

## Central Curricular Authority

### **Mission Statement**

The mission of the Central Curricular Authority (CCA) is to consider, execute and evaluate all curricular matters relevant to medical education within the Stritch School of Medicine. It is the responsibility of the CCA to follow educational outcomes to ensure that an SSOM medical education provides the essential knowledge, skills, values and attitudes within the competencies of medical knowledge, interpersonal and communication skills, clinical skills and patient care, lifelong learning, problem solving and personal growth, and the social and community context of health care, necessary for the award of the Doctor of Medicine degree, for pursuit of graduate medical education, and for a personally satisfying and effective lifetime career in the study and practice of medicine.

## **Bylaws of the Central Curricular Authority (CCA)**

**Adopted: 8 /13 /01**

**Amended: 10/22/05, Amended 2/12/07**

### **Article 1: Purpose**

The CCA is an advisory committee to the Dean of the Stritch School of Medicine, and provides the Dean with recommendation concerning all matters relevant to the educational curriculum.

The CCA deliberates and acts on issues, proposals, and reports from the following:

1. Its four standing Subcommittees (Development, Evaluation, Competency Council and Technology in the Curriculum),
2. Any ad hoc committee(s) or task forces,
3. CCA members,
4. The Dean, Senior Associate Dean or Associate Dean for Educational Affairs, or a designee, of the Stritch School of Medicine.

### **Article 2: Standing Committee**

The CCA is a standing committee of Medical Council and the CCA Chairperson is responsible for presenting all actions and reports to the Dean or a designee.

### **Article 3: Membership**

**Voting members:** There will be seventeen (17) voting members; thirteen (13) faculty with vote and six (6) students with a maximum of four (4) votes. Faculty membership will include balanced representation from both the clinical and basic sciences. Student

members will be two (2) representatives each from the second, third and fourth year classes. Students will be appointed by the Dean, SSOM, or a designee.

**Executive Committee:**

The CCA Executive committee consists of the CCA Chairperson and the Chairperson of each CCA standing Subcommittee (Development, Evaluation, Competency Council, and Technology in the Curriculum) and a representative of the Educational Affairs office, ex officio. The Chairperson of CCA will not be a voting member of the Executive Committee

**Non-voting members:**

One (1) first year student representative will be a non-voting member. Senior Associate Dean, Associate Deans for Student Affairs, Educational Affairs and Library Services, Assistant Deans, Advisor Program Director, GME, and CME Committee and Teaching and Learning Center Representatives, and Registrar are non-voting members. The CCA Chairperson is non-voting with the exception of breaking a tie.

**Quorum:**

Issues requiring a quorum will be decided by the vote of one plus one-half of the existing voting membership. Voting may occur outside of the regularly scheduled CCA meeting for urgent matters as decided by the CCA and CCA Chairperson.

**Article 4: Meetings**

The CCA meets monthly with special meetings as necessary called by the Chairperson. In the event the Chair does not fulfill this responsibility, the Executive Committee of the CCA can also call meetings of the CCA by a simple majority vote of its membership.

Executive Sessions of the CCA may be held with only the voting members present; the minutes will reflect that an Executive Session was held.

**Minutes:**

Minutes of each meeting of the CCA will reflect the actions and deliberations of the committee and will be distributed to the membership, department chairs, course/clerkship directors, and SSOM administration. Minutes will also be distributed to the faculty and students, but may be modified to protect sensitive information. Minutes are recorded by a staff person from the Office of Educational Affairs.

**Parliamentary procedure:**

All meetings of the CCA will be conducted using Robert's Rules of Order.

**Article 5: Term of Service**

**Faculty Members:**

Faculty members will serve for a period of three (3) years, renewable upon a vote of the membership for a second three-year term. To ensure that the faculty membership is broad-based, members serving two consecutive terms should not be considered for re-appointment for two years. Each year the CCA will identify both clinical and basic science faculty who possess the experience, interest, and motivation for good membership.

Members will be recruited primarily from this pool of identified individuals. Candidates for membership will be interviewed by current CCA members and will be voted upon prior to being recommended as members to the Dean, SSOM.

**Chair:**

The voting membership will elect a Chairperson for a three (3) year term, and this term will be renewable for an additional three-year term. The Chairperson-elect must have served on the CCA for two (2) years prior to election as Chairperson. The elected Chairperson will be recommended to the Dean, SSOM.

