



Academic Senate

*Professor Sang-Hee Lee
Division Chair*

December 6, 2023

MARCUS KAUL, CHAIR, SOM FACULTY EXECUTIVE COMMITTEE


MIGUEL GUERRERO, ACADEMIC AFFAIRS ANALYST AND EXECUTIVE COMMITTEE LIAISON

RE: Proposed Changes to School of Medicine Bylaw ME 05.03

Good afternoon,

Attached for your records is approval of the subject revised bylaws as voted into effect by the Division on December 5, 2023.

Kind regards,


Sang-Hee Lee
Division Chair

Attachment: Approved Bylaw ME 05.03

SCHOOL OF MEDICINE FACULTY EXECUTIVE COMMITTEE

REPORT TO THE RIVERSIDE DIVISION

June 22, 2023

To Be Adopted

Proposed Changes School of Medicine Bylaw ME 05.03

PRESENT:

ME 05.03

There shall be a Medical Education Committee consisting of ~~pre-clerkship course coordinators, clerkship directors, and curricular thread coordinators, the Senior Associate Dean for Education and the Senior Associate Dean for Student Affairs of the School (both ex officio, both voting), the Associate Dean for Pre-Clerkship Medical Education and Associate Dean for Clinical Medical Education, six elected at-large faculty members (elected by the faculty) who do not hold a key administrative role in the medical curriculum, and two elected medical student representatives from each class (non-voting). The Associate Dean for Pre-Clerkship Medical Education and Associate Dean for Clinical Medical Education will serve as Medical Education Committee Co-Chairs.~~ All Senate and non-Senate teaching faculty who are not members of the MEC are welcome to attend and have the privilege of the floor, ~~but are non-voting members.~~ (Am 21 Feb 2012) (Am 25 Feb 2014) (Am 13 Oct 2016)(Am 24 May 22)

PROPOSED:

ME 05.03

There shall be a Medical Education Committee (MEC) consisting of the following 15 voting members: six at-large faculty (representing the pre-clerkship and clerkship components of the curriculum); four medical students (one representing each class year); two pre-clerkship course directors (one each from the year 1 and year 2 curriculum); two clerkship directors (one each from the year 3 and year 4 curriculum); and one curricular thread director. At-large faculty members, approved by the Faculty Executive Committee, shall serve staggered three-year terms with the option of reappointment for one additional term. Course/clerkship/thread directors shall serve one-year terms. Medical student members shall serve for the duration of the class year represented and be selected by medical students. A quorum for MEC meetings shall be eight voting members. In extenuating circumstances when a course/clerkship/thread director cannot attend a meeting, an alternate director may assume the voting role for that meeting.

The MEC shall be co-chaired by the executive associate dean for pre-clerkship medical education and associate dean for clinical medical education, both non-voting, ex officio members of the MEC. Additional ex officio, non-voting members are: all senior associate and associate deans with roles in medical education, student affairs, and diversity, equity, and inclusion; four additional medical students (one representing each class year); Chairs of MEC subcommittees;

and the remaining course, clerkship and thread directors. All Senate and non-Senate teaching faculty who are not members of the MEC are welcome and encouraged to attend and have the privilege of the floor, but do not vote. (Am 21 Feb 2012) (Am 25 Feb 2014) (Am 13 Oct 2016)(Am 24 May 22)

Statement of Purpose and Effect:

The Liaison Committee on Medical Education (LCME) accreditation recommendation.

LCME Element 8.1 (curricular management)

A medical school has in place an institutional body (i.e., a faculty committee) that oversees the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

LCME Finding

Of the 35 voting members of the Medical Education Committee (MEC), 33 are pre-clerkship directors, clerkship directors, curricular thread directors, or associate deans for medical education. Of the two listed faculty-at-large members, one holds a position as director of a course and of one year of the curriculum. Thus, the MEC has only one faculty member who does not have a key administrative role in the design, management, and evaluation of the medical curriculum.

The proposed revisions to MEC membership expand the voice of general SOM faculty in matters of medical education program design, management, integration, evaluation, and enhancement. Inclusion of medical students with voting privileges is congruent with practice at many medical schools across the U.S. The proposed revisions also clarify the terms of voting members.

