Course Director Committee – Operational Guidelines

Purpose:
The primary purpose of the Course Director Committee is to allow a forum for the first and second year required course directors and assistant course directors to meet in regards to the medical school curriculum and to recognize and support their professional development.

Format/Agenda:
The meeting serves to disseminate curricular information related to administrative guidelines; internal/external reports; receive feedback on Stritch School of Medicine policy and actions; explore alternative teaching opportunities and faculty development opportunities; and to facilitate integration of curricular updates and revisions to the medical school curriculum.

Meetings are monthly, on the second Wednesday of each month from 12:30pm-1:30pm. Agenda topics may include but will not be limited to:

- Discussion of relevant curricular issues of common concern to the group
- Discussion of mapping course content, assessments, goals and learning objectives to individual course sessions and the overarching medical program objectives
- Discussion of innovative and emerging trends in medical education
- Review and report on LCME elements pertaining to the preclinical courses.
- Review and report on SSOM policies pertaining to the preclinical courses.
- Course and Assistant Course Director presentations (curricular interventions, national meeting updates etc)

Chair: Associate Dean for Biomedical and Translational Science

Membership (Members serve during their administrative position):

- Assistant Dean for Curricular Integration
- Assistant Dean for Clinical Formation
- Course and Assistant Course Directors for required preclinical courses:
  - Molecular, Cell Biology & Genetics
  - Structure of the human body
  - Behavioral Medicine
  - Functions of the Human Body
  - Host Defense
  - Patient-Centered Medicine-1
  - Mechanisms of Human Disease
  - Pharmacology & Therapeutics
  - Patient-Centered Medicine-2

- Vertical Integrated Curriculum Directors
- Topics in Clinical Medicine Director

- Representative from Academic Center for Excellence
- Curricular Year Director, Year 1
- Curricular Year Director, Year 2
- Chair Central Curricular Authority (ex-officio)

Minutes:
Minutes of each meeting will reflect the discussion and deliberations of the committee, will be finalized by the Associate Dean for Biomedical and Translational Science and distributed to the membership and the CCA.