



# QUILLEN COLLEGE of MEDICINE

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EAST TENNESSEE STATE UNIVERSITY

**Policy Name/Number: MSEC Structure and Charge Policy/ ADMIN-1025-31**

**Policy Owner:** Office of the Dean of the College of Medicine

**Committees, Departments, or Individuals Responsible for Implementation:** MSEC

**Original Approval Date:** 10/2/2025

**Effective Date:** 10/2/2025

**Most Recent Revision Date:** 10/2/2025

**Policy Advisory Committee Review Date:** 10/2/2025

**Date of Next Review (All policies are reviewed by the Policy Advisory Committee every 3 years unless circumstances for an earlier review is identified.):** 10/2/2028

**A. Policy Statement:**

The Medical Student Education Committee (MSEC) is the faculty committee that has the responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

**B. Purpose of Policy:** To establish the purpose and structure of the MSEC Committee.

**C. Scope of Policy (applies to):** Medical Student Education Committee (MSEC)

**D. Policy Activities:**

**Dean's Charge for MSEC**

The Medical Student Education Committee (MSEC) is the curriculum committee of the Quillen College of Medicine, with full responsibility to oversee the undergraduate medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

**MSEC shall:**

- 1) Define and formulate the competencies and objectives of the curriculum and ensure that they guide all aspects of the curriculum.
- 2) Consider, take positions, and determine policy on any matter concerning the undergraduate medical education curriculum.
- 3) Establish policies governing the undergraduate medical education program curriculum and monitor their implementation and outcomes.
- 4) Advise the Dean on matters of accreditation related to the undergraduate medical education program curriculum.

## **MSEC Structure**

The committee will be comprised of 19 voting members:

- Assistant Dean for Curriculum, or appointee (Chair)
- Twelve elected faculty members-at-large
  - Of which, at least four should be basic science faculty and at least four should be clinical faculty
  - Consideration should be given to balance among disciplines and school identified diversity categories.
- One Rural and Community Programs representative
- One Tri-TRAILS representative
- Four elected medical student representatives, one from each class

• The following will serve as ex-officio nonvoting members: Vice Dean of Academic Affairs, Associate Dean of Student Affairs, Associate Dean for Accreditation Compliance, Associate Dean of Learning Resources

Faculty members serve for three years and may be reappointed upon term completion. Such appointments will be made in accordance with the College of Medicine Committee Appointment Procedure (see below). Medical students serve for four years. College of Medicine and University faculty and staff will serve as consultants to the committee. Faculty members are expected to commit 10% of their time to MSEC activities and to attend 60% of the meetings. Fifty percent or more of voting members (including the chair) must be present for a quorum. The chair will only vote in cases of tied decisions.

## **Approved Committee Appointment Procedure**

When vacancies on a committee are identified, the FAC shall issue a call for volunteers by email to the faculty. Interested faculty members may indicate their interest by email to the FAC chair, secretary or their departmental representative. Faculty members seeking appointment to these committees shall demonstrate to the FAC that they have relevant interest, expertise, or experience and that their other faculty responsibilities will provide sufficient time to fulfill the responsibilities of committee membership. Once the FAC has approved a volunteer for membership based on the above, the dean will be notified that an appointment is recommended. It is expected that the dean will appoint those recommended. Should the dean choose not to appoint those recommended, he/she will report to the FAC decision and its rationale at the next scheduled meeting of the FAC.