

Medical Education Program Policy

Policy Name:	Curriculum Phase review cycle - Pre-clerkship phase (Years 1 and 2) - Clerkship phase (Years 3 and 4) - Curriculum as a whole				
Policy Domain:	Curriculum management	Refers to LCME Element(s):	8.1, 8.2, 8.3, 8.4		
Approval Authority:	Curriculum and Educational Policy Committee	Adopted:	9/19/2016	Date Last Reviewed:	12/23
Responsible Executive:	Associate Dean for Medical Education	Date Last Revised:	7/13/2026		
Responsible Office:	Office of Medical Education	Contact:	Maureen Francis, MD Maureen.francis@ttep.edu		

1. **Policy Statement:** The Curriculum and Educational Policy Committee (CEPC) shall systematically review the curriculum on an annual basis, covering the following:

- Curriculum as a whole (including the fulfillment and adequacy of the medical education program goals and objectives)
- Pre-clerkship phase
- Clerkship phase

Course/clerkship evaluations will be conducted separately on a annual basis.

2. **Reason for Policy:**

- To describe a systematic approach to curricular revision and program evaluation activities to ensure that program quality is maintained and enhanced
- To monitor the overall quality and outcomes of each phase of the curriculum to ensure that students achieve the expected level of competency in the medical education program goals and objectives and are ready for advancement to the next phase and/or graduation.
- To monitor horizontal and vertical integration and to identify content redundancies and content gaps
- To monitor the outcomes of the curriculum as a whole, and its fulfillment of the medical education program goals and objectives

Policies are subject to revision. Refer to the Office of Medical Education website or contact the Office of Medical Education to ensure that you are working with the current version.



3. **Who Should Read this Policy:**

- All course, SPM unit, and clerkship directors
- All members of the Curriculum and Educational Policy Committee
- All educational program administrators

4. **Resources:** The Office of Medical Education, the Curriculum and Educational Policy Committee, and the Year 1-2 and Year 3-4 Committees.

- The Office of Medical Education is responsible for maintaining the tracking system for all curriculum review findings.
- Student representatives serving on the CEPC shall participate in curriculum review activities consistent with committee procedures.

Components of the Phase and Curriculum as a Whole Reviews

- Review of Medical Education Program Goals and Objectives as a whole, including the following:
 - Processes for teaching and assessing the developmental achievement of each Medical Education Program Goals and Objective
 - Outcome measures for the phase or curriculum as a whole as appropriate
 - Integration (horizontal, vertical, longitudinal integration) related to the Medical Education Program Goals and Objectives
- Review Committee reports from prior year
 - Preclerkship and Clerkship Phase Review Reports and Curriculum as a Whole Report