

**ETSU Quillen College of Medicine**  
**Review Subcommittees Charge**  
MSEC Approved 1-29-13

As part of ongoing curricular review and to determine program effectiveness, MSEC has established two Review Subcommittees [M1/M2 and M3/M4] for which membership is appointed by the MSEC Chair. These subcommittees are charged with implementation of a systematic [annual] and comprehensive [three-year cycle] review of all required course/clerkships and the curriculum as a whole [across courses, across years]. Each subcommittee will consist of three – four members appointed by MSEC, comprised of faculty, students and medical education administrative staff.

**Annual Review:**

Annual Review forms will be completed by course/clerkship directors following delivery of each required course or clerkship. Completed forms will be submitted within thirty (30) days to medical education staff for administrative review and then will be distributed to the appropriate subcommittee. M1/M2 subcommittee will review forms from the first two years of the curriculum. M3/M4 subcommittee will review forms from the last two years of the curriculum. Annual review format should address components on the **Annual Review Checklist** as appropriate to the course/clerkship.

**Comprehensive Review:**

Each required course/clerkship will be **comprehensively reviewed every three years**; may be modified by subcommittee provided each course/clerkship is reviewed at least every three years. Segments of the comprehensive review may be conducted by members of the subcommittee itself or by other appropriate faculty members and students appointed by the subcommittee. Review team should consist of at least one faculty member (not a key course faculty member) and one student. The course director will be involved, but will not be a member of the review team.

Comprehensive review format should address components on the **Comprehensive Review Checklist** as appropriate to the course/clerkship.

**Following a three year cycle of review, the curriculum as a whole will be reviewed.** This review will include appropriateness of sequencing, content, integration, omissions & redundancies.

Comprehensive course review **may be required sooner** than every three years by MSEC based on any of a variety of factors including, but not limited to issues identified in Annual Review forms, student evaluation of course/clerkship, NBME scores, changes in faculty, changes in curriculum.

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**Reporting Levels:**

1. Annual Course Review forms will be distributed / reported to each subcommittee following the completion of the course/clerkship.
  - a. Checklist for Annual Review
  - b. Checklist for Comprehensive Review
2. Report summaries from committees indicating that the review occurred, along with recommendations and any needed follow-up, will be reported to MSEC.
3. MSEC will review reports with action items being scheduled and revisited for ensuring effective implementation of changes.
  - a. Follow-up reports to MSEC by faculty after implementation.
4. The report to MSEC should also identify those changes in the course that may need to be reflected in the curriculum management system.
5. Summaries of course reports will be made to the Administrative Council by the Executive Associate Dean for Academic and Faculty Affairs.
6. Summaries of course reports will be made to the faculty by the chair of MSEC.