



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

COLLEGE OF ALLIED HEALTH SCIENCES
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College of Allied Health Sciences
Office of the Dean
CAHS-DPM-001-2021

December 1, 2021

MEMORANDUM FOR FACULTY, STAFF, AND COLLEGE OF ALLIED HEALTH SCIENCES STUDENTS

SUBJECT: Curriculum Committee Policy

A. Reissuance and Purpose. This College of Allied Health Sciences (CAHS) Dean's Policy Memorandum (DPM) reissues 002-2017, "Curriculum Committee Policy" (*Reference (a)*) and establishes the authority, composition, functions and responsibilities of the Uniformed Services University of the Health Sciences (USU) CAHS Curriculum Committee (CCC).

B. References. See *Enclosure 1*.

C. Applicability. This DPM applies to education and training in the USU CAHS and affiliated entities (e.g. CAHS-Medical Education and Training Campus (METC), US Army Medical Center of Excellence, US Army Special Operations Center of Excellence, Navy Medical Forces Support Command, and US Air Force School of Aerospace Medicine) undergraduate and graduate degree programs. This DPM does not preclude relevant programs that may be requested, by the Services or others, at a later date.

D. Policy & Responsibilities.

1. CAHS will fulfill the mission established by the Department of Defense (DoD) and will meet the standards established by the relevant programmatic and institutional accreditation bodies of respective educational programs for all degree pathways, where feasible, as required and requested by the Services, or others.

a. Educational Mission: The mission of the USU CAHS is to educate and train competent personnel qualified to serve the needs of the uniformed services of the United States by providing quality education and training programs resulting in USU credit. The CAHS will place a high priority on the special training needs of military medical personnel in contingency, combat, tropical and deployment healthcare, as well as peacetime healthcare/workforce development.

b. Faculty Mission: The faculty and the various departments of CAHS and affiliated entities are responsible for the design, planning, preparation and delivery of uniformed service and CAHS approved curriculum, with coordination and oversight of completion requirements by the CCC, and with approval of the Dean, CAHS.

2. The CCC holds institutional responsibility for the overall design, management, and evaluation of a coherent and coordinated curriculum leading to undergraduate and graduate health science and related degree completion.

a. The CCC, with the approval of the Dean, CAHS, and in concert with affiliated academic leadership oversees all programs, and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent, coordinated curriculum, and implements recommendations of the relevant accrediting bodies to ensure the affiliated curriculum meets accreditation standards at all times. The CCC will:

- 1) Establish the CAHS's educational objectives and general guidelines for curricular content in support of degree completion.
- 2) Review the academic and clinical courses with regard to content, format, pedagogy, course materials and methods for verifying that students have met identified learning objectives, and institute revisions as appropriate.
- 3) Develop and modify policies and procedures regarding evaluation of student performance, as needed.
- 4) Assess performance in the teaching program in concert with appropriate affiliated entities and CAHS academic units, faculty and/or academic departments.

3. CCC Subcommittees. Beyond the basic academic requirements of program completion, subcommittees may be required for monitoring and maintenance of specific areas of the curriculum and its instruction. The CCC may recommend to the Dean, CAHS, and the establishment of specialized subcommittees, as necessary. Subcommittees report to the CCC and are composed of faculty from all areas of the CAHS as well as students. The Dean, CAHS, appoints members from recommendations provided by the CCC.

4. The Dean, CAHS, is responsible for the development and administration of policy and procedures concerning academic affairs, including curriculum. DoD Directive 5105.45 (*Reference (b)*) defines academic affairs as "faculty appointments, promotions and organizations, curriculum design and implementation, academic requirements for admission and graduation, and related matters vital to the academic well-being of the USU."

- a. Has final authority in appointments to the CCC and its subcommittees.
- b. Exercises approval authority for recommendations of the CCC.
- c. The Dean, CAHS, or a designated member of the staff, will review and respond to recommendations from the CCC within 30 days. Responses may include concurrence and approval, recommendations for remediation, or rejection.

