

SSOM Central Curricular Authority

Operational Guidelines

Mission Statement

The Central Curricular Authority (CCA) is a standing committee of the faculty whose mission is to develop, review, execute and evaluate all curricular matters relevant to medical education within the Stritch School of Medicine; to be informed of and to consider proposed changes within the educational environment that could impact the curriculum; to formulate recommendations including appropriate resources to implement necessary curricular reform and innovations. It is the responsibility of the CCA to follow educational outcomes to ensure that a Stritch School of Medicine education provides our students awarded the Doctor of Medicine Degree with the essential knowledge, skills, values and attitudes necessary to practice high quality, efficient, safe, and compassionate medicine as they transition to graduate medical education.

Purpose

The CCA is a standing committee of the faculty which oversees all matters relevant to the educational curriculum, including its overall design, integration, evaluation and outcomes. Faculty, students and administration are represented via the CCA and its subcommittees. While the LCME recognizes that the faculty are responsible for the curriculum, the CCA is the instrument through which the voice of the faculty is heard.

The CCA looks toward the Dean of the Stritch School of Medicine and Vice-Dean of Education for necessary support and resources to maintain and implement the highest quality educational curriculum.

The CCA deliberates and acts on issues, proposals, and reports from the following:

1. Medical and healthcare regulatory bodies, such as the Liaison Committee on Medical Education, the American Association of Medical Colleges, American Medical Association, the Accreditation Council for Graduate Medical Education, which directly or indirectly impact the medical school curriculum
2. The Dean, or Dean's designee, of the Stritch School of Medicine
3. The Office of Medical Education and its Educational and Student Affairs deans
4. Its five standing Subcommittees (Evaluation, Competency Evaluation and Assessment Review Committee, Longitudinal Outcomes, Curricular Innovations and Technology in Education, and Curriculum Year Directors, Health Equity in the Curriculum Committee)
5. Course and Clerkship Directors
6. CCA members
7. Any CCA ad hoc committee(s) or task forces
8. Faculty at large

Membership

Composition

18 regular voting Members - with the option for two voting Ad Hoc members:

- Chair (Votes for Ties Only)
- Vice-Chair
- Curriculum Year Director Year 1
- Curriculum Year Director Year 2
- Curriculum Year Director Year 3
- Curriculum Year Director Year 4
- Evaluation Subcommittee Chair
- Competency Evaluation and Assessment Review Committee Chair
- Curricular Innovations and Technology in Education Subcommittee Chair
- Long Term Outcomes Subcommittee Chair
- Health Equity in the Curriculum Committee Chair
- 2nd Year Student (non-voting member)
- 3rd Year Student
- 4th Year Student (Two)
- 4th Year Student Representative of the Office of Diversity Equity and Inclusion
- Loyola Graduate Medical Education Chair or faculty designate
- Office of Diversity, Equity, and Inclusion faculty member, or faculty designate of the office
- Educational Dean (Non-Voting Ex-Officio Member- Only needed if educational affairs not represented by another CCA member)
- Student Affairs Dean (Non-Voting Ex-Officio Member)
- And up to two additional Ad Hoc Voting Members*

*The CCA attempts to develop a balanced faculty representation between Clinical Physician Faculty and Biomedical & Translational Science Faculty. If an imbalance occurs, up to two (2) ad hoc voting members may be added for balance at the discretion of the CCA.

If regular voting member positions are held by Educational Deans, the CCA composition will be adjusted to be weighted toward faculty representation with the addition of ad-hoc voting members to establish majority at the discretion of the CCA.

Voting:

Deliberations requiring approval and vote of CCA members will be decided by majority vote of those present. Voting may occur outside of regularly scheduled CCA meetings for appropriate matters as decided by the CCA and CCA chair.

Meetings:

The CCA meets regularly with special meetings as necessary called by the Chair or Vice-chair

Additional meetings may be called by the Chair or Vice-chair for issues arising which require input of the CCA members.

The CCA may conduct official business asynchronously and/or virtually without face-to-face meetings.

Minutes:

Minutes of each meeting of the CCA will reflect the actions and deliberations of the committee and will be distributed to the membership for comment/review and finalized by the chair of CCA or designate.

Minutes will be posted on the CCA website for SSOM faculty, students, and administrative staff but may be modified to protect sensitive information. A full and unedited copy of the CCA deliberations and attendance will be archived electronically. Attendance will also be documented.

Minutes are recorded by a staff person designated by the Office of Educational Affairs.

Term of Service**Faculty Members:**

Members who are not serving as a function of their administrative position (ie subcommittee chairs) will serve for a period of three (3) years, renewable upon a vote of the membership or additional three (3) year terms. Faculty candidates will be sought via an open call. In addition, CCA members can propose faculty who possess the experience, interest and motivation for effective membership. Candidates for membership will be interviewed by current CCA members and will be voted upon prior to being recommended as members to the Dean of SSOM.

Chair:

The voting membership will elect a Chair for a three (3) year term, and this term will be renewable for additional three-year terms. The elected Chair will be recommended to the Dean of SSOM.

