





**Quorums:** The quorum for the Curriculum Committee and any of its subcommittees shall be constituted by 50% + 1 of all voting members.

Proxy voting is allowed and will count toward the quorum.

Electronic voting is allowed in cases where a quorum cannot be obtained and delaying would cause unnecessary setbacks to curricular improvements or appointments.

**Curriculum Advisory Council:** Vice Dean for Medical Education, Associate Dean for Student Affairs, Assistant Dean for Academic Affairs, Chief Educational Quality Improvement Officer, Instructional Designer, Preclinical Course Director Representative, Clinical Course Director Representative

**Duties:**

Reviews new courses and new course directors

Makes recommendations to the curriculum committee as needed to ensure compliance with accreditation standards and meet educational best practices

Manages curriculum changes due to emergent circumstances (e.g., global pandemics)

**Officers:** The Chairs of the Curriculum Committee and all of its subcommittees shall serve for a 4-year term, except for the first chair under these new rules, who shall serve for 2 years. A chair-elect must be identified by the second year of a chair's term. Chair's may be reelected for one additional term. After that, at least 2 years must lapse before that person can serve as chair of the same committee again.

**Course Director Meetings:** The Preclinical and Clinical course directors shall have at least quarterly meetings, to ensure that any changes implemented by the Curriculum Committee and its subcommittees are appropriately distributed and implemented; to ensure a formal venue for obtaining their feedback; and to provide opportunities for faculty development.