

# MCG School of Medicine Curriculum Management

**Dean**

**Executive Committee**  
 COC chair & vice chair  
 Phase Committee chairs  
 Director, Evaluation Services

**Apprise Faculty Senate**

**Curriculum Oversight Committee**

**Chair:** Vice-Dean for Academic Affairs  
**Vice Chair:** Associate Dean for Curriculum  
**Members**  
 All module directors and co-directors  
 All component directors (if not module directors)  
 Clerkship directors  
 Selective directors (Emergency Medicine, Anesthesiology)  
 Faculty Senate Representative  
 Director, Clinical Skills  
 Director, Evaluation Services  
 Evaluation Team Representative  
 Career Development and Education Center Representative  
 Associate Dean for Faculty Development & Educational Achievement  
 Associate Dean for Graduate Medical Education  
 Campus representatives: UGA, Southwest GA, Southeast GA  
 Coordinator of Curriculum Management  
 Students: 2/year with 1 vote per class

**Meetings:** Bi-monthly, 2 hours allocated  
 Voting: Each member has 1 vote

**Evaluation Team**

**Composition:** Director of Evaluation Services, chair  
 At least 4 members, selected by COC  
**Function:** Student and Program Evaluation

**"Theme" Teams**

**Composition:** Formed by COC as needed  
**Function:** Accomplish tasks assigned by the COC

**Overview of the COC**

**Goal:** To ensure that the educational program of the School of Medicine achieves the school's overall educational objectives and complies with LCME standards.

**Authority:** The COC will have the responsibility and authority to change the undergraduate medical curriculum unless the changes alter or affect the School of Medicine's accreditation or fiscal policy.

**The COC will manage the curriculum by:**

- ✓ Evaluating the effectiveness of the educational program and recommending changes based on the results.
- ✓ Monitoring the content, workload, & integration of each discipline, including identification of omissions and redundancies, and recommend improvements to be implemented through the Phase Committees.
- ✓ Reviewing modules/clerkships/other clinical experiences for the appropriateness of objectives, teaching methods, curricular content & evaluation to assure congruence with institutional educational objectives.
- ✓ Making specific recommendations for actions by the Phase Committees to ensure overall curriculum quality, cohesiveness, and ongoing assessment.

**Phase 1/2 Curriculum Committee**

**Chair:** Elected from among members (two-year term, renewable)  
**Representatives**  
 Phase 1 Module Directors & Co-directors  
 Phase 2 Module Directors & Co-directors  
 Component directors (if not also module director)  
 Essentials of Clinical Medicine 1 and 2 Directors  
 Phase 3 Committee chair or representative  
 Evaluation Team representative  
 Director, Evaluation Services  
 Director, Clinical Skills  
 Students: Phases 1 and 2; 2/year with 1 vote per class  
 Ex-Officio: Associate Dean for Curriculum  
 Vice Dean for Academic Affairs  
 Director, Phase 2 Curriculum

**Function:** Make recommendations to the COC & implement COC decisions regarding all aspects of Phase 1/2 course content and integration, course evaluation, course scheduling, course sequencing, teaching venues, and oversight of Module Planning Teams  
 Report to Curriculum Oversight Committee

**Meetings:** Bi-monthly (alternate months with COC)  
 Voting: Voting by module directors is determined by the number of credit hours allocated to their module: <5 credit hours = 1 vote, 5-10 credit hours = 2 votes; >10 credit hours = 3 votes. Voting members who are not module directors cast 1 vote.

**Phase 3 Curriculum Committee**

**Chair:** Elected from among members (two-year term; renewable)  
**Representatives**  
 Phase 3 Clerkship & Selective Directors (7 core clerkships; Emergency Medicine, Anesthesiology)  
 Evaluation Team representative  
 Director, Evaluation Services  
 Phase 1/2 Committee chair or representative  
 Students: Phase 3; 2/year, 1 vote per class  
 Ex-Officio: Associate Dean for Curriculum  
 Vice Dean for Academic Affairs

**Function:** Make recommendations to the COC & implement COC decisions regarding all aspects of Phase 3 curriculum, including course content and integration, course evaluation, course scheduling, course sequencing, and teaching venues. Reports to Curriculum Oversight Committee

**Meetings:** Monthly  
 Voting: No member may vote more than once even if he/she is on the committee in more than one role