

For consideration by Faculty Council 05.22.17
EDUCATIONAL POLICY AND CURRICULUM COMMITTEE (EPCC)
To succeed the “Curriculum Cabinet,” effective with the start of Academic Year 2017-2018

Charge

Reporting to the Dean of the Faculty of Medicine, the HMS Educational Policy and Curriculum Committee (EPCC) is a faculty standing committee and representational deliberative body that has collective responsibility for the oversight and conduct of the four-year MD curriculum (including both preclerkship curricula – Pathways and HST) and educational policies for the MD program at Harvard Medical School. The EPCC’s oversight responsibilities include:

1. Curriculum integration (vertical and horizontal) and cross-phase (Preclerkship, PCE and Post-PCE) planning;
2. Development and periodic review of MD program objectives, to which course- and clerkship-level objectives are tied;
3. Review and approval of criteria, tools and policies for the assessment of students, including formative and summative assessment, as developed by the Assessment Committee;
4. Review and approval of changes in pedagogical philosophy and practice in core courses/clerkships, as developed by the curriculum steering committees;
5. Oversight of programs for development of faculty teaching and assessment skills designed and conducted by the Academy;
6. Review and approval of curricular, education and student policies;
7. Continuous quality improvement of the educational program and assurance of compliance with LCME standards and elements for the MD curriculum and educational policies, supported by the Office of Educational Quality Improvement (OEQI);
8. Course and Clerkship evaluation – periodic review of annual course and clerkship evaluations conducted by each relevant working committee to monitor horizontal and vertical integration;
9. Program and outcome evaluation, including regular reviews of each major component of the curriculum and a comprehensive review of the entire four-year curriculum every four years;
10. Approval of new core/required courses and/or substantial revisions to required courses or major components of the core curriculum (approval of elective courses is the responsibility of the relevant working committees);
11. Appointment and oversight of *ad hoc* Task Forces;
12. Development and approval of charges to the seven working committees that report to the EPCC;
13. Recommendation of changes in EPCC governance and working committee structures to the Faculty Council.

Reporting to the EPCC are seven focused working committees:

- Pathways Preclerkship Steering Committee
- HST Curriculum Committee
- Principal Clinical Experience (PCE) Steering Committee
- Post-PCE Steering Committee
- Assessment Committee
- Council of Academic Societies (CAS)
- Promotion and Review Board (PRB)

The EPCC meets monthly throughout the academic year and receives timely reports and proposals from the working committees that report to the EPCC. The membership of the EPCC is joined semi-annually by all preclerkship course directors, chairs of the core clerkship committees, and post-PCE leadership, along with other faculty leaders of the MD program, for important reports and updates, including the results of Admissions, Match, Residency Program Director Surveys, USMLE Exams, Comp Exam and Y2Q and GQ

surveys; joint program reports (MD-PhD and MD-MBA); Promotion and Review Board report; and policy updates. All core course and clerkship leaders and MD program faculty and staff leadership assemble annually at the Medical Education Leadership Retreat to work on topics that cut across the entire curriculum. Every four years the agenda of the Retreat is focused on a comprehensive review of the four-year MD curriculum.

EPCC Voting Members

- Dean for Medical Education, chair
- Five teaching faculty representatives selected by the Chairs of the Faculty Council and the EPCC from a slate of nominees identified jointly by the Faculty Council and by the EPCC working committees to ensure faculty participation across the medical education continuum, including each phase of the MD curriculum; GME; the basic sciences and core clinical disciplines; the affiliated hospitals that host core clerkships; and a spectrum of careers in medicine and health sciences
- Four student representatives – Years I-IV, with alternates for each year
- Faculty Council representative
- Chairs of the working committees reporting to the EPCC:
 - Chair, Pathways Preclerkship Steering Committee
 - Chair, PCE Steering Committee
 - Chair, Post-PCE Steering Committee
 - Chair, HST Curriculum Committee
 - Chair, Assessment Committee, and Director of Assessment, Professionalism and Humanism in Medicine
 - Dean for Students and Chair, Council of Academic Societies
 - Chair, Promotion and Review Board
- One Society Advisory Dean
- HMS Director of HST
- One PCE Director
- Director of the Academy
- Director of Scholarship in Medicine

Non-voting *ex officio* members

- Associate Dean for Medical Education Planning and Administration
- Society Advisory Deans who are not voting members
- Faculty Associate Dean for Admissions
- Director of Curriculum Services
- Director of the Office of Educational Quality Improvement
- Registrar
- Director of Advising Resources
- Director of the Countway Library
- Director of Institutional Planning
- Associate Director of Faculty Development
- Director of Education IT

Staff

- PME Program Coordinator