

# Yale SCHOOL OF MEDICINE

## Mapping & Integration Subcommittee (MISC) - Procedure

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**Responsible Office:** MD Education  
**Procedure Sponsor:** Chair, Policy Subcommittee  
**Effective Date:** 06/01/2023

### Scope

### Procedure Purpose

The Mapping and Integration Subcommittee (MISC) serves as a standing subcommittee of the Educational Policy and Curriculum Committee (EPCC) of Yale School of Medicine. This subcommittee oversees curricular mapping for the YSM competencies, educational program objectives (EPOs), and milestones to foster curricular transparency, monitor horizontal and vertical curriculum integration, and to promote content representation for student achievement of competencies and milestones. The MISC will annually report to the EPCC on the mapping and representation of curricular activities related to the YSM competencies, EPOs, and milestones. In the annual report to the EPCC, the MISC will make recommendations to enhance integration and ensure appropriate levels of content related to the competencies, EPOs, and milestones within the curriculum. The EPCC retains final authority for the approval of changes to educational policies.

Specific MISC charges include:

- Work in close collaboration with course, clerkship, and elective directors and other stakeholders to map course, clerkship, elective and session learning objectives (LOs) to the YSM competencies, EPOs, and milestones.
- Work in close collaboration with medical education review subcommittees, course, clerkship, and elective directors and other stakeholders to identify deficiencies or excesses in the representation of content and assessments related to the competencies, EPOs, and milestones.
- Provide recommendations for remediation for deficiencies or excesses in the representation of LOs and assessments related to the competencies, EPOs, and milestones.
- Serve as a consultation group to assist curricular leaders and participants in mapping activities to the competencies, EPOs, and milestones.

### Definitions

### Procedure Sections

#### 1. MEMBERSHIP

The MISC shall consist of the following members ("Subcommittee Members"):

1. Appointed Members (2)
  - a. Chair, appointed by the Chair of the EPCC (1)
  - b. Associate Chair, appointed by the Chair of the EPCC (1)

2. Elected Members (5)
  - a. Faculty representative from the Pre-Clerkship Review Subcommittee (1)
  - b. Faculty representative from the Clerkship Review Subcommittee (1)
  - c. Faculty representative from the Elective Review Subcommittee (1)
  - d. MS 1 or 2 Representative elected by MSC process (1)
  - e. MS 3, 4 or 5 Representative elected by MSC process (1)
3. Adjunct Members (Up to 4)
  - a. Additional Adjunct faculty selected by Chair and Associate Chair of the subcommittee.

## 2. ELECTION OF MEMBERS

1. Appointed Members
  - a. Chair & Associate Chair
    - i. Eligibility: must be members of EPCC
    - ii. Appointed by Chair of EPCC for 4-year term, no term limits.
    - iii. An appointed member will resign when they leave their qualifying EPCC membership by giving written notice to the Chair of EPCC. An Appointed Subcommittee Member may resign at any time by giving written notice of such resignation to the Chair of EPCC.
2. Elected Members
  - a. Faculty representatives from the Pre-Clerkship, Clerkship, and Elective Review Subcommittees
    - i. Eligibility: must be member of respective subcommittee
    - ii. Solicitation of nominations: When openings occur, there will be solicitation by chair of the appropriate review subcommittee for nomination. Candidates may self-nominate or be nominated by other review subcommittee members.
    - iii. Election procedure: Election of nominated candidates is done by vote of the members of the appropriate review subcommittee.
    - iv. 4-year term, no term limits
    - v. An elected faculty representative will resign when they leave their qualifying subcommittee membership by giving written notice to the Chair of MISC. A Subcommittee Member may resign at any time by giving written notice of such resignation to the Subcommittee Chair.
  - b. Student Representatives
    - i. Eligibility for membership: All Yale School of Medicine MD students in good standing are eligible to serve as MISC members. There will be two elected representatives, one from MS 1 or 2 and the other from MS 3, 4 or 5 (inclusive of any additional year of training for MD-PhD students)
    - ii. Solicitation of nominations: In a process determined by the Medical Student Council, students are able to self-nominate for a position on the MISC. A vote is conducted by classes to elect the two students who will serve as representatives.
    - iii. Election procedure and appointment timeline: Students are selected by the student body at the start of each academic year, using their election process.
    - iv. Length of term: Student representatives are elected to a 1-year term with re-election permitted. A Subcommittee Member may resign at any time by giving written notice of such resignation to the Subcommittee Chair.
3. Adjunct Members
  - a. Eligibility for membership: The subcommittee will appoint up to 4 adjunct members who are full-time YSM faculty with an interest in medical education.

