

EDUCATIONAL POLICY COMMITTEE BYLAWS

In accordance with the University of Massachusetts Worcester (UMW) Governance Document (Doc. T03-035, as amended) and the Bylaws of the UMass Chan Medical School TH Chan School of Medicine (Approved October 8, 2013), each Standing Committee shall prepare, adopt and regularly review their own bylaws for the purpose of establishing Chair, quorum and standard operating procedures. Furthermore, committees must adhere to all principles, obligations and language of the UMW Governance Document and the related School Bylaws.

ARTICLE I: MEETINGS

A. Frequency

- a. The Education Policy Committee (EPC) shall meet monthly between August and June of each academic year.
- b. The schedule of meetings shall be distributed to the members annually.
- c. Additional meetings may be called by the officers of the committee, with advanced notice of five (5) days.

B. Attendance

- a. It is the expectation that members of the EPC will attend ~~all~~ at least 70% of meetings.
- b. The EPC Chair or administrative support designee should be notified if a member is unable to attend.
- c. The chair may take into consideration attendance when making recommendations for continuation of membership.
- d. Members may attend by teleconference, videoconference, or any other technology that allows full participation by the member.
- e. Representation by proxy is not permitted.

C. Voting

- a. One half of the voting membership shall constitute a quorum.
- b. All “voting” members may vote (including all Officers).
- c. Vote by proxy is not permitted.
- d. Voting may be accomplished by teleconference, videoconference, or any other technology that allows the voting member to attend/participate in the meeting.
- e. Electronic voting is permissible after material has been presented and discussed in EPC-at-large meetings (see process, below).
- f. Recommendations of the EPC shall require a simple majority vote of those participating provided that:
 - i. A quorum is present
 - ii. The agenda and notice of the meeting were distributed to the members at least three days in advance of the meeting and only topics listed on the agenda are acted upon.
- g. In crisis situations a simple majority vote of the EPC will be sufficient (without a need for quorum)
 - i. This type of voting can be enacted by the EPC chair only in consultation with the Dean.
 - ii. If crisis operations are enacted, the EPC members will be alerted by email from the EPC chair.

D. Agenda

- a. The agenda for regular meetings shall be prepared by the EPC Rules Committee.
- b. The agenda and notice of the meeting shall be distributed to the members at least three business days in advance of the meeting.

E. Minutes

- a. The EPC administrative support designee shall take meeting minutes.
- b. Meeting minutes will be distributed electronically by the administrative support designee to EPC members in advance of the next regularly scheduled meeting, and minutes shall be voted for approval at the next regularly scheduled meeting.
- c. Approved minutes shall be posted on the EPC intranet website.
- d. A record of the meeting minutes shall be maintained for ten years by the Office of Undergraduate Medical Education for accreditation purposes.

F. Administrative Support

- a. The Office of Undergraduate Medical Education shall designate administrative support to the EPC for purposes of coordinating meetings, preparing and distributing related materials in consultation with the EPC Officers.

G. Process

- a. Conventionally, proposals originating within or pertaining to a particular course or year will first be discussed within the applicable curriculum subcommittee (see appendix A).
- b. New proposals for the EPC will be discussed first within the steering committee (EPC Rules) utilizing the change management protocol.
- c. Once approved for the agenda, the proposal will be brought to the EPC-at-large for discussion and voting.
- ~~d. Voting on the proposal or topic will occur at a subsequent (2nd) EPC meeting.~~
- ~~e.d.~~ Before recommending changes to educational policy that may impact faculty the EPC shall consult with the Faculty Council and Executive Council.
- ~~f.e.~~ These recommended policy changes will then be brought to the Dean for final assent.
- ~~g. In expedited situations, approved by the EPC Chair, voting can occur electronically after the proposal has been discussed during a meeting.~~
- ~~h.f.~~ In crisis situations, a simple majority of the EPC is required for emergent voting which can occur electronically.
- ~~i.g.~~ Emergency voting, in response to extraordinary circumstances, can be called by the EPC chair in consultation with the Dean (see voting, above).

ARTICLE II: OFFICERS

A. Officers: The following officers shall be appointed by the Dean biennially.

- a. Chair, who shall:
 - i. Preside at all meetings.
 - ii. Review proposed agenda items
 - iii. Serve on campus committees and task forces as requested and appropriate.
- b. Vice-Chair, who shall:

- i. Preside at all meetings in the absence of the Chair.
- ii. Review proposed agenda items
- iii. Serve on campus committees and task forces as requested and appropriate

ARTICLE III: ADVISING AND REPORTING

- A. The EPC shall advise the Faculty Council and the Executive Council on substantial matters resulting from EPC decisions.
 - a. The EPC Chair shall be responsible for requesting to place an item on the agenda of the appropriate Council.

