Curriculum Council Operating Standards

Policy Statement and Purpose

The Liaison Committee on Medical Education (LCME) has established standards regarding the establishment of an institutional body to oversee the design, management, integration, evaluation, and enhancement of the curriculum. To ensure compliance with these standards, the Virginia Commonwealth University School of Medicine has developed a Curriculum Council that will act as the committee overseeing these actions. These operating standards serve to define the membership of the Curriculum Council, as well as their official charge and responsibilities.

Stakeholders

The faculty, staff, and students of the VCU School of Medicine are responsible for knowing this standard operating procedure, its contents, and provisions.

Definitions

CC: Curriculum Council.

CC Chair: Chair of the Curriculum Council.

Dean: The Chief Academic Officer for the VCU SOM.

LCME: Liaison Committee on Medical Education. The group with authority to accredit medical education programs leading to the MD degree in the United States and Canada.

VCU SOM: Virginia Commonwealth University School of Medicine.

Responsibilities

CC: The CC, comprised of core faculty and administrators, acts as the governing body for the design, development, delivery, and continuous review and improvement of the curriculum.

Dean: The Dean is responsible for appointing the CC Chair, Vice Chairs, and Department Chair representatives as defined in the membership section.

CC Chair: The CC Chair is responsible for ensuring all official CC business is conducted as outlined in these procedures.

Procedures

CC Charge

The CC, as established by the Bylaws of the Faculty of the VCU SOM, and in alignment with the LCME standard 8.1, is charged with the design, management, integration, and evaluation of the curriculum to ensure a coherent and coordinated curriculum.

CC Membership

The CC will be comprised of the following twenty-three (23) **voting** members:

- Chair of the CC
    - The Chair will be appointed by the Dean and serve a term of four (4) years
- Two (2) Vice Chairs of the CC
    - One (1) must be a faculty member representing the pre-clinical curriculum
    - One (1) must be a faculty member representing the clinical curriculum
    - The Vice Chairs will be appointed by the Dean in consultation with the CC Chair and serve a term of four (4) years
- Two (2) Department Chairs
    - One (1) must be from a basic health sciences department
    - One (1) must be from a clinical sciences department
    - The Department Chairs will be appointed by the Dean and serve a term of two (2) years
- Twelve (12) Faculty Members
    - Eight (8) must be clinical faculty
        - At lease one (1) clinical faculty member should be appointed to represent each alternative clinical site with significant student activity (ex: VA Hospital)
    - Four (4) must be teaching & research faculty
    - The twelve (12) faculty members will be elected through a vote of the faculty and serve a term of four (4) years
- Two (2) Ex-Officio Members
    - Assistant or Associate Dean of the Pre-Clinical Medical Education
    - Assistant or Associate Dean of the Clinical Medical Education
- Four (4) Student Members
    - One (1) student representative from each year of the curriculum (M1-M4)
    - Students will be selected by the student body from the student-elected curriculum representatives
    - The Vice President for Curriculum from the Medical Student Government may act as the voting member in the absence of any of the student voting members

The CC will include the following **non-voting, resource** members:

- Senior Associate Dean for Medical Education and Student Affairs
- Assistant or Associate Dean(s) for Medical Education
- Assistant or Associate Dean(s) for Faculty Development

- Assistant or Associate Dean(s) for Student Affairs
- Assistant or Associate Dean(s) for Educational Excellence, Quality & Accreditation
- One (1) representative from the Center for Human Simulation and Patient Safety
- One (1) representative from the Evaluation Team in the OME
- One (1) representative from the Library
- Vice President for Curriculum from the Medical Student Government
- Additional non-voting resource members may be asked to attend as deemed necessary by the Chair of the CC

Mid-Term Vacancies

If a vacancy is created as a result of a member leaving the council prior to the end of their term, their position will be filled for the remainder of their scheduled term.

- Vacancies in elected positions will be filled by faculty election.
- Vacancies in appointed positions will be filled by appointment of the Dean in consultation with the Chair of the CC.

Replacement members elected or appointed to complete the remainder of the vacant term must meet the specific membership role of the vacancy (ex: a clinical faculty vacancy must be filled with a clinical faculty member).

Voting Quorum

- A quorum must be present in order to conduct official votes by the CC.
    - To achieve a quorum there must be at least ten (10) non-student voting members present, and at least one (1) student voting member present

CC Meetings

The CC will meet at least once per month to conduct official business, but may meet more frequently as determined by the CC Chair and Dean.

CC Responsibilities

The CC, in executing their official charge, is responsible for:

- Establishing, approving, and ensuring consistent review of the Institutional Learning Objectives ILOs) for the MD program
- Designing, managing, and evaluating the MD program curriculum to ensure ILOs are being met and are compliant with LCME standards
- Ensuring that instructional and assessment methods are appropriate for achieving the ILOs
- Establishing a process for the review, evaluation, and revision of required curricular components to ensure coordination, as well as vertical and horizontal integration of the curriculum

- Establishing performance standards and evaluating performance for individuals teaching within the curriculum, identifying the need for faculty development opportunities where appropriate
- Monitoring the workload of the study body as produced by the curriculum
- Establishing performance standards regarding student promotion and graduation
- Advising the Dean on resources needed to execute and/or support the curriculum
- Ensuring all proposed curricular changes are reviewed and approved as outlined by the Curricular Changes Requiring Curriculum Council Approval Policy

CC Subcommittees

The CC Chair has the authority to create and charge subcommittees, workgroups, and/or taskforces as they deem necessary to assist with CC related matters.

Related Policies

Curricular Changes Requiring Curriculum Council Approval Policy

Review Cycle and Revision History

The policy is reviewed and may be revised by the Curriculum Council as necessary, but at least every three years.

Current Approved Version: 03.12.2026

Previously Approved Versions: 04.14.2022

Applicable Laws, Regulations & Standards

LCME Standards for Accreditation of Medical Education Programs Leading to the MD Degree:

- LCME Standard 8, Element 1