

**BY-LAWS
OF THE
COUNCIL ON CURRICULUM**

ARTICLE I

Name

This Council shall be known as the Council on Curriculum of the School of Medicine, University of Missouri-Kansas City.

ARTICLE II

Object

This Council has oversight for the design, implementation, and evaluation of the entire curriculum leading to the M.D. degree. In carrying out this responsibility the Council will:

- define core attitudes, knowledge, and skills that students will be expected to demonstrate upon completion of curricular segments and graduation;
- specify the organization of the curriculum, the learning experiences that make up the curriculum, and their format;
- identify the learning resources needed to implement the curriculum;
- supervise the implementation of the curriculum;
- conduct on-going review of the effectiveness of the curriculum and its components, including the competencies, make changes as indicated, and evaluate the success of those changes; and
- appoint course and clerkship directors upon approval of the Dean.

ARTICLE III

Powers

The Council presents to the Coordinating Committee of the School of Medicine policies within areas of its interest. It may also recommend programs and activities to be undertaken by the School of Medicine.

It shall review and comment upon policies of related interest that are proposed by other Councils within the School of Medicine structure. Council minutes, recommendations and comments are forwarded to the Coordinating Committee of the School of Medicine.

ARTICLE IV

Membership

Section 1. The voting membership of the Council on Curriculum shall be limited to twelve (12) members as described in the following outline:

Chairperson	Appointed by Dean	7 years
Associate Dean of Clinical		
Medical Education	Appointed by Dean	4 years
Associate Dean of Pre-Clinical		
Medical Education	Appointed by Dean	4 years
1 Docent Representative	Elected by peers	4 years
1 Basic Science Faculty	Elected by peers	4 years
1 Basic Science Faculty <i>(From Year 1 & 2, not Medical School faculty)</i>	Appointed by Dean	3 years
2 Clinical Science faculty <i>(Not a Docent)</i>	Elected by peers	4 years
1 Clinical Science faculty	Appointed by Dean	3 years
1 Clerkship Director	Elected by Peers	4 years
1 St. Luke's faculty*	Appointed by Dean	3 years

1 Humanities/Social Science	Appointed by Dean	4 years
1 medical student (2 Alternates)	Elected by peers	1 year

(One elected student from Years 4 and 5. Alternates will be determined by second highest vote total. The Senior Associate Dean of Medical Education serves as Chairperson. The chairperson shall not vote except in circumstances where his/her vote is required for a quorum or a tied vote.))

Ex-Officio, Non-voting Members: 1 Assistant Dean of Pre-Clinical Medical Education, 1 Assistant Dean of Clinical Medical Education, 1 Clinical Medical Librarian, 1 Assistant Dean of Assessment and Quality Improvement, 1 Instructional Designer, 1 Representative Student Affairs, 1 Representative Office of Diversity and Inclusion, 1 Coordinator Council on Evaluation, 1 Representative Clinical Performance Assessment and Remediation Committee.

*At least one member of the council must be from Saint Luke's.

Section 2. Requirement of Membership. All members of the Council must complete a Confidentiality and Conflict of Interest statement upon start of their term.

Section 3. Transfer of Membership. Membership in this Council shall not be transferable to another. See Article V, Section 5 regarding vacancy.

Section 4. Termination of Membership. A member may at any time file his/her resignation from the Council by writing to the Council Chairperson. Council membership will automatically be vacated by any Council member who has more than 33% unexcused absences.

ARTICLE V

Elections

Section 1. Elected faculty members shall serve for a term of four (4) years. The terms of all members will be on a July 1 to June 30 - year basis. All terms expire June 30 of the appropriate year.

Elections to Councils are administered by Faculty Affairs, with secret ballot, validated by the Coordinating Committee, and publication of results in the formal minutes of the Coordinating Committee. The full schedule of elections, eligibility of candidates, and vote eligibility shall be published each April 1. In the spring of the year when there is a council position open for election, a call for nominations and self nominations is sent out by Faculty Affairs which develops a ballot or slate for election. Elected positions are filled by a simple majority of votes. This election process shall cover the Clerkship Director elected position, the 1 Basic Science Faculty, and the 2 Clinical Scientists.

Section 2. Docent Representative. One Docent shall be elected to serve on the Council on Curriculum. The Docent will be elected by Council of Docents. There is also an alternate docent position. The alternate does not have a vote unless the Docent Representative cannot be present. Both docents are encouraged to attend meetings so the alternate docent will have a working knowledge of ongoing curriculum issues.

Section 3. Student Representatives. Three students are elected to serve on the Council. These students must be in Year 4 or 5. The student with the majority vote in the election shall be the voting member, and two will serve as alternates. When the “voting” student is absent, one of the alternates may vote.

