

# Yale SCHOOL OF MEDICINE

## Policy Subcommittee (PSC) - Procedure

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**Responsible Office:** MD Education  
**Procedure Sponsor:** Chair, Policy Subcommittee  
**Effective Date:** 02/05/2024

### Scope

### Procedure Purpose

The Policy Subcommittee (PSC) serves as a standing subcommittee of the Educational Policy and Curriculum Committee (EPCC) of Yale School of Medicine. The PSC is charged with regularly reviewing policies for the medical program and making recommendations to EPCC. EPCC retains final authority for the approval of changes to educational policies.

Specific PSC charges include:

- Work in close collaboration with medical education stakeholders to review all existing policies on a 3-year cycle to ensure policies are effective and consistent with ongoing operations, are equitable, meet institutional priorities, and are consistent with LCME accreditation standards.
- Provide suggested amendments to policies with the rationale for change, to be reviewed by EPCC.
- Serve as a consultation group for individuals and groups proposing new policies.

### Definitions

### Procedure Sections

#### 1. MEMBERSHIP

Appointed members will be selected based on their role in medical education. No term limits.

##### 1.1. Appointed Members

- a) Chair<sup>1</sup> (1)
- b) Director of courses (1)
- c) Director of clerkships (1)
- d) Representative for the MD-PhD program<sup>2</sup> (1)
- e) Student<sup>3</sup> (1)
- f) Adjunct member<sup>4</sup> (1-4)

##### 1.2. Elected Members

- a) None
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<sup>1</sup> Appointed by the Education, Policy and Curriculum Committee

<sup>2</sup> One position will be filled by the Director of the MD-PhD program or their designee.

<sup>3</sup> Students elected by the student body to the Educational Policy and Curriculum Committee (EPCC) will determine a rotating schedule for participation on the policy subcommittee.

<sup>4</sup> The subcommittee will appoint up to 4 adjunct members. Adjunct members are full-time YSM faculty with an interest in medical education or staff with experience in policy development. These positions will be advertised on the medical education committee's website and communicated to department chairs, directors of medical studies, and course/clerkship directors. Interested faculty members or staff will be appointed to the subcommittee for a 4-year term. If more than four faculty members or staff express interest, final selection will be made by the chair of the EPCC.

## 2. MEETINGS AND OPERATIONS

### 2.1. Frequency of meetings

- a) The subcommittee will meet once a month during academic year.
- b) Meetings may be cancelled at the discretion of the chair.

### 2.2. Meeting Agendas

- a) Agendas for meetings shall be set in advance by the Chair and distributed to all PSC members at least 48 hours before the meeting.
- b) The Chair shall seek regular input from the PSC membership regarding topics for discussion at future meetings and prioritization of existing topics. Agendas for future meetings shall be regularly discussed at PSC 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.
- d) In the event that a Member wishes to bring a matter before the PSC, and the Chair is not in agreement, that Member may bring the matter to the attention of the full membership of the PSC by email or at a scheduled meeting, and may request that the matter be added to the Agenda of a future regular meeting, which shall be done by a majority vote of those voting members present.

### 2.3. Meeting Minutes

- a) Minutes will be kept for all PSC meetings.
- b) Minutes will be suitably edited and formatted, reviewed by the Chairs, and then distributed to the PSC membership.
- c) Draft minutes will be provided to the PSC members, typically over email, and members will be given an opportunity to review and amend.
- d) 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 PSC meeting for review and discussion and approved by vote.
- e) Approved minutes, with any modifications, will be posted on the PSC shared file drive not more than 2 weeks following their approval.

### 2.4. Quorum and Voting

- a) The deliberations and decisions of the PSC 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 chairs of the subcommittee have the deciding votes.
- b) Only voting members of the PSC may participate in votes, though other members may be involved in discussions.

- c) Votes may be taken either at a scheduled PSC meeting at which a quorum of voting PSC members are physically in attendance, or virtually by way of email. The mechanics of voting in particular cases shall be determined by the Chair.
- d) 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).
- e) Votes shall in general be open (i.e. not secret ballot)
- f) 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 PSC.
- g) When votes that are not by secret ballot are taken by email, a list of all votes shall be made available to any PSC member upon request.

### **3. EXPECTATIONS OF THE PSC MEMBERSHIP**

- a) It is the expectation of the PSC 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.
- b) Continued failure to attend greater than two thirds of the meetings in a given year will result in removal from the Subcommittee.
- c) PSC members are expected to be actively engaged in matters under discussion, and to educate themselves as needed on these matters.

### **4. PROCEDURES**

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

## **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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