



QUILLEN COLLEGE of MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name/Number: Course/Clerkship Governance / MSEC-1023-34

Policy Owner: Ramsey McGowen, PhD / MSEC Chair (2013-2019); Ivy Click, EdD / MSEC Chair (2020-)	
Committees, Departments, or Individuals Responsible for Implementation: QCOM Administration, MSEC, Departmental Course and Clerkship Directors, Clerkship Coordinators, and Support Staff	
Original Approval Date/ By: 2/20/2018 / MSEC	Effective Date: 9/14/2023
Most Recent Revision Date: 9/14/2023	Policy Advisory Committee Review Date: 9/14/2023
Date of Next Review: 9/14/2026 <i>(All policies are reviewed by the Policy Advisory Committee every 3 years unless circumstances for an earlier review is identified.)</i>	

(A) Policy Statement:

This policy ensures there is effective, communication and dialogue between the Quillen College of Medicine (QCOM) administration, Medical Student Education Committee (MSEC) and its identified sub-committees, 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:

To allow all parties the understanding, acceptance, clarity of purpose, scope of responsibility, authority for decision making and final accountability. This policy pertains to LCME Element 8.1 - Curricular Management.

(C) Scope of Policy (applies to):

QCOM 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) Policy Activities:

Substantive Changes:

QCOM administration and MSEC must be part of the discussion and final decision process before the 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 course changes.
- New student elective opportunities.
- Change in course/clerkship director or coordinator.

Non-Substantive Changes:

QCOM Administration and MSEC do not need to be part of the discussion and final decision process before the 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 or 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.