

Yale SCHOOL OF MEDICINE

Learning Environment Subcommittee (LESC) - Procedure

Responsible Office: MD Education
Procedure Sponsor: Chair, Policy Subcommittee
Effective Date: 06/06/2023

Scope

Procedure Purpose

The Learning Environment Subcommittee (LESC) is charged with overseeing the review and reporting of the quality of the learning environment at the Yale School of Medicine (YSM). This includes the review and reporting on curriculum-based harassment, mistreatment, and bias reports.

The Education Policy and Curriculum Committee (EPCC) delegates review of the learning environment to the LESG. The LESG serves in an advisory capacity to the EPCC.

To achieve its mission, the LESG will:

- Work in close collaboration with the Director of Continuing Quality Improvement (CQI) and data analyst; The YSM Teaching and Learning Center (TLC) staff charged with program assessment tasks; and other YSM and University centers/offices that collect data on the learning environment, to centralize and review these data; and, based on this review, make recommendations for enhancement and improvement of the learning environment and its record-keeping.
- Work in close collaboration with the Associate Dean for Curriculum and the Directors of the Curriculum in investigating and responding to student reports of harassment, mistreatment, and bias in the learning environment.
- Help devise, implement, and oversee a communication plan to make students and faculty aware of reporting on harassment, mistreatment and bias in the learning environment and the actions taken to correct and mitigate these behaviors.
- Include in the above communication plan, important enhancements and other actions taken to create the best quality learning environment based on data collected about the overall learning environment.

The LESG will bi-annually report to the EPCC on these activities and recommendations. The EPCC retains final authority for the approval of changes to educational policies.

Definitions

Procedure Sections

1. MEMBERSHIP

Chair: Director of Program Assessment in the TLC (1)

In addition to the Chair, the LESC will consist of a total of 16 voting members (“Subcommittee Members”):

- a. Appointed Members (8) – All Appointed members serve without term.
 - i. YSM Office for Academic & Professional Development representative as identified by the Deputy Dean for Professionalism & Leadership (1)
 - ii. YSM Office of Student Affairs representative as identified by the Associate Dean for Student Affairs (1)
 - iii. YSM Office of Diversity, Equity, and Inclusion representative as identified by the Deputy Dean for Diversity and Inclusion (1)
 - iv. YSM Office of Student Research representative as identified by the Associate Deans for Student Research (1)
 - v. YSM MD/PhD Program representative as identified by the Director of the MD/PhD Program (1)
 - vi. Joint YSM PA On-campus and On-line Programs representative as identified by the Associate Dean for PA Education (1)
 - vii. YSM Residency Program Director as identified by the Senior Associate Dean for Graduate Medical Education (GME) (1)
 - viii. Chief Resident of a GME residency program as identified by the Senior Associate Dean for GME (1)
 - ix. Yale-New Haven Hospital (YNHH) Medical Staff Professional Committee representative as identified by the President of the YNHH Medical Staff (1)
- b. Elected Members (7):
 - i. MS 1 or 2 Representative (1) elected as detailed in section III.
 - ii. MS 3, 4 or 5 Representative (1) elected as detailed in section III.
 - iii. MD-PhD Student Representative (1) elected by as detailed in section III.
 - iv. PA Student Representative (1) elected as detailed in section III.
 - v. Three At-Large Faculty representatives (3) elected as detailed in section III.
- c. Non-voting ex officio members.
None

2. ELECTION OF SUBCOMMITTEE MEMBERS¹

- a. Students:
 - i. Eligibility for membership: YSM MD and PA students in good standing are eligible to serve as LESC Subcommittee members.
 - ii. Solicitation of nominations:
 - iii. Election procedure and appointment timeline: Students are selected by the student body at the start of each academic year, using their election process designated by their respective student councils.
 - iv. Length of term: Student representatives are elected to a 1-year term with re-election permitted.
 - v. Resignation and removal: A Subcommittee member may resign at any time by giving written notice of such resignation to the Subcommittee Chair. Such resignation is effective upon receipt of said notice or at such later time as may be specified in such notice. Should any of these voting student members leave their original class year, they will relinquish their subcommittee membership, and a new student member will be selected by the student body.
- b. At-Large Faculty:

- i. Eligibility for membership: Full-Time YSM faculty that do not hold an administrative position within the MD or PA education programs are eligible to serve as At-Large LESC Members (“At-Large Members”).
 - ii. Solicitation of nominations: representatives may be nominated by department chairs, directors of medical education (DME), fellow faculty, or by self-nomination.
 - iii. Election procedure and appointment timeline: Election of nominated candidates is done by vote of the YSM Faculty Advisory Council
 - iv. Length of term: At-large members are elected to a 4-year term with re-election permitted.
 - v. Resignation and removal: An At-large Subcommittee Member may resign at any time by giving written notice of such resignation to the Subcommittee Chair. Such resignation is effective upon receipt of said notice or at such later time as may be specified in such notice. At-large Members who resign from the Yale faculty will be deemed to have resigned from the Subcommittee at the time they resign from the faculty.
- c. Advertisement of Elected Positions
- i. Faculty and student elected positions will be advertised on the medical education committee’s website and communicated to department chairs, directors of medical studies, and student leaders. Candidates may self-nominate or be nominated.

