



## Educational Policy Council (EPC) Operating Paper

### **Purpose and Responsibilities**

The purpose of the Educational Policy Council is to ensure the quality of the undergraduate medical educational program in order to enable SIUSOM students to become knowledgeable, competent, caring physicians. The source of authority of this council is directly from the dean of SIUSOM.

The EPC is responsible for establishing educational policy for the School of Medicine and for assuring the quality of the educational program by:

- overseeing the conduct of the curriculum;
- carefully and continuously evaluating the structure, content, purpose and length of the educational experience;
- proposing, considering and implementing curricular changes;
- carefully and continuously evaluating the student assessment process to assure accurate assessment of knowledge, skills and attitudes.

### **Organization**

#### ***Council Composition***

It is intended that the Educational Policy Council composition should reflect a balance among the curricular interests in the School of Medicine. Faculty appointed to the Educational Policy Council should have demonstrated interest, experience and skill in education and have a broad understanding of all School of Medicine curriculum segments and evaluative processes. Appointed faculty members serve for three-year terms, renewable twice.

Faculty with **voting** privileges on the EPC include:

- Seven appointments are *ex officio* and hold their appointments as year directors of the four years of the curriculum, Chair of the Student Progress Committee, Doctoring Director and Chair of Admissions.
- The Faculty Council's Committee on Committees appoints one at-large faculty member with confirmation by the Dean.

- Seven faculty members are nominated by the Faculty Council's Committee on Committees and approved by the Dean and Provost and the full Faculty Council. They will come from constituency groups comprised as follows:

***Clinical Units (Four representatives)***

One from any of the clinical departments (Emergency Medicine, Family and Community Medicine, Medicine, Neurology, OB/GYN, Pediatrics, Otolaryngology, Psychiatry, and Surgery (not to exceed one per department))

***Springfield Non-clinical Units (Two representatives)***

One from Pharmacology or Medical Microbiology, Immunology and Cell Biology.  
One from Medical Education, Medical Humanities, Information and Communication Sciences or Population Science and Policy.

***Carbondale (One representative)***

One from the Biochemistry and Molecular Biology, Anatomy or Physiology.

***Medical Students***

A voting student member from each class (Year 1, Year 2, Year 3, Year 4 and LSP) will be elected (five members) by their classmates and approved by the Dean.

***Non-voting ex officio Members***

The Associate Dean for Education and Curriculum, the Associate Dean for Student Affairs, Doctoring Director-Carbondale, the Associate Dean for Graduate Medical Education and the Director of the Academy for Scholarship in Education all hold *ex officio* positions.

If any position with voting rights is shared between two individuals, the position will be allocated one vote.

***Constituency Representation***

Members of the EPC represent the School of Medicine, rather than their constituencies. Decisions should be made in the best interests of the institution's overall curriculum, rather than individual constituencies.

***Council Chair***

The Chair of the Educational Policy Council is elected from among its voting membership by voting members of the Educational Policy Council and approved by the Dean for a three year term, beginning at the time of installment, renewable twice. The Chair's term on EPC may extend to accommodate their terms as Chair.

The Chair:

- Serves as a resource for guiding the work of the year directors and doctoring director
- conducts monthly meetings, scheduling additional meetings as necessary;
- serves on and may attend the Longitudinal Integration Subcommittee meetings;
- creates standing and *ad-hoc* subcommittees;
- responsible for additional Council responsibilities as they arise.

### **Council Vice-Chair**

The Vice-Chair of the Educational Policy Council is elected by the Educational Policy Council for a three year term, renewable twice.

The Vice-Chair, in the absence of the Chair:

- conducts monthly meetings, scheduling additional meetings as necessary;
- responsible for additional Council duties as they arise.

### **Staffing**

In addition to staff support from the Office of Education and Curriculum, the chair may designate additional staff support as appropriate. The Chair will designate a recorder, either a member of the council or a designated staff. This person is responsible for preparing and distributing agendas; recording, producing and distributing meeting minutes; preparing reports as requested by the Council, and handling correspondence and follow-up necessary to Council business.