Vice-Chair:

The voting membership will elect a Vice-chair. The Vice-chair will be elected for a three (3) year term, renewable for additional three-year terms. The Vice-chair will be mentored by the CCA Chair to have the skills to become the future CCA Chair if so appointed by the CCA.

The Vice-chair will be empowered to administer the committee on absence of or with designation from the current Chair.

Student Members:

The second-year student is a non-voting member and will serve a one-year term which is renewable.

The third-year student will serve a one-year term which is renewable.

The fourth-year students will serve a one-year term.

The fourth-year student representative of the Office of Diversity, Equity and Inclusion will serve a one-year term.

Student members are expected to attend at least 70% of meetings.

Second, third and fourth year student members will participate in the Course and Clerkship Student Review Panels and their organization as outlined in the Course and Clerkship Review Panel Processes.

Student members are sought via open calls to the student body.

Students may serve on the CCA or a CCA Subcommittee, but not both.

Chair Responsibilities**Dean's Representation:**

The Chair of CCA (or designee) will serve as a representative to the Dean. The Chair of CCA will be responsible for a) reporting curricular issues to the Dean and b) reporting the Dean's feedback to the CCA.

Meeting Schedule:

The Chair will determine the date and time of each meeting in consultation with the membership of the committee and the Administration.

Meeting Conduct:

The Chair will preside at each meeting; in the absence of the Chair, the Vice-Chair will preside

Communication:

Communications to the Administration will be through the Chair.

The Chair will regularly meet with the Vice Dean for Education, Educational Dean(s) and Student Affairs Dean to:

1. Be provided feedback and updates on curricular issues/concerns relevant for the CCA.
2. Provide feedback to the Vice Dean for Education, Educational and Student Affairs Deans from the CCA and its subcommittees.

Responses to the CCA received by the Chair from the Administration will be shared with the members of the CCA either at a regularly scheduled meeting or via other forms of regular communication (e.g. e-mail).

Sub-committee reports and communications will be distributed by the Chair to the members of the CCA.

Subcommittee Meetings:

The Chair will attend Subcommittee meetings as appropriate.

LCME Accreditation Process:

The Chair will participate in the LCME accreditation process.

Member Responsibilities

Members will attend regularly scheduled meetings and participate in discussions and voting. While attendance at all meetings is expected, it should not be less than 70% in any given academic year. If attendance for a member becomes an issue, it will be addressed by the chair and/or the CCA. Members will participate as members of Subcommittees, subgroups and/or task forces as appointed or requested by the Chair, and will be spokespersons concerning the deliberations and actions of the CCA. CCA members will also function as a conduit for ideas and issues raised by the faculty and students.

Subcommittees

There will be six (6) standing subcommittees:

1. Evaluation
2. Competency Evaluation and Assessment Review Committee
3. Curricular Innovations and Technology in Education
4. Curriculum Year Directors Years 1-4
5. Health Equity in the Curriculum
6. Longitudinal Outcomes

The CCA, one of its subcommittees, or a curricular year director can create task forces, curricular content groups or other ad hoc groups to support its function.

The subcommittee chairs, as regular CCA members, will represent the faculty and students of their subcommittee and bring to the CCA the concerns and comments of these members.

Chair:

Subcommittee chairs are faculty members of the CCA and are appointed by the CCA Chair after consultation with SSOM administration and CCA membership.

The chairs will serve for a period of three (3) years, renewable upon a vote of the membership for a additional three-year terms.

Membership:

The membership of a Subcommittee includes both CCA members and non-members. The term of membership for the Subcommittees is three (3) years with renewal of membership at the discretion of the CCA and the respective Subcommittee Chair. All members of a Subcommittee are voting members.

New faculty and student membership to subcommittees will be solicited by the respective subcommittee chair.

SSOM Assistant and Associate deans may be appointed to subcommittees as ex-officio members when their primary function or role will be as a dean.

Minutes of subcommittee meetings will reflect the actions and deliberations of the committee and will be distributed to the subcommittee members and the CCA Chair.

Administration:

The Dean will provide administrative, fiscal and other support as necessary for the CCA and its subcommittees to fulfill their missions.

SPECIAL NOTE: All CCA and CCA subcommittee chairs and members should be recognized for their time and effort and supported for their work.

Revisions to the CCA Operation Guidelines

The operational guidelines will be periodically reviewed; however, they are intended to be dynamic. Changes to the guidelines can be made by majority vote of the CCA members and will become effective once approved by the Dean, SSOM.

CCA Operational Guidelines: CCA Approved 5-13-13, Dean Approved 5-14-13

Revised 8-12-2013. Revised 9-9-2013. Revised 10-29-13. Revised 2-10-14. Revised 12-26-2015. Revised 10-10-16. Revised 6-14-2018. Revised 8-10-2020. Revised 9-14-2020. Revised 1-11-2021. Revised 11-14-2022.

Functions of the Central Curricular Authority

I. Appointment and Review of Course Directors

1. Appointment

Course directors will be nominated by the Dean or designee in collaboration with their Department Chair and reviewed by the Educational Deans.

