By-Laws of the Curriculum Council Steering Committee

Article I
The name of this committee shall be the Curriculum Council Steering Committee (CCSC).

Article II
Section 1. Purpose
2.1.1 The purposes of this committee shall be to approve and manage all aspects of the curriculum.
2.1.2 The committee shall monitor and ensure fulfillment of the quality of educational programs associated with the MD degree at the Indiana University School of Medicine (IUSM).
2.1.3 The CCSC shall make changes to the overall educational program as deemed appropriate, or in consideration of recommendations from the Dean and the faculty.

Section 2. Role
2.2.1 The Curriculum Council Steering Committee is created by the IUSM Faculty Constitution and its bylaws.
2.2.2 The Curriculum Council Steering Committee is the faculty body that manages the medical curriculum for the Indiana University School of Medicine through oversight of design, implementation and management of the School's curriculum at all campuses. The CCSC sets curricular policy for education and has oversight responsibility for ensuring compliance and comparability. The CCSC reviews data at specified intervals to monitor and evaluate the curriculum as a whole and makes informed decisions to enhance, coordinate, and ensure coherence of the educational program.

Article III
Section 1. Leadership
3.1.1 The CCSC shall be led by Committee Co-Chairs.
   a. One Co-Chair shall be the Senior Associate Dean of Medical Student Education.
   b. The second Co-Chair shall be appointed by the Executive Associate Dean for Faculty Affairs and professional development (EAD OFAPD) on behalf of the Dean of the IUSM, in consultation with the Executive Associate Dean for Educational Affairs.

Section 2. Membership
3.2.1 The composition of the CCSC shall consist of the following:
a. Appointed faculty members including the committee chairs and subcommittee chairs.
b. Four (4) elected faculty members as described in the bylaws of the Faculty Constitution.
c. Four (4) students as described in the Medical Student Council (MSC) bylaws.
d. Non-voting ex officio members at the request of the committee co-chairs, including a librarian/library representative.
e. The membership will consist of at least one representative from each of the nine (9) campuses.

Section 2. Terms

3.2.1 Elected faculty committee members shall serve a two-year term as outlined in the IUSM Faculty Constitution.
3.2.2 Appointed and ex officio committee members do not have a term limit.
3.2.2 Student members are elected by the Medical Student Council (MSC) to a two year term.
3.2.3 If a member wishes to resign, they may do so at any time.

Section 3. Vacancies

3.3.1 Appointed faculty member vacancies shall be filled at the discretion of the CCSC Chairs. Recommendations for new appointments are made to the EAD OFAPD and are vetted and screened prior to formal appointment.
3.3.2 Elected faculty vacancies shall be filled by the President of the Faculty Steering Committee (FSC) and/or FSC committee, in consultation with EAD OFAPD.
3.3.3 Subcommittee chairs vacancies shall be filled by the EAD of Education in consultation with the CCSC Co-Chairs and EAD OFAPD.
3.3.4 Student member vacancies shall be filled by the process outlined in the MSC bylaws.

Section 4. Removal

3.4.1 An appointed or ex-officio member shall be removed at the discretion of the CCSC Co-Chairs and/or at the discretion of the EADs of OFAPD or Education in consultation with the Co-Chairs.
3.4.2 Violation of the Faculty codes of conduct shall be grounds for removal.
3.4.3 Violation of the committee attendance policy may be grounds for removal.

Article IV

Section 1. Frequency of Meetings

4.1.1 The CCSC shall meet on a regularly scheduled basis.
a. Regular meetings are held the second and third Tuesday of each month

4.1.2 A special meeting may be called by the CCSC co-chairs when deemed necessary.
4.1.3 Committee members shall attend 80% of meetings.

Section 2. Specifications

4.2.1 The standard definition of quorum is applied.

Section 3. Communications and Records

4.3.1 The co-chairs of the CCSC shall be responsible for ensuring that administrative staff maintain accurate records of all meetings.
4.3.2 The meeting records shall be kept indefinitely.

