



## Medical Education Program Policy

<b>Policy Name:</b>	Student Curriculum and Evaluation Committee Charter				
<b>Policy Domain:</b>	Curriculum Management	<b>Refers to LCME Element(s):</b>	Standards 8, 9		
<b>Approval Authority:</b>	Curriculum and Educational Policy Committee	<b>Adopted:</b>	7/11/2016	<b>Date Last Reviewed:</b>	April 2023
<b>Responsible Executive:</b>	Associate Dean for Medical Education	<b>Date Last Revised:</b>	April 2023		
<b>Responsible Office:</b>	Office of Medical Education	<b>Contact:</b>	Mirjana Babic, M.P.A <a href="mailto:mbabic@ttuhsc.edu">mbabic@ttuhsc.edu</a>		

- Policy Statement:** The attached document entitled “Student Curriculum and Evaluation Committee Charter” (as approved by the CEPC on April 10, 2023) is adopted as a Medical Education Program Policy.
- Reason for Policy:** The purpose of this policy is to clarify the roles and responsibilities of the Student Curriculum and Evaluation Committee.
- Who Should Read this Policy:**
  - Any student potentially interested in serving as members of the Student Curriculum and Evaluation Committee.
  - Members of the Curriculum and Educational Policy Committee
- Resources:** The Student Curriculum and Evaluation Committee is sponsored by the Office of Medical Education.
- The Policy:** See the policy statement and the attached document as described.

*Policies are subject to revision. Refer to the Office of Medical Education website or contact the Office of Medical Education to ensure that you are working with the current version.*

## Student Curriculum and Evaluation Committee Charter

**Charter: The Student Curriculum and Evaluation Committee (SCEC) is a student organization sponsored by the Office of Medical Education. This committee's major purpose is to assist in the gathering and interpreting of student perspectives and recommendations in support of the Paul L. Foster School of Medicine's efforts related to continuous educational program improvement and accreditation.**

The Student Curriculum and Evaluation Committee:

- Advises the Associate Dean for Medical Education, the Assistant Deans for Medical Education, the Director of Assessment and Evaluation, and the Course/Clerkship Directors regarding the design and implementation of the medical school curriculum based on student experience.
- Seeks to provide balanced representation of student perspectives regarding the educational program, to assist the Office of Medical Education and the Curriculum and Educational Policy Committee in the interpretation of course and faculty evaluations, and to offer constructive recommendations for improvement regarding all aspects of the educational program.
- Supports and facilitates broad student participation in course and faculty evaluations so as to maximize the reliability and credibility of the results.
- Provides leadership in the preparation of independent student self-studies as required for LCME Accreditation processes.
- Provides representation to the faculty Curriculum and Educational Policy Committee (CEPC) in accordance with the PLFSOM Faculty Bylaws.

Paul L. Foster School of Medicine delegates to the Association of American Medical Colleges (AAMC) Organization of Student Representatives (OSR) are selected from the SCEC.

For each class, each college elects two Student Curriculum and Evaluation Committee members to serve for one year, and members may be re-elected.

Service on the Student Curriculum and Evaluation Committee is dependent on the maintenance of good academic standing as collaboratively determined by the Associate Dean for Student Affairs and the Associate Dean for Medical Education. Members who resign or who are determined to be at academic risk shall be replaced by special election by the relevant College.