5. The USU CAHS faculty leaders (e.g. Organizational Department Chairs, Program Directors, Clinical Directors/Coordinators, and Service Leads that have been appointed as USU faculty) are responsible for supporting, identifying, advising, and evaluating those who direct individual elements of the program. These leaders are responsible for coordinating with colleagues to establish objectives, preparation of syllabus for each curricular element, and to assign and assure faculty preparedness and follow-through.

a. These leaders share with the academic leadership of the affiliated entities) and Dean, CAHS, responsibility for supporting course and clinical personnel with the needed education and training, protected time, administrative assistance for the assignment of teaching responsibilities to faculty members, and for allocation of required resources required of which their departments and Services are responsible.

6. Course and Clinical Directors will provide curricular input to the CCC with their respective USU CAHS faculty leaders, directors and/or chairs. The Dean, CAHS, reviews appointments and any issues or concerns are resolved by academic leadership of the respective organizations to mutual satisfaction of the CAHS and affiliated entities. If mutual satisfaction is not achieved, the Dean, CAHS, is solely responsible for protecting the accreditation of USU and will exercise appropriate administrative action as necessary (e.g. suspend award of degree or credit until remedy is achieved).

7. The USU faculty members and instructors are the content experts in the individual basic and clinical health science disciplines, and are collectively responsible for the rigor of CAHS curriculum. Therefore, the processes of curricular design, implementation and evaluation involve broad participation by the faculty and instructors of the CAHS and affiliated entities. Every assigned faculty and instructor is responsible to work collaboratively with course and clinical leadership to fulfill assigned teaching responsibilities within the respective curriculum and the USU CAHS program plan.

8. Organization: The CCC is composed of voting and non-voting membership:

a. The CCC will consist of an odd number of voting members of at least 5, but no more than 9 members, as well as non-voting and ex officio members. The committee must be interdisciplinary. The CCC Chair will be appointed annually by the Dean, CAHS, with input from the Associate Deans. The committee chair votes only as a tiebreaker.

b. Voting membership of the CCC may include:

1) The USU faculty also serving as the Department Chair/Leader for each program.

2) The USU faculty also serving as the Program Director for each program.

3) The USU faculty also serving as the program-level Clinical Coordinator for each program.

4) USU appointed faculty serving within programs of Instruction, listed within the USU Catalog.

5) One (1) student from an affiliated entity nominated by the CCC and approved by the CCC Chair.

c. Non-voting and Ex Officio CCC membership may include, but is not limited to, the following:

1) Dean, Associate Deans, Assistant Deans, and Deputy Associate Deans, CAHS

- 2) USU Registrar (OUR) or representative
- 3) Dean and Associate Deans, affiliated entities
- 4) Standards and Evaluation/Institutional Evaluation, affiliated entities
- 5) Faculty Development, affiliated entities
- 6) Faculty Manager, affiliated entities
- 7) Clinical Coordinator, affiliated entities

d. Terms of members are as follows:

- 1) The Dean, CAHS appoints all USU faculty members to a term of three years. These faculty members may serve upon respective CCCs.
- 2) Terms will be staggered so that approximately one-third of voting members will be appointed or reappointed each year.
- 3) Students are appointed for a term consistent with the duration of their assigned training.

E. Procedures. The procedures for the CCC are as follows:

1. The CCC meets at least monthly during the year and/or at the call of the committee chair. Recommendations to the Dean, CAHS are accomplished with majority vote. Five (5) members constitute a quorum. Minutes of each meeting are documented and filed.

F. Effective Date. This DPM is effective immediately.



(Signature)

Lula Westrup Pelayo, Ph.D., RN, FAAN
Dean, College of Allied Health Sciences
Uniformed Services University of the Health Sciences

01 Dec 2021
(Date)

Enclosure:

1. References

REFERENCES

- (a) CAHS DPM-002-2017, "Curriculum Committee Policy," dated February 8, 2017, hereby canceled.
- (b) Department of Defense (DoD) Directive 5105.45, "Uniformed Services University of the Health Sciences," dated May 30, 2019.