These appointments provide an important opportunity to continually strengthen the diversity of our educational administration. Therefore, consideration of diversity should be included in the process of determining the nominees.

The CCA will be forwarded the qualifications and *Curriculum Vitae* of nominated course directors and assistant directors at least 3 months prior to planned appointments.

Qualifications and *Curriculum Vitae* will be reviewed by CCA members and appointment will be made by a vote of the CCA. If directorship responsibilities must begin prior to formal review by the CCA, the course/clerkship director will be designated as “Acting” until CCA review/vote. A formal letter of appointment will be sent to the directors by the Chair.

The term of a course/clerkship director will be three (3) years, renewable for unlimited three (3) year terms by agreement of the Department Chair of the Course director, Vice-Dean of Education and CCA.

2. Review

The principles upon which support for ongoing leadership of a course stand on evidence that the course director/assistant director has adequately managed and administrated the course to the satisfaction of the SSOM Administration and the CCA. The directors should have evidence of participating in other SSOM educational activities, projects, and task forces, and working with the CCA, Educational Deans, and Office of Medical Education to ensure compliance with accrediting bodies. The directors should show evidence of tracking national trends in medical education in their area. Primary data for the course will be reviewed annually by the SSOM Administration with additional performance data gathered at the discretion of the CCA. In addition, each course director/assistant director will receive an annual evaluation by SSOM Administration as part of the annual faculty performance evaluation process.

Formal discussion of the course directors’ and assistant directors’ effective leadership will be done by the CCA as part of the Evaluation Subcommittee 3-year comprehensive course review. In the final Evaluation summary report, the CCA will recommend to the Vice-Dean of Education continued leadership of the course, or not, by the director/assistant director.

II. Appointment and Review of Clerkship Directors

1. Appointment

Clerkship Directors/Assistant Directors will be nominated by their respective Department Chairs. Faculty members nominated for a clerkship leadership position should have a demonstrated record of commitment to and excellence in educational activities. These appointments provide an important opportunity to continually strengthen the diversity of our educational administration. Therefore, consideration of diversity should be included in the process of determining the nominees. Open Clerkship Leadership positions should be announced to all qualified members of the respective Departments.

The names of nominees will be forwarded to the Central Curricular Authority (CCA) Chair by the Department Chair along with a letter of support outlining:

1. Department selection process for clerkship leadership
2. List of applicants from the Department for the position, or statement describing why no other applicants qualified
3. Nominee's credentials for the role of Clerkship Director/Assistant Director
4. Department support to be provided to the nominee to serve in the role of Clerkship Director/Assistant Director

Nominees will be asked to submit to the CCA Chair:

1. current *Curriculum Vitae*
2. statement of interest in serving in the clerkship leadership role, overview of their plans for the clerkship, and interest in undergraduate medical education in general

The nominee(s) will be interviewed by the Chair and Vice Chair of the CCA and the Third and Fourth Curricular Year Directors.

The nominee'(s)' *Curriculum Vitae*, statement of interest, Department Chairs comments, and feedback from Chair/Vice-Chair of CCA and Years 3, 4 Curricular Years Directors will be reviewed by CCA members. Appointment will be made by a vote of the CCA. If directorship responsibilities must begin prior to formal review by the CCA, the clerkship director/assistant director will be designated as "Acting" until CCA review/vote.

A formal letter of appointment will be sent to the selected nominee and their Department Chair and the Vice-Dean of Education by the CCA Chair.

The term of a course/clerkship director will be three (3) years, renewable for three (3) year terms by agreement of the Department Chair of the Clerkship Director/Assistant Director, Vice-Dean for Education and CCA.

2. Review

The principles upon which support for ongoing leadership of a clerkship stand on evidence that the clerkship director/assistant director has adequately managed and administrated the clerkship to the satisfaction of the SSOM Administration and the CCA. The directors should have evidence of participating in other SSOM educational activities, projects, and task forces, and working with the CCA, Educational Deans, and Office of Medical Education to ensure compliance with accrediting bodies. The directors should show evidence of tracking national trends in medical education in their area, including through participation in respective medical education societies. Primary data for the clerkship will be reviewed annually by the SSOM Administration with additional performance data gathered at the discretion of the CCA. In addition, each clerkship director/assistant director will receive an annual evaluation by SSOM Administration as part of the annual faculty performance evaluation process.

Formal discussion of the clerkship directors' and assistant directors' effective leadership will be done by the CCA as part of the Evaluation Subcommittee 3-year comprehensive clerkship review. In the final Evaluation summary report, the CCA will recommend to the Vice-Dean of Education continued leadership of the clerkship, or not, by the director/assistant director.

It is recommended that at least on an annual basis, each Clerkship Director and their Department Chair meet with the SSOM designee (e.g. Dean, Vice Dean, or Curricular Year Director) to engage in a dialogue regarding educational, quality and administrative issues relevant to the clerkship, as well as personal and professional development.

Approved by CCA 3/12/2018. Revised 10/19/2020