC, new or revised Phase 2 or Phase 3 curriculum proposals and submit them to UMEC for approval.
 6. The Chair of P2P3C will submit relevant documents and information describing Phase 2 and Phase 3 to UMEC, including but not limited to, the following:
 - a. Annual list of reports/reviews and anticipated review dates for P2P3C.
 - b. Minutes of each P2P3C meeting within one week following approval.
 - c. List of motions, recommendations, and reports for UMEC review and action within one week following each meeting or as requested.
 7. Education Resources shall assist in providing expertise in curricular design, pedagogy, and evaluation methods as requested.
- C. Line of Reporting: P2P3C reports to UMEC.
- D. Membership:
1. The chair of P2P3C will be elected annually from among the P2P3C voting membership.
 2. The chair shall represent UMEC on P2P3C by virtue of his or her non-voting membership on UMEC.
 3. Voting membership:
 - a. The chair of P2P3C.
 - b. Representatives from each clinical science department:
 - i. These representatives shall be appointed by the department chair and typically include clerkship directors or directors of education.
 - c. The chair of PIC.
 - d. Directors of Rural Opportunities in Medical Education (ROME) and Minot Integrated Longitudinal Experience (MILE).
 - e. One fourth-year medical student member elected by the student body.
 - f. All regional clinical campus deans.
 4. Nonvoting Membership/Advisory:
 - a. Senior Associate Dean for Medicine and Research.
 - b. Associate Dean for Education and Faculty Affairs.
 - c. Associate Dean for Student Affairs and Admissions.
 - d. Assistant Dean for Medical Curriculum.
 - e. Associate Dean for Teaching and Learning.
 - f. Assistant Dean for Medical Accreditation.
 - g. A Clinical Campus Librarian elected by and from among the clinical campus librarians.
- F. Terms and Conditions:
1. Medical student committee members only serve a one-year term.

CURRICULUM EVALUATION AND MANAGEMENT COMMITTEE (CEMC)

- A. Charge: The Curriculum Evaluation and Management Committee (CEMC) shall conduct curriculum evaluation and management activities related to each phase of the undergraduate medical curriculum and the curriculum as a whole as delegated by and under the direction and authority of UMEC. CEMC is advisory to UMEC; all decision-making authority rests with UMEC.
- B. Implementation:
1. CEMC shall make recommendations to UMEC regarding curriculum evaluation (*e.g.*, mapping, design of objectives, assessment, gaps, redundancies, horizontal and vertical integration).
 2. CEMC shall take direction from UMEC regarding all such medical curriculum evaluation and management activities.
 3. CEMC shall consult with P1C and P2P3C on new curriculum proposals to ensure compliance with UMEC-approved standards for curriculum evaluation, mapping, and linkages.
 4. CEMC shall submit to UMEC an annual list of reports/reviews and anticipated review dates .
 5. CEMC shall submit to P1C an annual summary document of curriculum analyses for inclusion in the *Phase 1 Report*.
 6. CEMC shall submit to P2P3C an annual summary document of curriculum analyses for inclusion the *Phase 2 and Phase 3 Reports*.
 7. CEMC shall submit to UMEC an annual summary document of curriculum analyses with recommendations for inclusion in the *Curriculum as a Whole Report*.
 8. Education Resources shall assist CEMC in providing expertise in curricular design, pedagogy, and evaluation methods as requested.
- C. Line of Reporting: CEMC reports to UMEC.
- D. Membership:
1. The chair of CEMC will be elected annually from among the CEMC voting membership.
 2. The chair or another CEMC member shall represent UMEC on CEMC by virtue of his or her non-voting membership on UMEC.
 3. Voting Membership:
 - a. Assistant Dean for Medical Curriculum.
 - b. Director of Biomedical Sciences, Phase 1.
 - c. Director of Clinical Sciences, Phase 1.
 - d. Director of Phase 2 and 3.
 - e. Curriculum Database Manager.
 - f. Clinical Campus Librarian serving as a non-voting member of UMEC.
 - g. Clinical Campus Librarian serving as a non-voting member of P1C.
 - h. Clinical Campus Librarian serving as a non-voting member of P2P3C.
 - i. Chair of P1C.
 - j. Chair of P2P3C.
 - k. Chair of UMEC.
 - l. Associate Dean for Teaching and Learning.
 - m. Instructional Designer, Education Resources.
 - n. Director of Library Resources.
 - o. Director of Assessment.
 - p. Statistician, Education Resources.
- E. Terms and Conditions:
1. Committee membership will be reviewed annually by the CEMC chair and the UMEC chair to ensure sufficient breadth of expertise.