- b. Solicitation of nominations: These positions will be advertised on the medical education subcommittees website and communicated to department chairs, directors of medical studies, and course/clerkship directors.
- c. Interested faculty members will be appointed to the subcommittee for a 4-year term. If more than four faculty members express interest, final selection will be made by the chair and associate chair of the MISC.
- d. Adjunct Subcommittee Members may resign at any time by giving written notice of such resignation to the Subcommittee Chair.

### **3. MEETING AND OPERATIONS**

- 1. Frequency of meetings
  - a. The subcommittee will meet once a month. The Chair reserves the right to call for meetings more or less frequently depending upon the amount of work of the subcommittee.
  - b. Meetings may be cancelled at the discretion of the chair.
- 2. Meeting Agendas
  - a. Agendas for meetings shall be set in advance by the Chair and distributed to all MISC members at least 48 hours before the meeting.
  - b. The Chair shall seek regular input from MISC membership regarding topics for discussion at future meetings and prioritization of existing topics. Agendas for future meetings shall be regularly discussed at MISC meetings and/or in emails from the Chair to keep members apprised of upcoming agenda items and to provide opportunities for input.
  - c. Any member who wishes to add an item to the agenda of a future meeting shall make this request of the Chair.
- 3. Meeting Minutes
  - a. Minutes will be kept for MISC meetings on an as needed basis at the request of the Chair.
  - b. When kept, minutes will be suitably edited and formatted, reviewed by the Chair, and then distributed to the MISC membership.
  - c. When kept, draft minutes will be provided to the MISC members, typically over email, and members will be given an opportunity to review and emend.
  - d. After a suitable time for feedback (at least 1 week), the Minutes will be considered finalized.
- 4. Quorum and Voting
  - a. The MISC is a non-voting subcommittee as it serves in an advisory capacity to the EPCC.

### **4. EXPECTATIONS OF MISC MEMBERSHIP**

- a. It is the expectation that all members attend a minimum of two thirds of the meetings (not counting excused absences). Members who cannot meet this expectation are expected to reconsider their membership and may wish to step down. Continued failure to attend greater than two thirds of the meetings in a given year will result in removal from the Subcommittee.
- b. MISC members are expected to be actively engaged in matters under discussion, and to educate themselves as needed on these matters.
- c. MISC members are expected to participate in work between meetings as needed towards meeting the subcommittee's Purpose as described in section 1.

### **5. PROCEDURES**

- a. These Procedures shall serve as a binding framework for MISC operations.
- b. These procedures may be amended when necessary.
  - i. Any member of MISC may communicate proposed amendments or revisions to the chair.

- ii. Revisions shall be presented to the MISC at a full meeting for discussion.
- c. Proposed amendments will be sent out to the full MISC membership at least one week prior to the discussion.
- d. Revisions will be approved through conversation and reconciliation and shall then be incorporated into the Procedures.

## 6. SUBCOMMITTEES

- a. There are no MISC subcommittees.
- b. Working groups may be constituted as needed by prerogative of the chair.
  - i. Working groups are intended to be specifically task oriented and time limited.
  - ii. Working groups may include individuals who are not members of the MISC (e.g., course, clerkship, and elective directors and other stakeholders as described in section I).
  - iii. Working groups will be expected to make recommendations to the MISC.

## 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](mailto:XXX@yale.edu).

## Roles & Responsibilities

### Contact Information

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## Related Information

## References

## Version History

- **Date:** Revision History Summary

## Keywords

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