### **Meetings and Attendance**

Regular meetings are held on the second Monday of each month from 1:30 p.m. to 3:00 p.m. Members are expected to attend most meetings or to send a proxy on their behalf. No member/attendee can have more than one vote. Attendance at fewer than 75% of annual meetings with no proxy representation is grounds for replacement at the discretion of the committee.

### **Procedure**

- Meetings are conducted using Standard Code of Parliamentary Procedure.
- Monthly agendas and minutes are distributed prior to each meeting.
- A simple majority of the voting members constitutes a quorum.
- Formal meeting business may be conducted in absence of a quorum, but formal votes will not be taken.
- Any member of the faculty or student body may ask to have an issue put on the agenda for discussion.
- All motions must be seconded before they can be discussed on the floor.
- All members of EPC are eligible to make or second a motion, but not-voting *ex officio* members may not vote.
- Formal votes are taken and recorded in the minutes.
- A topic or issue will not be voted upon the day it is introduced without the approval of the full Council or in unusual circumstances.

- Proxy attendance is permitted and proxy votes are counted (written proxy from the regular member should be given to the chair prior to the meeting).
- All faculty are welcome to attend meetings as guests.

**School-wide (Years 1-4) basic policies:**

1. All courses and clerkships MUST include a narrative assessment of student performance in their evaluation materials (formative and/or summative).
2. Medical students MUST receive formative feedback by the mid-point of ALL courses and clerkships of 4 weeks (or longer) duration.
3. The reporting time frame for grades in ALL courses and clerkships must not exceed 6 weeks maximum.

**Submission of Committee Minutes for Archiving:**

- i. This function is assigned to the Office Administrator for the Office of Education and Curriculum. The Office Administrator is responsible for complying with this policy.
- ii. Minutes are to be submitted by the designated individual to the Medical Library for archives and to Records Management for microfilming as follows:
- iii. Medical Library Archives: may be submitted as issued or annually. Confidential minutes should not be submitted to the archives. Questions may be directed to [reference@siumed.edu](mailto:reference@siumed.edu) or 217/545-2118;
  - a. Electronically; send to [archives@siumed.edu](mailto:archives@siumed.edu)
  - b. Print: Mail to MC9625
- iv. Records Management: should be submitted annually, including confidential minutes. Questions may be directed to 217/545-1282
  - a. Print only and accompanied by Microfilm Request Form to MC9668 (<http://intranet.siumed.edu/recman/html/forms.htm>)
- v. Record Series is #28; Record Series Title is Minutes & Agenda – Committees/Councils (Chairperson’s copy)
- vi. Confidential minutes should be indicated in the Description section of the form.

**Relationship to Other Committees**

The EPC is responsible for developing policies regarding the curriculum and for evaluating the curriculum. Curriculum delivery is the responsibility of curriculum advisory committees, who oversee the daily operations of various curriculum segments, but must align with the policies established by the EPC. Curriculum year advisory committees will report to the EPC on a regular basis as part of the regular EPC

agenda. These reports and minutes of curriculum advisory committee meetings will be forwarded to the EPC chair.

### ***Curriculum Advisory Committees***

Curriculum Advisory Committees are established for each year of the curriculum. Each Curriculum Advisory Committee shall have an operating paper that is reviewed and approved by the EPC. Membership on these committees shall be as described in the operating papers of the individual curriculum advisory committees but shall include the Year Director, who convene(s) the committee; the Course Directors; and the Doctoring Director.

### **Amendments to the EPC Operating Paper**

Amendments to the EPC operating paper can be recommended by any faculty member or student and approved with a two-thirds majority of voting members present. Amendments cannot be voted upon at the meeting at which they are proposed.

Approved by Educational Policy Council 04/09/2001

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