

# **Upstate Medical University College of Medicine**

## **Phase 1 Subcommittee**

Phase 1 is an operational subcommittee of the Curriculum Committee consisting of all Course Directors and Coordinators, Thread Leaders, MS1 & MS2 Student Officers and other Curriculum Office Personnel within the pre-clerkship curriculum (i.e. Year 1 and 2). Meetings are held monthly, and chaired by the Assistant Dean for the Foundational Sciences. All recommendations from this subcommittee must be approved by the Curriculum Committee before being enacted.

### **Specific Phase 1 Charge**

The Phase 1 Subcommittee shall:

1. Discharge in the design, evaluation, management, assessment, and oversight of a coherent, efficient, and coordinated curriculum in the pre-clerkship years.
2. Define course specific objectives linked to the educational program objectives for the MD degree as outlined by the Curriculum Committee.
3. Review, implement, make suggested modifications as necessary, and monitor effectiveness of policies specific to courses.
4. Review annually all required courses for effectiveness in meeting the designed objectives, assessments, learning environment/mistreatment data, student and faculty evaluation data and make recommendation for changes for following academic year to the Curriculum Committee.
5. Track, monitor, and disseminate information on professional attributes that students are expected to develop during the course of the pre-clerkship curriculum.
6. Review data from the Office of Accreditation related to documents and Continuous Quality Improvement Plan data necessary for compliance with LCME standards.
7. Assure horizontal and vertical integration of the courses within the curriculum, and its integration with the clinical curriculum (i.e. Phase 2) and content. Consult with Phase 2 Subcommittee and the Assistant Dean of Clinical Curriculum in ensuring appropriate vertical integration.
8. Monitor student academic workload in each course, and ensure there is an appropriate amount of unscheduled time for self-directed and independent study.
9. Review outcome data relevant to this phase of the curriculum, including (but not limited to) the AAMC Graduation Questionnaire, USMLE Step 1, Step 2 CK, and Step 2 CS, Match data, Alumni and end-of-year data and incorporate findings into the design and modification of the curriculum.

Curriculum Committee approved: 6/18/2018

Curriculum Committee reviewed and reapproved: 12/20/2021