3. NON-VOTING MEMBERSHIP

The subcommittee shall have the authority to establish and define non-voting categories of membership, including working group members who may aid in organizing data between and in preparation for LESC meetings.

4. MEETINGS AND OPERATIONS

- a. Frequency of meetings
 - i. The Subcommittee will meet four times during academic year.
 - ii. Meetings may be cancelled at the discretion of the LESC chair.
- b. Meeting Agendas
 - i. Agendas for meetings shall be set in advance by the Chair and distributed to all LESC members at least 48 hours before the meeting.
 - ii. The Chair shall seek regular input from the subcommittee membership regarding topics for discussion at future meetings and prioritization of existing topics. Agendas for future meetings shall be regularly discussed at the meetings and/or in emails from the Chair, to keep members apprised of upcoming agenda items and to provide opportunities for input.
 - iii. Any member who wishes to add an item to the agenda of a future meeting shall make this request of the Chair.
- c. Meeting Minutes
 - i. Minutes will be kept for all LESC meetings.
 - ii. Minutes will be suitably edited and formatted, reviewed by the Chair, and then distributed to the LESC membership.
 - iii. Draft minutes will be provided to the LESC members, typically over email, and members will be given an opportunity to review and emend.
 - iv. After a suitable time for feedback (at least 1 week), the Minutes will be considered finalized. If any disagreements arise as to the content of the Minutes during this process, they will be brought to an LESC meeting for review and discussion and approved by vote.
 - v. Approved minutes, with any modifications, will be posted on the LESC shared file drive not more than 2 weeks following their approval.
- d. Quorum and Voting
 - i. The deliberations and decisions of the LESC are guided by the principles and values embodied in the YSM educational mission statement as well as the Yale System of education. A quorum of 4 members is required, and decisions will be based on a simple majority vote. In the event of a tie vote, the chair of the subcommittee has the deciding vote may participate in votes, though other members may be involved in discussions.

- ii. Votes may be taken either at a scheduled LESC meeting at which a quorum of voting members are physically (including remote meeting) in attendance, or virtually by way of email. The mechanics of voting in particular cases shall be determined by the Chair.
- iii. Passage of a vote shall require an absolute majority the voting members present (or of all members who respond within a pre-specified time window, in the case of an email vote).
- iv. Votes shall in general be open (i.e. not secret ballot)
- v. The Chair may propose to hold other votes by secret ballot (in person or via email) in exceptional circumstances, when this seems necessary to ensure the integrity of the vote. Such a change must be agreed upon in advance by the full LESC.
- vi. When votes that are not by secret ballot are taken by email, a list of all votes shall be made available to any LESC member upon request.

5. EXPECTATIONS OF LESC MEMBERSHIP

- a. It is the expectation of the LESC that all members attend a minimum of two of four annual meetings (not counting excused absences).
 - i. Members who cannot meet this expectation are expected to reconsider their membership and may wish to step down.
 - ii. Continued failure to attend two meetings each year will result in removal from the Subcommittee.
- b. LESC members are expected to be actively engaged in matters under discussion, and to educate themselves as needed on these matters.

6. PROCEDURES

- a. These Procedures shall serve as a binding framework for LESC operations.
- b. These procedures may be amended when necessary.
 - i. Any member of LESC may communicate proposed amendments or revisions to the Chair.
 - ii. Revisions shall be presented to the LESC at a full meeting for discussion.
- c. Proposed amendments will be sent out to the full LESC membership at least one week prior to the discussion and voting.
- d. Revisions approved by a majority of voting members at a meeting shall be incorporated into the Procedures.

¹ For the remainder of the 2022-23 Academic Year, interim student representatives will be invited to serve so that subcommittee organizing tasks can get underway; new student representatives will be elected in the fall through the regular student election processes.

Special Situations & Exceptions

Exceptions to this procedure must be documented using the [YSM Policy/ Procedure/ Guideline Exception Request - Form](#) and presented to XXX@yale.edu.

Roles & Responsibilities

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Related Information

References

Version History

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