The Chair and/or designee of the committee will make the report.

- B. The EPC shall provide a report to the Faculty Council and to the Executive Council at the end of each academic year summarizing the activities of the previous year and anticipated activities for the upcoming year. The Chair and/or designee shall present a more comprehensive overview upon request by the Faculty Council and/or Executive Council.

ARTICLE IV: SUBCOMMITTEES

- A. The EPC shall establish subcommittees to assist in the workings and management of the committee. Such subcommittees shall adopt rules and regulations concerning the conduct of their business and meetings consistent with the general provisions and requirements of the UMW Governance Document, the School of Medicine's Bylaws, and the EPC's Bylaws. The EPC shall maintain a listing of all Standing Subcommittees (see Appendix A, attached) and review the listing annually to determine if any Standing Subcommittees shall be established or dissolved by majority vote by the EPC. The EPC and its subcommittees may convene ad hoc task forces and working groups ([see Appendix B, attached](#)) as needed for operations.
- B. Standing EPC subcommittee charge and formation: Standing EPC subcommittees are charged with implementing and monitoring the integration of course content, methods and objectives within each year of study and across all years of the curriculum. The standing EPC subcommittees are formed and charged by the EPC, with subcommittee leadership appointed by the Dean (or designee).
- C. Duties: The standing EPC Subcommittees are charged by the EPC with assigned leadership to address issues including but not limited to: Curriculum; Academic Calendar and Daily Schedules; Student Feedback and Needs Assessment; Guidelines, Processes and Relevant Policies; Student Performance Assessment; Institutional Policies and Announcements; and Strategic Planning.
 - a. EPC subcommittees shall make annual written and oral reports to the EPC, highlighting work performed over the preceding year.
- C. Subcommittee Officers:
 - a. The Curriculum Subcommittees Chairs are appointed by the Dean of the School of Medicine.
 - i. Terms are 3 years.
 - ii. Chairs may be reappointed at the discretion of the Dean.
 - b. Faculty Co-Vice-Chairs of the Curriculum Subcommittees are selected by subcommittee members through an election process.

- i. Nominations and Election of Subcommittee Co-Vice-Chairs
 - 1. Nominations for Co-Vice-Chairs shall be solicited by the committee members and forwarded to the Administrative Support designee for preparation of the ballot.
 - 2. Elections for the subcommittee Co-Vice-Chairs for the upcoming year shall occur at the last meeting of the current academic year.
 - 3. Terms are for three years. Faculty members may serve additional consecutive terms upon review and approval by the Senior Associate Dean of the School of Medicine, in consultation with the Dean of the School of Medicine.
- c. Student Co-Vice-Chairs of the Curriculum Subcommittees (or Resident Co-Vice-Chair for the Assessment Subcommittee) are selected by the Subcommittee Chair and Faculty Co-Vice Chair ~~Dean~~ through an application process.
 - i. Selection for the upcoming year shall occur by July 1st.
 - ii. Terms are for one year. Leaders may serve additional consecutive terms upon review and approval by the ~~Dean~~ Subcommittee Chair and Faculty Co-Vice Chair in consultation with EPC leadership.

D. Subcommittee Membership: Membership on the Curriculum Subcommittees is defined by roles of the members. Membership will consist of ~~a~~ Chair, Co-Vice-Chairs (Faculty and Student/Resident), an EPC faculty member ~~at-large~~, elected student curriculum representative(s), and ex-officio members as required. Faculty will serve as members on specific Curriculum Subcommittees if they are appointed as course or curricular content directors in the School of Medicine for the relevant curricular period. A faculty member-at-large may be appointed as a voting member at the discretion of the subcommittee leadership.

E. Faculty Subcommittee Member Expectations:

- ~~a.~~ Each curriculum subcommittee member accepts the responsibility for attendance at the monthly subcommittee meetings, with the expectation of attendance at greater than 60% of meetings annually. Each curriculum subcommittee member accepts the responsibility for attendance at the monthly subcommittee meetings for the purpose of representing the course or curriculum content they lead with the expectation of at least 70% of meetings annually, as defined by the subcommittee charge.
- ~~b.~~ a. The member is expected to communicate subcommittee business to other educators and staff in their purview or department.
- ~~c.~~ b. The member will serve on working groups as requested by the subcommittee chair.
- ~~d.~~ c. The member will attend other subcommittee meetings on a rotating basis as per the schedule developed by the subcommittee chair in order to facilitate integration throughout the curriculum.
- ~~e.~~ d. Representation by proxy is allowed on subcommittees yet must be a faculty member with a leadership position in the course/thread/pathway.