Students are elected by the student body of Years 3, 4, 5 and 6. Student representatives must be in good standing academically and professionally to be eligible.

Section 4. Restrictions. Members elected to Councils serve a four-year term and may be re-elected for a second term. There is a required break of five years before being eligible for a third term. A total of 20 years is maximal service on a given Council. Student representatives serve a one-year term.

Section 5. Vacancy. In case of a vacancy of an elected position, Faculty Affairs shall call the runner-up of the election. If he/she fails to accept membership, the succeeding runners-up are called until the vacancy is filled. If no runners-up choose to serve, then the Dean, in consultation with the Coordinating Committee, shall make an appointment to fill the vacancy. The member filling the vacancy shall serve until the next regular election.

The Dean shall appoint a replacement in the case of a vacancy of an appointed position.

ARTICLE VI

Officers

Section 1. The Officer shall be a Chairperson. The Chairperson shall be the Dean's representative on the Council.

Section 2. Term. The Council Chairperson shall serve a seven-year term.

Section 3. The Chairperson of the Council shall preside at all meetings. Either the Associate Dean of Clinical Medical Education or Associate Dean of Pre-Clinical Medical Education shall perform the duties of the office of Chairperson whenever the Chairperson shall be unable to do so. During

the even years, the Associate Dean of Clinical Medical Education shall substitute and during the odd years, the Associate Dean of Pre-Clinical Medical Education shall substitute. If the Associate Dean of Clinical Medical Education is unable to perform the duties of the office of Chairperson, then the Associate Dean of Pre-Clinical Medical Education shall perform those duties and vice versa when the Associate Dean of Pre-Clinical Medical Education is unable to stand-in. The Chairperson shall serve as one of the representatives of this Council to the Coordinating Committee.

Section 4. The Associate Dean of Clinical Medical Education and the Associate Dean of Pre-Clinical Medical Education shall be appointed by the Dean upon recommendation by the Chairperson for a term of four years.

ARTICLE VII

Committees

The Chairperson shall appoint necessary committees with final review and approval by the Dean of the School of Medicine. Sub-committees to the Council shall include but are not limited to: the Clerkship Directors' Subcommittee, the Course Directors' Subcommittee, the Curriculum Steering Subcommittee, and the Years 1 & 2 Subcommittee. The Chairperson of the Council on Curriculum will appoint any Ad Hoc committees as necessary.

The Curriculum Steering Subcommittee is chaired by the Senior Associate Dean of Medical Education and members include the Associate Dean of Clinical Medical Education and Associate Dean of Pre-Clinical Medical Education, Assistant Dean of Clinical Medical Education, Assistant Dean of Pre-Clinical Medical Education, Assistant Dean of Assessment and Quality Improvement, Instructional Designer and a faculty member of the Council on Curriculum who will be elected by members of the Council

and will be appointed for a one year term. This subcommittee schedules reviews of the curriculum, prepares reports for the Council, and, on behalf of the Council, reviews and responds to evaluations of courses and clerkships.

The Course Directors Subcommittee is designed to provide course directors with the opportunity for direct communication with the Council on Curriculum. These meetings are held bi-monthly with the intent to review curriculum policies, communicate changes in policy, and evaluate the experience for our faculty and students. This subcommittee is chaired by the Assistant Dean of Pre-Clinical Medical Education and the members include course directors and their respective coordinators.

The Clerkship Directors Subcommittee is designed to provide clerkship directors with the opportunity for direct communication with the Council on Curriculum. These meetings are held monthly with the intent to review curriculum policies, communicate changes in policy, and evaluate the experience for our faculty and students. This subcommittee is chaired by the Assistant Dean of Clinical Medical Education and the members include clerkship directors and their respective coordinators.

The Years 1 & 2 Subcommittee is designed to provide guidance and oversight of the Years 1 & 2 Alternate Program Contracts. The Subcommittee meetings will be held no later than 60 days prior to the start of a semester and will review student petitions of the Alternate Contract. This subcommittee is chaired by the Assistant Dean of Pre-Clinical Medical Education and the members include 1 Coordinator Council on Curriculum, 1 Coordinator Council on Evaluation, 1 Representative Student Affairs, and 1 Representative Undergraduate Faculty.

ARTICLE VIII

Meetings

Section 1. Quorum. At the meeting of the Council, a quorum shall consist of a simple majority of the voting members.

Section 2. Parliamentary Procedure. Except as herein provided, Robert's Rules of Order shall govern the proceedings of this Council.

Section 3. Provision for amendment of these by-laws. Following Robert's Rules of Order, the by-laws may be changed by a two-thirds vote of the Council membership inclusive of voting and ex-officio members. They further stipulate that notice must be given at the meeting previous to the meeting at which the changes will be considered.