

Curriculum Committee Meeting Minutes
12/8/11

1. Welcome/Introductions
2. Goals
 - a. Meet everyone
 - b. Define roles of senate vs SOM standing curriculum committees
 - c. Improve communication between the two committees
 - d. Discuss any new/ongoing business
3. Curriculum Committees in the SOM Student Senate Constitution
 - a. Purpose
 - i. The Student Curriculum Sub-Committee shall be responsible for addressing changes in classes and clerkships throughout the four years (i.e. content, structure, evaluations)
 - ii. *Field complaints/suggestions/questions from peers, and determine which ones should move up the administrative chain and/or be discussed in student senate meetings*
 - b. Members (starting next year)
 - i. Elected SOM standing Curriculum Committee members (1 active member, 1 alternate per class)
 - ii. ONE student senate member from each class (= Senate Curriculum Sub-Committee)
 - c. Leadership:
 - i. Chairs = SOM standing committee MS4 + Senate committee MS4
 - ii. If refused, the offer will be issued to the 3rd, 2nd, and 1st year members – in that order – until the offer is accepted and both co-chairs are appointed
 - d. SOM Standing Curriculum Committee Duties
 - i. Sit on the Faculty/Administration Curriculum Committee deciding on content and structure of the medical school curriculum, adhering to that committee's attendance policy.
 - ii. Presence of an alternate does not mean you can go every other meeting - continuity is important, both may attend with the elected representative voting.
 - iii. Regularly meet with the Senate's Curriculum Subcommittee and ensure the delivery of regular reports to the Senate.
 - iv. Attendance: The Senate subcommittee meetings will be scheduled per the discretion of Senate's Curriculum Chair, and members **may miss no more than: one (1) subcommittee meeting per semester the first and second year; two (2) per semester the third and fourth year**. Failure to meet the duties of this position will trigger automatic suspension, with the option of the member to ask for Senate's reinstatement within the next two (2) meetings after notification of suspension. Pending denied or absent appeal, the member will not be allowed credit for the position within that academic year, and will be replaced as soon as possible. At least three (3) potential replacement candidates will be collected by the

respective class senate using essays (as described in Section 5A above), and a special election will be held at the next possible general Senate meeting.

1. *Amendment specifying quarterly combined meetings to be voted on*

e. Senate Curriculum Sub-Committee Member Duties

- i. Share the duties of curriculum standing committee members
- ii. Meet regularly with the SOM Curriculum Committee members
- iii. *Bring issues which arise in committee meetings to the attention of the student senate and the appropriate administrators*
- iv. Committees shall meet on a regular basis, at least once every two months, and more often if deemed necessary by either the committee chair, the Senate President, or by a majority vote of the Senate.
- v. The committee shall report all findings and discussions in a written report, to be added to the minutes, at the next regular Senate session following its meeting. Committees will also be required to present discussions to the Senate on a regular basis as deemed necessary.
- vi. Attendance: A **50% attendance requirement** is mandatory at all sub-committee meetings, which are announced at Senate meetings (with failure to comply resulting in the loss of one absence for that semester per subcommittee).

4. New Business
 - a. General
 - i. Need to increase downward flow of information - fill the student body in on curriculum changes made and/or being investigated.
 1. Curriculum committee page on student senate website, class newsletters.
 - ii. Need to enhance communication between senate and school's curriculum committee members - work together!
 - b. Dr. Bridge
 - i. Will consider giving senate curriculum subcommittee members access to faculty curriculum committee minutes.
 - ii. Will send us the latest AAMC Curriculum Reprt
 - iii. Advances in electronic testing are in the works
 - c. Class of 2012
 - i. Increase OSCE feedback
 - d. Class of 2013
 - e. Class of 2014
 - f. Class of 2015
 - i. Making curriculum committee page on Class of 2015 senate website
 - ii. Problem based learning curriculum pilot to start in January
 1. Will have opt-in focus groups
 - iii. "Post-exam exams" - optional exam with board style questions after each unit's official SOM exam. Voluntary.
5. Next Meeting: TBA, after the New Year.

See the student senate constitution here:

http://www.wsusomsenate.com/uploads/8/3/5/8/8358908/wsusom_student_senate_constitution.pdf

Or go to the student senate website (<http://www.wsusomsenate.com>) → Hover over "Senate" at the top → click on "Who we are" → click on link for constitution