Section 4. Parliamentary Authority

4.4.1 Robert’s Rules of Order (most recent edition) shall govern the conduct of the meetings.

Article V

Section 1. Voting

5.1.1 Voting on all matters except policies shall be approved by a quorum of members present.
5.1.2 The approval of IUSM educational policies requires 60% approval by the entire membership. Voting may occur electronically.

Article VI

Section 1. Standing Committees of the CCSC

6.1.1 The Foundational Component Committee (FCC) is charged by the CCSC to oversee the design, implementation, and quality of the integrated basic science curriculum at IUSM. Its focus is on the management of a contemporary foundational science curriculum guided by the IUSM Institutional Learning Objectives, oversight of course level comparability, and management of student outcomes/performance across the timeline of the foundational science curriculum. The FCC recommends policy on matters relating to the foundational science curriculum as a whole and reports to the CSCC. Membership consists of appointed faculty members including the co-chairs, four (4) students, and ex officio members. The membership will consist of at least one representative from each of the nine (9) campuses.

6.1.2 The Clinical Component Committee (CCC) is charged by the CCSC to oversee the design, implementation, and quality of the clinical science curriculum at IUSM. Its focus is on the management of a contemporary clinical science curriculum guided by the IUSM Institutional Learning Objectives, oversight of clerkship level comparability, and management of student outcomes/performance across the timeline of the Clinical
Science curriculum. The CCC recommends policy on matters relating to the clinical science curriculum and reports to the CSCC. The membership consists of appointed faculty members including the co-chairs, four student members, two resident members, and ex officio members. The membership will consist of at least one representative from each of the nine (9) campuses.

6.1.3 The Academic Standards Committee (ASC) is charged by the CCSC with implementing a systematic evaluation process for the curricular components (courses and clerkships) of the medical education program to ensure adherence to the IUSM Institutional Learning Objectives and curricular policy; comparability of instruction, assessment, and outcomes; and equivalency in grading. The membership consists of appointed faculty members including the co-chairs, four (4) elected faculty members, four (4) students, and ex officio members.

6.1.4 The competency directors/committees shall ensure that the curriculum addresses the six competencies in a longitudinal manner and their integration across the curricular phases under CCSC oversight. The membership consists of directors appointed by the EAD of Education in consultation with the CCSC Co-Chairs.

6.1.5 The thread committees shall ensure that the curriculum addresses important curricular topics or themes in a longitudinal manner across the entire medical school curriculum under CCSC oversight. The thread committees are responsible for assuring the presence of their material within the curriculum and its integration across the phases. The designation of needed Thread directors/committees shall be at the discretion of the CCSC. Directors shall be appointed by the EAD of Education in consultation with the CCSC Co-Chairs. Membership of each committee is determined by the relevant Director and endorsed by the CCSC.

6.1.6 The Educational Policy Subcommittee shall review, revise and make recommendations for undergraduate medical education policies in accordance with the requirements of the LCME, IUSM and University regulations. The membership includes appointed faculty members, ex officio members, the chair, and students.

6.1.7 The Program Assessment and Evaluation (PAE) Subcommittee is charged by the CCSC with the development and maintenance of a systematic evaluation process for the curricular components (courses and clerkships) of the medical education program under CCSC oversight. The membership shall include appointed members including co-chairs and ex-officio members.

6.1.8 The Elective Sub-Committees (FCC-ESC and CCC-ESC) is charged by the CCSC to oversee the review and approval of all medical student electives. The FCC-ESC reviews all electives and special electives related to the foundational sciences. The CCC-ESC reviews all electives and special electives related to the clinical component, which includes all international clinical electives, for individual students. These sub-committees are also charged with the review and revision of the IUSM elective catalog. The membership shall include seven (7) appointed faculty members including the co-chairs and ex officio members.

