Established in 1969

Reports to the President & Executive Dean, Baylor College of Medicine or to his/her designee via the Dean of the School of Medicine

Summary

The Curriculum Committee has the integrated institutional authority to oversee and direct the overall design, management and evaluation of a coherent and coordinated curriculum for the medical education program, which is codified by decanal mandate. In collaboration and partnership with the Curriculum Office Deans, it ensures faculty, medical student, and administrative participation; utilizes expertise in curricular design, pedagogy, and evaluation methods; and leverages empowerment, from bylaws and decanal mandate, to work in the best interests of the institution without regard for parochial or political influences or departmental pressures. It ensures that the medical education program as a whole is designed to achieve coherence and coordination via logical sequencing of the various segments of the curriculum coordination and integration of content within and across the academic periods of study, and organization of the curriculum to permit scaffolded instruction. It directs curriculum management via; evaluation of program effectiveness by outcomes analysis, using national norms of accomplishment as a frame of reference; monitoring of content and workload in each discipline, including the identification of omissions and unplanned redundancies; and review of the stated objectives of each individual course and clerkship as well as the methods of pedagogy and medical student assessment, to ensure congruence with programmatic educational objectives.

Charge

- The Curriculum Committee has the institutional responsibility for the overall design, management and evaluation of a coherent and coordinated medical education curriculum, which is codified by decanal mandate;

- The Committee governs all aspects of the curricular content and means of student assessment;

- The Committee has the responsibility and authority to make necessary changes in the curriculum to meet Liaison Committee on Medical Education (LCME) standards and to ensure that the students fulfill the Core Competency Graduation Goals (CCGGs);

- The Curriculum Committee conducts formal systematic review of the Core Competency Graduation Goals (CCGGs) and the curriculum as a whole at least every two years to identify and implement needed revisions, and it tasks several subcommittees to gather and review data on an ongoing basis and to make recommendations to the Curriculum Committee for consideration and action, as needed.
Membership, Leadership and Voting:

18 Faculty Members
A Chairperson
A Vice-Chairperson
A Past-Chairperson
9 at-large faculty members, representing a cross-section of clinical and preclinical departments
6 subcommittee chairs (which includes the two Curriculum deans)

10 Student Members
8 MD students (two student representatives from each of the four medical school classes)
2 Dual Degree program students (at least one being from the MD/PhD program)

Leadership and Voting
A succession of Committee leadership is subsequent two-year terms as vice-chair, chair and past-chair of the committee, respectively. The vice-chair is identified from solicited nominations from the faculty and the deans. The nomination proves includes a personal statement and curriculum vitae form the faculty member and a brief letter from the candidate’s department chair supporting the faculty member for the position.

Each faculty member has one vote. Each medical school class and the dual degree program students have one vote (two students per one vote). A quorum is a simple majority of the voting members.

Additional administrative ex-officio [non-voting] members are selected by the Dean of the School of Medicine, Curriculum deans, and the Curriculum Committee chair to provide broad representation and administrative infrastructure to the committee.

Procedures
- The Committee meets twice monthly and as needed
- Minutes of the Curriculum Committee meetings will be retained by the Office of the Dean of the School of Medicine and posted on the BCM intranet to include: the reports and recommendations of the subcommittees; summaries of deliberations, actions taken and recommendations made by the Committee; and the reports issued by the Committee to the faculty and the Executive Dean and his/her designee.

Committee Administrator: Executive Coordinator, Office of the Dean, School of Medicine