Approved by the Committee on: SOM Faculty Executive Committee (April 18, 2023)

Or

Submitted by Marcus Kaul, Ph.D., Chair of SOM Faculty Executive Committee

Section below is for Senate use only

(if applicable)

Approved by the Committee on N/A : [\(Insert date of committee approval\)](#)

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate:

Received by Executive Council:

Approved by the Division:

October 11, 2023

October 23, 2023

December 5, 2023



Academic Senate

June 16, 2023

To: Marcus Kaul
Chair, School of Medicine Faculty Executive Committee

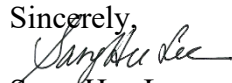
From: Sang-Hee Lee
Chair, Riverside Division

RE: School of Medicine Bylaw ME 05.03 – Medical Education Committee

Dear Marcus,

During our June 12, 2023 meeting, Executive Council discussed the subject proposed bylaw changes regarding the School of Medicine's Medical Education Committee's membership along with the relevant feedback comments from tasked committees.

I return the attached consultative comments from the Graduate Council, who was supportive of the proposed changes; as well as those from the Committee on Rules & Jurisdiction for consideration and inclusion in a revised proposal.

Sincerely,

Sang-Hee Lee

Attachments:
Senate Committee Comments
ME 05.03 Bylaw Change Proposal



Academic Senate

GRADUATE COUNCIL

May 19, 2023

To: Sang-Hee Lee, Chair
Riverside Division

From: Christiane Weirauch, Chair
Graduate Council

Re: [Campus Review] Bylaw Change: School of Medicine Bylaw ME 05.03 - Medical Education Committee

Graduate Council reviewed the proposed changes to School of Medicine Bylaw ME 05.03 (Medical Education Committee) at their May 18, 2023 meeting. The Council was supportive and voted in favor of the revised bylaws.




Academic Senate

COMMITTEE ON RULES AND JURISDICTION

June 8, 2023

To: Sang-Hee Lee, Chair
Riverside Division

From: Kathleen Montgomery 
Chair, Committee on Rules and Jurisdiction

Re: Campus Review: (Bylaw Change) School of Medicine Bylaw ME 05.03- Medical Education Committee

The Committee on Rules and Jurisdiction has carefully considered the proposed change to the School of Medicine Bylaw ME 05.03 - Medical Education Committee. The Committee appreciates that the proposed change is in response to an accreditation recommendation from the Liaison Committee on Medical Education (LCME) and is intended to expand the voice of general SOM faculty in matters of medical education program design, management, integration, evaluation and enhancement.

Nevertheless, R&J is concerned that the proposed Bylaw change is complicated, with much detail about the MEC membership. For clarity, the Committee on Rules and Jurisdiction offers the following to assist in the above and to ensure the overall bylaws are consistent:

1. Line 3: please state the total number of voting members (by my count this is 15) before enumerating the individual members. Thus, "...consisting of the following 15 voting members:"
2. Line 6: please clarify what "each class" means. Possible wording could be "each class year"
3. Line 24: as above in Line 3, please state the total number of ex officio non-voting members (12? more?) before specifying who these are.
4. Line 35: as above in Line 6, please clarify "each class year"
5. Question: Please confirm: Is it the case that the MEC Co-Chairs should be non-voting?
6. Question: Might the bylaw be separated into two sections, one listing the voting members and a second listing the non-voting ex officio members? In its current proposal, it is somewhat difficult to follow, and important details about membership could get lost.

SCHOOL OF MEDICINE FACULTY EXECUTIVE COMMITTEE

REPORT TO THE RIVERSIDE DIVISION

April 18, 2023

To Be Adopted

Proposed Changes School of Medicine Bylaw ME 05.03

PRESENT:

ME 05.03

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remaining course, clerkship and thread directors. The Associate Dean for Pre-Clerkship Medical Education and Associate Dean for Clinical Medical Education will serve as Medical Education Committee Co-Chairs. All Senate and non-Senate teaching faculty who are not members of the MEC are welcome and encouraged to attend and have the privilege of the floor, but do not vote. (Am 21 Feb 2012) (Am 25 Feb 2014) (Am 13 Oct 2016)(Am 24 May 22)

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Or

Submitted by Marcus Kaul, Ph.D., Chair of SOM Faculty Executive Committee

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(if applicable)

Approved by the Committee on _____: (Insert date of committee approval)

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the

Academic Senate:

(leave blank)

Received by Executive Council:

(leave blank)