

Year 1 Curriculum Advisory Committee (Y1CAC) Operating Paper

Purpose:

The Y1CAC is responsible for:

- overseeing conduct of the Year 1 Curriculum and the Mentored Professional Enrichment Experience and Clinical and Research Experience Programs
- reviewing curricular content and delivery
- ensuring that the student evaluation process appropriately assesses knowledge, skills, and professionalism
- establishing the Year 1 Student Progress Subcommittee
- collecting and reviewing program evaluations from students and faculty

Meetings:

The Y1CAC will meet monthly, or more frequently if needed.

Composition:

Voting members:

- Year 1 Curriculum Director (chair)
- Year 1 Doctoring Director
- Coordinators, Cardiovascular Respiratory Renal Unit
- Coordinators, Neural, Muscular, and Behavioral Unit
- Coordinators, Endocrinology, Reproduction, Gastrointestinal Unit
- “At large” faculty members (4)
- First-year students (2 students, 1 vote)
i.e., maximum of 13 voting members

Quorum is 50% of voting members present.

Non-voting (*ex officio*) members

- Senior Associate Dean Education & Curriculum (School of Medicine)
- Associate Dean Student Affairs (School of Medicine)
- Assistant Dean Student Affairs (Carbondale)
- Director Doctoring Curriculum (School of Medicine)
- Year 2 Curriculum Director
- Shadow Unit Coordinators (School of Medicine)
- Coordinator, Mentored Professional Enrichment Experience
- Coordinator, CARE (if not Year 1 Curriculum Director)
- Library Faculty Liaison (appointed by Director of Medical Library)
- Director of Information Technology (Carbondale)
- Year 1 Curriculum Coordinator (Carbondale)

Voting:

Members may appoint alternative members (faculty for faculty; student for student) to represent them and vote at Y1CAC meetings. No committee member may carry more than one vote.

Ex officio members are not voting members of the Y1CAC.

Appointment/Election of members

Committee appointments are made by the Dean on the recommendation of the Faculty Council Committee on Committees. The term of appointment shall be one academic year. One at large member shall be elected by each of the departments of Anatomy, Biochemistry, Physiology, and the Behavioral Sciences interest group, and submitted to the Faculty Council Committee on Committees for recommendation to the Dean. At large members will serve for one academic year and may be re-elected.

Student members are elected by students.

Committee Records

Copies of all minutes will be printed and deposited annually with Records Management and with the Medical Library Special Collections or SIUC Archives.

Chairperson and Vice Chair

The Chair of the Y1CAC shall be the Year 1 Curriculum Director (appointed by the Dean).

The Chair:

- schedules, establishes an agenda, and runs Y1CAC meetings
- works with department chairs to identify unit coordinators, tutors, and other faculty to deliver the Year 1 Curriculum
- creates standing and *ad hoc* subcommittees as needed
- represents the Y1CAC to other standing or *ad hoc* School committees
- coordinates Clinical and Research Experience (CARE)

A vice chairperson will be elected by the Committee from the faculty members of the committee to perform the necessary duties and functions of the chairperson during his/her absences.

Prepared September 2000

Revised 8/17/04, 7/19/05, 12/12/06, 7/11/07, 6/9/10, 7/12/11, 8/12/14, 8/8/17