

YEAR TWO CURRICULUM ADVISOR COMMITTEE OPERATING PAPER

I. Purpose

The Committee has responsibility for the coordination of faculty efforts in the development, management, and delivery of the second year curriculum for medical students and for the evaluation of student performance in the second year. The principles and policies governing the second year curriculum shall be in accord with those established by the Educational Policy Council (EPC). When appropriate, the Committee recommends educational policy to the EPC and responds to inquiries concerning the second year curriculum from the EPC or other committees of the school. The Committee establishes a Year 2 Student Progress Document that contains guidelines for recommendations concerning student progress to the Student Progress Committee. The Committee establishes a Year 2 Student Competency Committee that operating under the guidelines contained in the Year 2 SCC Student Progress Document, makes recommendations concerning individual student performance to the Student Progress Committee (SPC).

II. Organization

A. Committee Composition

The Year Two Curriculum Advisory Committee is an operational as well as a policy committee, and therefore requires constituency representation.

Members with full voting privileges include:

- Year 2 Director is appointed by the Dean of the School of Medicine and the Associate Dean for Education and Curriculum.
- Co-Directors of the Year 2 Units (Hematology, Immunology, and Infection; Cardiovascular, Renal, Respiratory; Neuromuscular/Behavior; and Endocrine, Reproduction and Gastrointestinal) are appointed by the Year 2 Director. In most cases, the Co-Directors of each unit will include a basic scientist and a clinician.
- Population Science and Policy Director provides input on the selection of the Population Science and Policy Representative.
- Doctoring Director of the curriculum is appointed by the Dean of the School of Medicine and the Senior Associate Dean for Education and Curriculum.
- Library Resources Liaison faculty representative is appointed by the Associate Dean for Information Resources.
- A maximum of **Four At-Large** voting members can be appointed by the Year 2 Director based on the needs of the curriculum. The maximum term of the at-large members is 5 years but the term may be renewed.
- Y2 student representative elected by their respective class and approved by the Dean.

Non-Voting ex-officio members include the following:

- Senior Associate Dean for Education and Curriculum
- Associate Dean for Students Affairs
- Y2 Curriculum Coordinator
- Year 1 Director
- Department of Medical Education Faculty Members
- Staff from the Office of Education and Curriculum
- Y3 student representative is appointed by the Year 2 Director.
 - Appointments shall be subject to the appointment approval procedures of the Faculty Council and the Dean of the School of Medicine.
 - The Year 2 Curriculum Advisory Committee will elect a vice chair from among the voting members.

B. Constituency Representation

It is expected that Committee members will take issues and ideas back to their respective constituent groups for discussion and present their constituent group's opinions to the Committee. All Committee members, however, are expected to consider the best interests of the medical school and the students in their decision-making.

C. Committee Chairperson and Vice-Chairperson

The Chairperson of the Year Two Curriculum Advisory Committee is the Year Two Director who is appointed by the Dean. The Chairperson:

- Schedules meetings, establishes agendas and chairs meetings of the Committee
- Meets regularly with the Year Two Curriculum Coordinator to discuss educational and student issues and to handle administrative committee operations
- Reviews and approves student issues or concerns on behalf of the Committee
- Facilitates short and long term planning for the Year Two Curriculum
- Creates standing and *ad hoc* subcommittees / work groups as needed
- Represents the Committee on the Educational Policy Council, the Student Progress Committee, and other standing or *ad hoc* committees of the School.
- Responds to other requests made of the Committee with appropriate action
- Handles or delegates additional Committee responsibilities as they arise

A Vice-Chair will be elected by the Committee to perform the necessary duties and function of the Chairperson during his/her absences.

D. Staffing

The Year Two Curriculum Advisory Committee is staffed by the Year Two Coordinator in the Office of Education and Curriculum. The Coordinator assists the Chairperson in developing the agenda, records and produces meeting minutes, prepares reports as requested by the committee, and handles correspondence and follow-up necessary to Committee business. The Chair and the Coordinator meet regularly as delineated above. Copies of all minutes will be printed and deposited annually with Records Management, with the Medical Library Special Collections or SIUC Archives, and posted to the Office of Education and Curriculum website under Committees/Year Two.

E. Subcommittee(s) and Work Groups

As required to conduct Year Two curricular affairs, specialized work groups may be formed as deemed necessary by the Committee. As dictated by the Subcommittee's charge, these groups may be permanent or ad hoc in nature.

- Year 2 Student Competency Committee (Y2SCC)

The permanent members of the Y2SCC shall consist of the Year 2 Curriculum Director, the Director of Doctoring, Senior Associate Dean for Education and Curriculum and the Co-Directors of each unit. The purpose of the subcommittee is to monitor student performance throughout the Year 2 curriculum and to make recommendations to the Student Progress Committee concerning promotion and remedial activities. The Y2SCC will receive recommendations concerning student performance from faculty advisors and from the Office of Education and Curriculum Staff. The Y2SCC will use the operating guidelines outlined in the Year 2 SCC Student Progress Document in forming its recommendations to the SPC. The Education and Curriculum Year 2 Coordinator will staff the subcommittee.

F. Conflict of Interest

Members will refrain from voting privileges of which warrants a conflict of interest in actions / issues of promotion that contributes to the adverse academic actions being proposed against a student for grade review / promotion and or for clinical faculty who have provided health care to a student being reviewed or discussed.

G. Meetings and Attendance

Regular meetings are held annually the fourth Wednesday of the month from 8:30 to 9:50 AM as disclosed in the annual schedule. A schedule of Year Two Curriculum Advisory Committee meetings including date, time and location is on the [Y2CAC website](#). Members are expected to attend all meetings or to send a proxy on their behalf who is able and willing to represent their constituency group. Member attendance of no less than 70% is encouraged. Attendance is monitored and reported annually in accordance with university policy.

H. Procedure

Meetings are conducted using modified Robert's Rules of Order.

- Monthly agenda and minutes are sent to all members during the week prior to each meeting.
- Any member of the faculty or student body may ask to have an issue put on the agenda for discussion.
- A simple majority constitutes a quorum.
- Meeting business may be conducted in the absence of a quorum, but formal votes will not be recorded.
- All committee members are eligible to make or second a motion, but only full members cast votes.
- All motions must be seconded before they can be discussed on the floor.
- Formal votes are taken and recorded, usually by a show of hands. A voice vote suffices only for uncontested issues.
- Motions will be decided by simple majority vote. The Chairperson will refrain from voting unless his/her vote is needed to break a tie.
- Proxy attendance is permitted and proxy votes are counted.
- A policy issue may not be voted upon the day it is introduced without the approval of the full committee or in unusual circumstances. Members are responsible for initiating discussion of these issues within their constituent group prior to voting at a subsequent meeting.
- A non-controversial operational issue may be discussed and decided on the day it is raised or deferred for a later vote at the behest of the committee. Controversial issues will not be acted upon at the initial meeting, but taken back to constituent groups for discussion before being voted upon at a subsequent meeting.
- The Committee may go into executive session to discuss student appeals or other issues at the request of any member of the Committee.
- All members of the SIU School of Medicine community are welcome to attend meetings.
- Student and non-committee members may be excused from meetings wherein confidential issues are discussed.

I. Modifying the Operating Paper

The Operating Paper can be modified at the motion of any member of the Committee. Approval of the modification requires the support of a simple majority of the quorum at a subsequent meeting.

Approved: 07/22/2011

Revised/Approved: 09/26/2012

Revised/Approved: 06/09/2021

Revised/Approved:1/2022