**Article VII**
Section 1. Continuous Quality Improvement (CQI)

7.1.1 The CQI unit shall ensure CCSC and its subcommittees formally receives reports reflecting key data sources at regular intervals as defined by the CQI Data and Committee Reporting Table and as informed by the CQI Monitoring and Performance Enhancement Tool.

7.1.2 The CQI unit shall provide quarterly comparability reports to CCSC reflecting performance against targets across curriculum-related elements within LCME Standards 6, 7, 8, and 9, for all nine IUSM education centers.

7.1.3 The CQI unit shall receive directives from the CCSC to investigate deficiencies and exemplars and validate opportunities and root causes for successful problem resolution.

7.1.4 The CQI unit shall provide ongoing process, performance, program and change methodology expertise to CCSC toward fulfillment of data-driven and effective curriculum enhancement initiatives.

7.1.5 CCSC shall direct the level of support received from CQI for each improvement opportunity and classify the improvement opportunity as Quick Turn or Large Scale in order to determine the appropriate, standardized timeline.

Article VIII

Section 1. Amendments

These By-Laws may be amended by two-thirds of the CCSC members. The vote may be taken in either a regular meeting, called meeting or electronically.
Appendix

1. **CCSC Organizational Chart**

![CCSC Organizational Chart Diagram]

2. **CCC Membership**
   CCC restructuring effective March 1, 2017
   - (2) Appointed Co-Chairs, one chair to be representative from Medical Student Education
   - (4) Representative clerkship directors with 2-year terms, not consecutive (2 designated per year)
   - (2) Members from the FCC subcommittee for integration
   - (4) Students as appointed by Medical Student Council with 2-year terms, not consecutive (2 designated per year) (encouraging broad regional representation)
   - (6) Appointed faculty representatives from departments integral to relevant Phase content, designated by Co-Chairs in consultation with the EAD OFAPD (NOT statewide clerkship director – preferential to regional campus faculty)
   - Faculty representatives from each of the 9 educational sites
• Other appointed faculty, as needed, for a total of 24 faculty members
• (2) Curriculum Consultants/Thread Directors/Competency Directors
• (2) Educational Specialists
• (2) Resident member (any specialty—volunteered through GME)
• Phase I and Phase II Assistant Deans
• Senior Assoc. Dean Medical Student Education
• Librarian/Library Representative
• CQI/Project Coordinator
• Staff Support

3. **FCC Membership**
   FCC restructuring effective March 1, 2017

• **Faculty Membership**
  - Phase 1 Teaching Faculty - The 13 Phase 1 courses to be represented, as follows:
    • at least 4 from among the Statewide Course Directors (SCD)
    • at least 4 from among the Course Site Leaders (CSL)
    • at least 4 from among Faculty Instructors (FI) that are not SCD or CSL
    • Representation of each course will rotate every two years among SCD, CSL, and FI
  - Curriculum Consultants
    • at least 3 (those representing Pharmacology, Physiology, and Pathology)
  - Representatives from each of the 9 educational sites
  - CCC subcommittee member(s) for integration
  - Thread directors as appropriate
  - Other appointed faculty, as needed

• **Students**
  - 4 Representatives, elected by MSC, serve 2 years (2 new reps elected each year; MS1 students are elected but serve during their MS2 and MS3 years)

• **Ex Officio Members**
  - Representative from Thread Directors
  - Representative from Competency Directors
  - Others at the request of the committee co-chairs

• **MSE/Administration**
  - Senior Assoc. Dean of MSE
  - Assoc. Dean, Foundational Sciences
  - Asst. Dean, Phase 1
  - Asst. Dean, Phase 2

• **Staff**
- Director, Curricular Operations
- Learning Technology representative*
- Program Assessment and Evaluation representative*
- CQI/Project Manager
- Support

- **Other**
  - FCC Co-Chairs
  - Library representative
  - Academic Standards Committee representative*
  - Teacher-Learner Advocacy Committee representative*

*Representative to the FCC need not be the chair of the committee or group