**Student members:**

Students will serve a one (1) year term, renewable upon appointment by the Dean, SSOM, or a designee.

**Article 6: Chairperson Responsibilities**

**Officers of CCA:**

The Chairperson is the only elected officer of the CCA

**Medical Council Representation:**

The Chairperson of CCA will serve as a representative to the Medical Council. The Chairperson of CCA will be responsible for reporting curricular issues to the Medical Council and Medical Council feedback to the CCA.

**Meeting Schedule:**

The Chairperson will determine the monthly date and time of each meeting in consultation with the Administration and the membership of the committee.

**Meeting Conduct:**

The Chairperson will preside at each meeting; in the absence of the Chairperson, the Chairperson will designate a substitute for that meeting.

**Communication:**

All communications to the Administration will be through the Chairperson. All responses to the CCA received by the Chairperson from the Administration will be shared with the members of the CCA either at a regularly scheduled meeting or via other forms of regular communication (e.g. e-mail). Sub-committee reports and communications will be distributed by the Chairperson to the members of the CCA.

**Executive Committee:**

The Chairperson of CCA will convene the CCA Executive Committee.

**Sub-committee Meetings:**

The Chairperson will attend Subcommittee meetings (Development, Evaluation, Competency Council, and Technology in the Curriculum) as appropriate.

**Article 7: Member Responsibilities**

Members will attend regularly scheduled monthly meetings and participate in discussions and voting. If attendance for a member becomes an issue, it will be addressed by the chair and/or the CCA. Members will participate as members of Subcommittees, subgroups and/or task forces as appointed or requested by the Chairperson, and will be a spokesperson concerning the deliberations and actions of the CCA. CCA members will also function as a conduit for ideas and issues raised by the faculty and students.

**Article 8: Subcommittees**

There will be four (4) standing subcommittees: Development, Evaluation, Competency Council, and Technology in the Curriculum. The CCA or one of its subcommittees can create Task Forces, curricular content groups or other ad hoc groups to support its function.

**Chairperson**

Sub-committee chairpersons are faculty members of the CCA and are appointed by the CCA Chair after consultation with SSOM administration and CCA membership.

**Membership:**

The membership of a Subcommittee will be determined by the CCA Executive Committee and will include both CCA members and non-members. The term of membership for all three Subcommittees is three (3) years with a one term renewal of membership at the discretion of the CCA and the respective Subcommittee Chairperson. The exception in these term limits is for Course and Clerkship Directors who will serve as members of the Implementation Subcommittee during their service as a Director. Each Subcommittee will have a minimum of two (2) student members appointed by the Dean, SSOM. The Development and Evaluation subcommittees will have a representative from the TIC (Technology in Curriculum). All members of a Subcommittee are voting members.

The Associate and Assistant Deans for Educational and Student Affairs may be appointed to sub-committees as ex-officio members.

Minutes of sub-committee meetings will reflect the actions and deliberations of the committee and will be distributed to the sub-committee members and CCA Chair. Minutes will be recorded by a staff person from the Office of Educational Affairs.

**Article 9: Amendments to the Bylaws of the CCA**

Bylaws will be reviewed annually and can be amended by a two-thirds vote of the voting membership. The amendment will be submitted in writing to the membership at the CCA meeting preceding the vote. Once amended and approved by the Dean, SSOM, the Bylaws are effective immediately.

G:\cca\ByLaws\CCA BylawsRevised6-2004.doc  
Amended 10/11/05, Amended 2/12/07  
(End of Bylaws)

\*\*\*\*\*

## Functions of the Central Curricular Authority

### I. Subcommittee Responsibilities

#### Development Subcommittee:

The primary function of the Development Subcommittee will be to consider necessary changes, additions or deletions to the curriculum. The Development subcommittee will act upon curricular needs as defined by the CCA, other subcommittees, deans, and the faculty. Any requested change by the faculty member, and or course/clerkship director should be submitted to the Development Subcommittee for its approval. In addition, the Development Subcommittee, in collaboration with the Evaluation Subcommittee, will periodically review curricular content and learning environment(s) of existing courses/clerkships to insure they are congruent with one another, the School's Ideal Graduate Document, the SSOM competencies and outcomes, and existing national directives/guidelines. For each review, course and clerkship directors will provide a report to the Development Subcommittee that will document recommended changes, additions, deletions, etc. to their individual course/clerkship. The Development Subcommittee will work directly with the course/clerkship director to review, develop and implement necessary curricular revisions. The process for curricular change will be dynamic. The Development Subcommittee Chair will provide on-going reports of the status of curricular changes for feedback and approval from the CCA.

