

School of Medicine Program Review Committee (PRC)

1. Committee Charge:

The School of Medicine Program Review Committee (PRC) is a standing committee of the Faculty of Medicine. This committee shall serve as the approval body that is referred to as “school/college curriculum committee” in the CWRU Academic Approval Matrix (see <https://case.edu/facultysenate/>) and will review both new and existing programs as required by the University and State. This committee of the faculty shall review proposals for: (1) new graduate and undergraduate programs involving departments within the School of Medicine, (2) major changes to existing programs (defined as a change to 50% or more of the curriculum), (3) new joint degree and dual-degree programs, and (4) other new non-MD programs at the Dean's request. The committee's recommendations will be presented to the Faculty Council. The recommendations of the Faculty Council shall be presented to the Dean, and upon approval, referred to the Graduate School and the University Faculty Senate Committee on Graduate Studies or the Faculty Senate Committee on Undergraduate Education for their consideration. This Program Review Committee is separate and distinct from the SOM Curriculum Review Committee in the SOM Office of Graduate Studies that reviews requests to create new courses.

2. Process for review of programs:

Program applications will be submitted to the Chair of the Program Review Committee for review. The review of new programs shall include consideration of the relationship of the new program to on-going programs in the School of Medicine with regard to academic quality, overlapping areas of interest, and the fulfillment of the criteria specified by the School of Graduate Studies or Undergraduate Studies as to the academic quality, need, and state-wide alternatives for the program. During the review of the graduate program or undergraduate program, the committee shall discuss the program with the faculty members involved and suggest needed changes. The review of new joint or dual degree programs shall include consideration of the extent to which credits for each program fulfill requirements for the other and any other matters the committee thinks pertinent.

3. Committee Membership, Chair and Terms:

The Program Review Committee shall consist of eight full-time members of the School of Medicine faculty, elected at-large by the full-time faculty, with no more than two members from a single department, and three *ex officio* members. The elected members shall serve staggered three-year terms, two or three new members being elected each year. Elected members may stand for re-election and serve at most two consecutive terms. All elected and *ex officio* members shall be voting members on the committee. The Chair of the Faculty Council shall appoint one of the elected members to serve on an

annual basis as Chair of the committee after soliciting recommendations from its members.

The committee shall be composed of:

- (a) three elected members of the Faculty involved in graduate or undergraduate education in the School of Medicine,
- (b) five elected faculty members currently in charge of on-going graduate or undergraduate programs involving departments of the School of Medicine, elected by the Faculty of Medicine
- (c) one School of Medicine faculty member serving on the University Faculty Senate Committee on Graduate Studies (*ex officio*),
- (d) one School of Medicine faculty member serving on the University Faculty Senate Committee on Undergraduate Education (*ex officio*), and
- (e) the Vice Dean for Graduate Education (*ex officio*).

4. Meetings and attendance:

The Program Review Committee will meet at regular intervals according to a schedule set by the Chair at the beginning of each academic year. Special meetings may be called by the Chair. For each meeting, the Chair will be responsible for composing an agenda and distributing it to all members. The Chair will preside, and a secretary may be appointed to assume responsibility for recording the minutes. Minutes of the immediately prior meeting will be distributed at each meeting and approved and/or revised as the first order of business. A quorum will require six members in attendance and a minimum of four votes cast are required for a recommendation. Appointment of a member may be terminated by the Chair if the member misses more than two of the scheduled meetings during an academic year. The vacancy will be filled in accordance with the SOM Bylaws by notifying the Nomination and Elections Committee of the Faculty Council to appoint a replacement. The first choice should be the faculty member who received the next highest number of votes in the most recent election for this committee position. Should that individual be unwilling or unable to serve, the Nomination and Elections Committee shall appoint an alternate of its choosing after consultation with the Program Committee Review Chair.