## Policy/Procedure/Process Name:
**Course/Clerkship Governance**

### MSEC/ADMIN Number:
**ADMIN – 0220-1**

### Approving Officer:
Ramsey McGowen, MSEC Chair

### Agent(s) Responsible for Implementation:
COM Administration, MSEC, Department Course and Clerkship Directors, Coordinators and Support Staff

### Original Approval Date:
February 20, 2018

### Originator Name/Committee:
MSEC

### New Policy/Procedure/Process
- [x] Yes
- [ ] No

### Revision Date(s):

### LCME Required Policy/Procedure/Process:
- [ ] Yes
- [ ] No

### LCME Element(s) Number and Description:
[Also include the LCME Element number in (B) Purpose of Policy/Procedure/Process statement below.]

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**All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.**

### (A.) Policy/Procedure/Process Statement:
This administrative policy ensures there is effective, up-and-down communication and dialogue among the College of Medicine Administration, MSEC and its identified sub-committees and individual departmental course and clerkship directors and support staff that will allow for competing goals and interests to be aired and resolved before important curricular decisions are made and ensures voices of those who implement and enact the decisions are being heard.

### (B.) Purpose of Policy/Procedure/Process:
To allow all parties the understanding, acceptance, clarity of purpose, scope of responsibility, authority for decision making and final accountability.

### (C.) Scope of Policy/Procedure/Process (applies to):
College of Medicine administration, MSEC and its identified sub-committees, and the departmental course and clerkship directors involved in the design, delivery, and assessment of the medical curriculum.

### (D.) Activities of Policy/Procedure/Process (start to finish):

#### Substantive Changes:
COM Administration/MSEC should be part of the discussion and final decision process before initiation of a substantive change (sample listing is not inclusive).
- Any change to a process/procedure previously identified as part of an adopted COM or MSEC policy/procedure.
- Any change to an approved MSEC action and identified in MSEC minutes.
- Change to percentage of NBME scores/final grades.
- Major changes in content or assessment methods of a course or clerkship.
- Changes in learning objectives.
- Curriculum changes that impact the curriculum as a whole.
- Longitudinal Four (4) year course changes.
- New student elective opportunities
- Change in course/clerkship director or coordinator.
**Non Substantive Changes:**
COM Administration/MSEC does not need to be part of the discussion and final decision process before initiation of a non-substantive change (sample listing is not inclusive).
- Sequence changes to delivery of material within a course/clerkship.
- Formation of site-specific student groups.
- Rescheduling of students to course/clerkship sub-assignments and/or groups where overcrowding of students may be identified.
- Personnel changes within the course/clerkship faculty and/or staff other than director of coordinator.
- Simulation being introduced for clinical and non-clinical teaching by a department/course/clerkship.
- Changes to/in departmental course/clerkship exams.
- Space reallocation and/or building alterations
- Pilot project, e.g., technology in the classroom/labs.

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<thead>
<tr>
<th>Approved by:</th>
<th>Policy/Procedure/Process Superseded by this Policy/Procedure/Process (insert policy/procedure/process name and number):</th>
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<tbody>
<tr>
<td><strong>Name:</strong> Ramsey McGowen</td>
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**Signature:**

<table>
<thead>
<tr>
<th><strong>Title:</strong> MSEC Chair</th>
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<td><strong>Date:</strong> February 20, 2018</td>
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<th>Review/Revision Completed by:</th>
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<tbody>
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<td>Office of the Dean</td>
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<tr>
<td>Academic Affairs</td>
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<tr>
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<tr>
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<td>M3/M4 Clerkship/Course Directors</td>
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<td>M1/M2 Course Directors</td>
<td>February 20, 2018</td>
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<td>Student Groups/Organizations (describe):</td>
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