In addition, the Development Subcommittee will foster communication among all course and clerkship directors to promote better horizontal and vertical integration of the curriculum. It will consider and make recommendations to the CCA regarding the resources (faculty, facility, teaching affiliates, instructional materials and modalities) and faculty development needed to support the curriculum.

The expectation will be that curricular change will be a collaborative process, whereby the members of the CCA and CCA subcommittees will work directly with designated faculty to develop, implement and assess curricular changes in real time. The Development Subcommittee will provide insight, direction, and support to the faculty wanting or needing to make curricular changes, supported by the expertise of the Evaluation Subcommittee, Competency Council, Technology in the Curriculum Committees, Clinical Skills/Clinical Integration Center, Teaching and Learning Center, Library Services, and Educational Affairs. The overall CCA will provide the necessary oversight of the process.

**Evaluation Subcommittee:**

The Evaluation Subcommittee will evaluate the effectiveness of the School's learning objectives, outcomes, and competencies that cross multiple courses and clerkships (especially clinical skills and attitudes), with recommendations for improvement and implementation.

Considering the performance of Stritch students on comprehensive local and national examinations/evaluations, acceptance into residency programs and post-graduate performance, surveys of graduates and residency program directors, licensure of Stritch graduates, etc., the committee will evaluate the effectiveness of the School's overall education program with recommendations for improvement.

In addition, the Evaluation Subcommittee will assess the individual curricular components of the learning environment of SSOM. Each required course/clerkship will be reviewed using: a) an assessment of course/clerkship manuals and handouts, stated goals objectives, outcomes and competencies, evaluations by students and course/clerkship director reports, b) direct observations of course/clerkship educational activities (when appropriate) and, c) interviews with students and faculty (when appropriate). A comprehensive review will occur on a regular basis (approximately every three years) and a streamlined review will be done periodically as necessary. Following the comprehensive review, the Subcommittee will generate a report reviewing the course or clerkship with attention to strengths and weaknesses with suggestions for improvement. The report should evaluate: a) the teaching effectiveness of faculty in general and of individual faculty who teach, mentor or facilitate in that course or clerkship-including housestaff and affiliate site faculty and staff, b) the quality of the evaluations – specifically, to what extent do they assess stated objectives, competencies and outcomes, c) the extent to which the educational objectives have been achieved as indicated by student performance on course/clerkship or other evaluations d) the correlation between stated goals and curricular content, e) the effectiveness of course/clerkship materials in facilitating student learning and independent study, f) the appropriateness and effectiveness of the learning environments as they relate to stated goals and objectives, and g) the effectiveness of the course/clerkship Director, not only in his/her role for that specific activity, but also as regards his/her involvement with other curricular issues (both locally and nationally). The course director will submit a response to Subcommittee's report; this response will be discussed by the Evaluation Subcommittee and forwarded to the CCA.

The Evaluation Subcommittee will work directly and closely with the Competency Council, and the Clinical Skills/Integration Center to insure proper evaluation of student learning.

This subcommittee will also collaborate with the Development Subcommittee to review new curricular undertakings, especially the evaluation of changes in students' knowledge, skills or attitudes as a result of curricular modification.

**Technology in the Curriculum Subcommittee:**

The TIC is responsible for policies and recommendations on the use of newer technology in the medical curriculum, to include: a) Policies affecting the Computer-Aided Learning Laboratories (CALL); b) Oversight of curricular databases, c) Evaluation of and recommendations pertaining to technological devices, innovative methods of using technology to deliver educational programs, hardware and software purchases related to the curriculum, d) Integration with other technological initiatives (e.g., Library), and e) Monitor and stimulate use of technology by both students and faculty. f) Working directly with the clinical integration center/clinical skills center on educational initiatives. The LUMEN Steering committee is a formal sub-committee of the TIC.

### **Competency Council:**

The Competency Council will serve two functions: 1) Oversee individual student performance within the SSOM competencies and report individual student concerns to the Student Progress Committee of the Dean, and 2) Oversee the entire competency evaluation process and report back to the CCA areas needing curricular changes or development. The “Student Progress Committee” will be overseen by the Dean of SSOM.

