

# EPC Bylaws Updates

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# Proposed Updates to 2 Bylaws Documents

## SOM Bylaws

- Section IV: Representative Bodies
  - B. Educational Policy Committee

## EPC Bylaws

- Used by EPC and Subcommittees

# Changes to UMass Chan SOM Bylaws

## ➤ *Better alignment with our current scope, processes, and structure*

Sections updated:

- Scope
- Membership
- Rules Committee Members

# Scope

- *Clarification that EPC does not consult FA & EC on all policies, only those that may impact faculty*

The Educational Policy Committee (EPC) shall have the authority to recommend to the Dean educational policy for the T.H. Chan School of Medicine. Before recommending changes in educational policy **that may impact faculty**, the EPC shall consult with the T.H. Chan School of Medicine Faculty Assembly and the UMass Chan Medical School Executive Council.

# Membership – Voting Members

- *Representation from all clinical departments, not all basic science departments*
- *Rotating representation by major affiliates*
- *Change from 2 to 4 Faculty-at-large members: 2 basic science, 1 medical education (non-clinical) and 1 clinical*
  - i. **One member from each UMass Chan – UMass Memorial Health clinical science department, each as selected by the Department Chair, in consultation with the departmental faculty.**
  - ii. **Up to three faculty representatives from each of the T. H. Chan School of Medicine Regional Campuses, selected by the Dean after consultation with the Regional Campus Executive Dean.**
  - iii. **One faculty representative from a major affiliated teaching hospitals selected by the Dean, in consultation with the Senior Associate Dean for Educational Affairs and Associate Dean of the respective affiliated teaching hospital. Terms will be for one year and representation will rotate among affiliate sites on an annual basis.**
  - iv. **Voting student membership shall consist of four students from the T.H. Chan School of Medicine (including one specifically from each Regional Campus). One alternate may be designated and shall have voting rights in the absence of a student voting member. Student representatives may be selected from any of the medical school classes and are appointed by the Student Body Committee.**
  - v. **One alumnus representative selected by the T.H. Chan School of Medicine Alumni Council.**
  - vi. **Two basic science, one medical education (non-clinical), and one additional clinical for a total of four Faculty-at-Large members selected by the Dean. Reappointment of Faculty-at-Large members for successive terms will occur at the discretion of the Dean.**

# Membership – Terms and Non-voting members

- *Section heading added “Terms for Voting Members” – content unchanged*
- *Removed the need to vote for additional non-voting members*

*Non-voting membership shall consist of the following: The Dean, Senior Associate Dean for Educational Affairs, Associate Deans, Assistant Deans, and other representatives or administrative officials as may be designated annually by the Dean.*

# Rules Committee Members

- *Specified composition of leadership team from each EPC subcommittee*
- *Simplified verbiage to Associate Deans and Assistant Deans*

*The Rules Committee shall be comprised of the Chair, Vice Chair, **leadership team of each subcommittee of the EPC comprised of a Chair, Faculty Co-Vice Chair and Student/Resident Co-Vice Chair**, the Senior Associate Dean for Educational Affairs, **Associate Deans, Assistant Deans**, and Regional Campus Executive Deans. Additionally, other representatives and administrative officials may be invited to attend.*

# Changes to EPC Bylaws



# Changes from 2022 EPC Bylaws

## ➤ *Better alignment with our current scope, processes, and structure*

Sections updated:

### **Meetings**

- Attendance
- Process

### **Subcommittees**

- Subcommittee Officers
- Subcommittee Membership
- Subcommittee Member Expectations
  - Faculty Member Expectations
  - Student Representative Expectations

### **Appendices**

- Appendix A – List of EPC Subcommittees
- Appendix B – List of EPC Working Groups

# Meetings - Attendance

## ➤ *At least 70% attendance expected*

- a. It is the expectation that members of the EPC will attend **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.

# Meetings - Process

- *Agenda items discussed and voted on in same meeting*
- *Removed expedited electronic voting given the change above*
  - 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. Before recommending changes to educational policy that may impact faculty the EPC shall consult with the Faculty Council and Executive Council.
  - e. These recommended policy changes will then be brought to the Dean for final assent.
  - f. In crisis situations, a simple majority of the EPC is required for emergent voting which can occur electronically.
  - g. Emergency voting, in response to extraordinary circumstances, can be called by the EPC chair in consultation with the Dean (see voting, above).

# Subcommittee Officers - Student/Resident Co-Vice Chairs

## ➤ *Updated selection, approval, and review process*

- 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 through an application process.
  - Selection for the upcoming year shall occur by July 1<sup>st</sup>.
  - Terms are for one year. Leaders may serve additional consecutive terms upon review and approval by the Subcommittee Chair and Faculty Co-Vice Chair in consultation with EPC leadership.

# Subcommittees Membership

## ➤ *Appointment of a Faculty Member-at-Large permitted*

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 representatives, 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.**

# Subcommittees – Faculty Member Expectations

- *Updated attendance purpose and expectations*
- *Representation by proxy allowed by other faculty leaders*
  - a. 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. The member is expected to communicate subcommittee business to other educators and staff in their purview or department.
  - c. The member will serve on working groups as requested by the subcommittee chair.
  - d. Representation by proxy is allowed on subcommittees yet must be a faculty member with a leadership position in the course/thread/pathway.

# Subcommittees – Student Expectations

## ➤ *New section added with expectations shared during application process*

### 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.

# Appendix A – List of EPC Subcommittees

## ➤ *Updated list of Vista Curriculum Subcommittees: 2 longitudinal + 3 phase-based*

- **Longitudinal Themes Curriculum Committee (LTCC):** is charged with oversight and management of longitudinal curricular elements across all years of the medical school curriculum.
- **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.
- **Discovery Phase Curriculum Committee (DCC):** is charged with oversight and management of the curricular elements of the Discovery phase.
- **Explorations Curriculum Committee (ECC):** is charged with oversight and management of the curricular elements of the Explorations Phase.
- **Horizons Curriculum Committee (HCC):** is charged with oversight and management of the curricular elements of the Horizons Phase.



# Appendix A – List of EPC Subcommittees

## ➤ *Subcommittees dissolved*

From the sunsetted LInC Curriculum:

- **Foundations of Medicine 2 (FOM2) Curriculum Committee** is charged with oversight of the curricular elements for second year (FOM2) medical school curriculum.
- **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.
  - **Subcommittee of CCE: Clerkship Directors Committee** is charged with operationalization of clerkship processes and policies approved by the CCEC.
- **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.

From the Vista Curriculum:

- **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.

# Appendix B – List of EPC Working Groups

## ➤ *2 Vista Curriculum Working Groups created – note no student members*

- **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.
- **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.

# Organizational Structure of the EPC

reporting to the Dean of the UMass Chan Medical School