F. Student Representative Expectations:

- a. At least one student representative should be present at each meeting. Committees have multiple representatives to provide intentional redundancy.
- b. The student representatives are expected to serve as representatives of the student body in committee discussions and represent the student voice as much as possible.
- c. Student representatives are expected to garner additional student feedback on specific proposals and topics through informal and formal feedback from their constituents. This may include but is

not limited to student surveys, student focus groups, and course/theme/pathway specific feedback.

- d. Student representatives are expected to inform their classmates of new policies, procedures or decisions that have been approved by their respective committees.

ARTICLE V: REVIEW AND REVISION

In accordance with the UMW Governance Document (Doc. T03-035, as amended), committees shall regularly review their bylaws, at a minimum every five (5) years. Proposed amendments shall be forwarded to the Chancellor and Provost for their review and input. Such amendments must then be approved by both the Faculty Council and the Executive Council.

APPENDIX A. Standing Subcommittees of the Education Policy Committee for the School of Medicine

- ~~A. Foundations of Medicine 2 (FOM2) Curriculum Committee is charged with oversight of the curricular elements for second year (FOM2) medical school curriculum.~~
- ~~B. Core Clinical Experience Curriculum Committee (CCEC) is charged with oversight of policies and processes that impact the core clinical education of medical students and influence high level policy decisions. The CCEC also assists with time sensitive issues for any working groups of the CCEC.~~
- ~~a. Subcommittee of CCE: Clerkship Directors Committee is charged with operationalization of clerkship processes and policies approved by the CCEC.~~
- ~~C. Advanced Studies Curriculum Committee (ASCC) is charged with oversight of policies and processes that impact the advanced clinical education of medical students and influence high level policy decisions.~~
- ~~D.A.~~ Longitudinal Themes Curriculum Committee (LTCC): is charged with oversight and management of longitudinal curricular elements across all years of the medical school curriculum.
- ~~E.B.~~ Discovery Phase Curriculum Committee (DCC): is charged with oversight and management of the curricular elements of the Discovery phase.
- ~~F. Clinical Curriculum Committee: is charged with oversight and management of the curricular elements of the Exploration and Horizons phases.~~
- ~~G. Health Systems Science Curriculum Committee (HSS-CC): is charged with oversight and management of the health systems science curricular elements across all years of the medical school curriculum.~~
- C. Assessment Curriculum Committee (ACC): is charged with development and oversight of the assessment strategies, ensuring consistency within phases and capturing competency-based progression throughout all years of the medical school curriculum.
- D. Explorations Curriculum Committee (ECC): is charged with oversight and management of the curricular elements of the Explorations Phase.
- ~~H.E.~~ Horizons Curriculum Committee (HCC): is charged with oversight and management of the curricular elements of the Horizons Phase.

APPENDIX B. Working Groups of the Education Policy Committee Curriculum Subcommittees for the School of Medicine

- A. Discovery Leaders Working Group (DWG): This group includes Discovery curriculum block directors and longitudinal curriculum directors (longitudinal biomedical topics (LBTs), Early Clinical Learning (ECL), Medicine and the Human Experience (MHE), Pathways, Learning Communities). There are no student members on this working group to allow for more detailed discussion of assessments and complex curriculum-related issues. This working group will focus on broad curricular issues and educational experiences that span multiple blocks and elements of the Discovery curriculum. The monthly meetings will provide opportunities for further connectivity, open discussion, and peer review among curricular leaders across the Discovery curriculum, including representatives from various institutional offices. Recommendations and proposals generated from the working group related to policies and curricular changes will be presented to the DCC for approval. DWG is co-chaired by the Faculty Co-Vice Chair of DCC and a volunteer faculty member-at-large.
- B. Required Rotations Working Group (RRWG): This group includes required clinical rotations from Explorations and Horizons including clerkships, acting internships, and clinical problem solver. This group will ensure that LCME focus areas are consistently addressed between sites, rotations, and experiences. This group will oversee and standardize the student performance strategy between and across core rotations and will ensure that learner assessment strategies in core rotations are complementary and progressive over time. There are no student members on this working group to allow more detailed discussion of assessments and complex curriculum-related issues. Recommendations and proposals generated from the working group related to policies and curricular changes will be presented to the ECC and/or HCC for approval. RRWG is co-chaired by the Faculty Co-Vice Chairs of the ECC and HCC.