In terms of curricular matters, the competency council will be responsible for working directly with the CCA and the other CCA subcommittees, as well as with the Clinical Skills/Integration Center to complete the following tasks:

- 1) Oversee student assessment at SSOM as it relates to the development of competence in the 6 core SSOM competencies
- 2) Work directly with course, clerkship, and vertical curricular directors, as well as with the clinical integration center/skills center to develop competency assessments
- 3) Identify strength of competency evaluation within each competency and work in the curriculum and with the course, clerkship and vertical curriculum directors to improve any identified deficiencies
- 4) Assess the overall SSOM competency evaluation process, including the competencies themselves, based on, but not limited to the quality of SSOM graduates, and make recommendations for assessment and/or curricular changes

**SPECIAL NOTE: All CCA and CCA subcommittee chairs and members should be recognized for their time and effort, and supported for their work.**

## II. Appointment and Review of Course/Clerkship Directors

### A. Appointment

The term of a course/clerkship director will be three (3) years, renewable for additional three (3) year term(s) at the discretion of the CCA. The CCA will review the qualifications and C.V. of potential directors and assistant directors and appointment will be made by a vote of the CCA. A formal letter of appointment will be sent to the directors by the Chairperson at least three (3) months prior to the start of the course/clerkship.

### B. Review and Reappointment

The principles upon which reappointment stand are evidence that the course/clerkship director/assistant director has adequately managed and administrated the course/clerkship to the satisfaction of the Administration and the CCA and that the directors have involved himself/herself with other appropriate curricular issues both locally and nationally. Primary data for the course/clerkship will be reviewed annually by the Administration and the Evaluation Subcommittee whose reports will be submitted to the CCA. Other performance data may be gathered at the discretion of the CCA. Discussion of the course/clerkship directors' and assistant directors' effective leadership will be periodically reviewed by the CCA.

## III. Recommendation of the R. Leischner Master Teacher Award

### Description:

The Master Teacher Award is recognition for outstanding faculty teachers at the Stritch School of Medicine. It is a faculty nomination and selection process. Qualified faculty must teach in the undergraduate medical education program and demonstrate an enthusiasm for teaching, create an atmosphere in which students want to learn and have an awareness of and sensitivity to what students need to know and understand at each level of their education.

### Eligibility:

The following criteria apply to eligibility for the Master Teacher Award:

- Full-time faculty appointment at SSOM
- Minimum of five years teaching medical education at SSOM
- Participates in different and various aspects of the medical education activities
- Applies teaching skills in a variety of educational formats
- Demonstrates leadership in medical education, including participation in the development of innovative approaches to education
- Serves as role model for students and faculty

### Selection:

The following process governs selection of Master Teachers:

### **Nominations:**

- All full-time faculty may nominate candidates for Master Teacher and solicitation for nominations will occur annually in June
- Faculty submitting a nomination must include a letter of support for the nominee
- Nominations must be submitted by August 31 each year

### **Selection Committee Membership**

- Selection committee is an ad hoc committee of the CCA
- Selection committee members serve a three-year term with two members rotating off the committee every year
- CCA chair appoints selection committee members
- Past awardees and full-time faculty qualify as selection committee members

### **Selection Process**

- Selection Committee reviews all nominees and selects a final pool of nominees
- Additional information will be solicited on the final pool of candidates, including, but not restricted to:
  - ✓ Input from course and/or clerkship directors
  - ✓ Student evaluations
  - ✓ SSOM committee chairs, if appropriate
  - ✓ Administrators or individuals knowledgeable of special projects, research or activities related to medical education
  - ✓ Letter of support from candidate's chairperson
  - ✓ Letter of support from faculty colleague
- A maximum of two faculty will be selected and presented to the December CCA meeting for approval
- The presentation to the CCA will include a written summary by the Selection Committee documenting the candidate's achievements and committee rationale for selection.

### **Award**

Recognition for Master Teacher awardees:

- Awardees will be announced annually in May
- Master Teacher awardees will keep such designation in perpetuity
- Awardees will receive a \$1,500 cash gift
- Master Teacher photograph and biographical sketch will be displayed on the SSOM Wall of Honor for one year

Amended: 1/21/02

Amended 6/9/2003

Amended 6/24/04

Amended 10/11/05

Amended 2/12/07

