



QUILLEN COLLEGE *of* MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Student Success Committee**

Policy Replaces a Previous Policy (this includes change in policy name): <input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
If so, list name of previous policy (include policy number if different):
Policy Number (issued by the Office of Academic Affairs upon final approval): ADMIN-0722-26
Policy Owner (Individual, Department, or Committee/Chair): Beth Anne Fox, MD, MPH / Vice Dean for Academic Affairs
Committees, Departments, or Individuals Responsible for Implementation: Office of Academic Affairs
Original Approval Date and Who Approved by: 7-20-2022 / Faculty Advisory Committee
Effective Date(s): 2022-23 AY; 9/16/2022; 7/10/2023
Revision Date(s) (include a brief description) and Who Approved by (made by Policy Owner and/or Policy Advisory Committee): 9-8-2022 / Policy Advisory Committee (added the Assistant Dean for Student Affairs as a committee member) 6-29-2023 / Policy Advisory Committee and 7-10-2023 / Faculty Advisory Committee (addition of three-year track language under Roles and Responsibilities; addition of language due to SPARC policy dissolving at end of 2022-23 AY)
Administrative Edits (briefly describe) by Staff and/or the Policy Advisory Committee (PAC) and Date (these revisions do not require voting/approval by the policy owner):
Exemption(s) to Policy (date, by what committee or individual, and brief description):
LCME Required Policy: <input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
If yes, please list the Element(s) Affiliated with this Policy (include Element number/name/statement): 9.7 Formative Assessment and Feedback The medical school's curricular governance committee ensures that each medical student is assessed and provided with formal formative feedback early enough during each required course or clerkship to allow sufficient time for remediation. Formal feedback occurs at least at the midpoint of the course or clerkship. A course or clerkship less than four weeks in length provides alternate means by which medical students can measure their progress in learning. 11.1 Academic Advising A medical school has an effective system of academic advising in place for medical students that integrates the efforts of faculty members, course and clerkship directors, and student affairs staff with its counseling and tutorial services and ensures that medical students can obtain academic counseling from individuals who have no role in making assessment or promotion decisions about them.

Policy Name: **Student Success Committee**

All policies will be reviewed by the Policy Advisory Committee every three years unless an earlier review is identified.

Date of Review:

Revisions Made: Yes/ No

If yes, list revisions made: Revisions Require Approval by Policy Owner: Yes/ No

Policy Statement:

To ensure every medical student is provided the academic support needed to be successful in completing their medical education to become competent physicians.

Purpose of Policy:

The Student Success Committee (SSC) is charged with reviewing student performance and progress throughout their medical education to identify students with any academic performance issues as early as possible, in order to provide academic support and develop strategies for student success.

Scope of Policy (applies to):

All Quillen College of Medicine students.

Policy Activities:

I. COMPOSITION

A. Committee Membership

1. Vice Dean for Academic Affairs
2. Associate Dean for Student Affairs
3. Assistant Dean for Student Affairs/Director of Tri-TRAILS
4. Academic Support Counselor
5. Associate Registrar
6. Pre-Clerkship Medical Education Director
7. Basic Science Course Director for the current course
8. Doctoring Course Director for the current semester as needed

B. Conflict of Interest

No member of the Student Success Committee should provide health services to medical students. Any member with any conflict of interest concerning a student will recuse themselves from participating in any committee action related to the student.

II. ROLES AND RESPONSIBILITIES

A. Pre-Clerkship Course Directors

1. Will monitor student performance weekly/biweekly.
2. Will meet with students who fail multiple quizzes, Individual Readiness Assessment Tests (IRATs), or other weekly assessments.
3. Will submit assessment data to the SSC on students identified with scores between 70 and 75, as an area for concern.
4. Will submit assessment data to the SSC on students identified with scores below 70, as an area for significant concern.
5. Will identify whether students have specific areas of deficiency (e.g. specific disciplines).
6. Will submit data to the SSC on students identified as demonstrating unsatisfactory performance in small group and/or

Policy Name: **Student Success Committee**

team activities, as described in the course syllabus.

7. Will submit data to the SSC on students identified for lapses of professionalism, as described in the course syllabus.
8. Will submit data to the SSC on students for which they have identified other areas of concern.

B. Director of Tri-TRAILS Track

1. Will monitor overall student performance
2. Will meet with students at least monthly to monitor academic performance
3. Will submit to the SSC regular assessment updates of student academic performance
4. Will submit data to the SSC on students identified for lapses of professionalism
5. Will submit data to the SSC on students for which there have been other areas of concern identified

C. Student Success Committee

1. The committee will meet every two weeks while classes are in session and at the request of any committee member to review the progress of students and identify students with minor as well as major academic performance issues as early as possible, in order to develop effective strategies to ensure student success.
 - a. The Vice Dean for Academic Affairs will chair the meetings and communicate/document committee action to the student and the relevant course director(s).
 - b. The Associate Dean or Assistant Dean for Student Affairs may serve as chair in the absence of the Vice Dean.
 - c. The Pre-Clerkship Medical Education Director will serve as recorder, maintain a template that tracks student academic performance for the course directors and the SSC, and provide a summary documenting committee decisions for review and action by the Vice Dean.
 - d. All decisions will be made by committee consensus of those present.
2. Upon review of a student's performance, the committee will decide as to formative feedback and/or other action(s) necessary to enhance the student's chances of success in the curriculum. The committee:
 - a. May require students to participate in meetings with course/ clerkship directors; participate in tutoring; and/or participate in academic counseling.
 - i. For students with scores on numerical assessments between 70 and 75, the committee may recommend regular meetings with the course director and may recommend meeting with the Academic Support Counselor.
 - ii. For students with scores on numerical assessments below 70, the committee may require regular meetings with the course director and may require meeting with the Academic Support Counselor.
 - iii. For students referred for other performance issues (e.g., professionalism issues, small group performance, completion of required assignments, physical appearance, class participation) or students demonstrating changes in behaviors, which may be indicators of greater performance issues, the committee may recommend or require meetings with the course director, the Academic Support Counselor, or other resources deemed relevant by the committee.
 - b. May require students to participate in meetings with the Vice Dean for Academic Affairs and/or Associate Dean for Student Affairs. The Vice Dean is responsible for communicating actions and recommendations of the committee to each student.
 - c. May refer students with issues suitable for the Committee Supporting Student Health (CSSH) or the Honor Council, if appropriate.
 - d. Will report to the Student Promotions Committee, describing its discussions, deliberations and/or actions, when requested. The committee shall transmit a summary of all issues, including recommended or required actions and student compliance, which caused a student to be placed on the committee agenda.
 - e. Will report any findings related to curriculum issues to the Medical Student Education Committee (MSEC) for their review and consideration.
 - f. Will report to the Admissions Committee with any information related to predictors of student success or failure, based upon its evaluation of students.
 - g. Will report to the Dean of Quillen College of Medicine, as necessary or upon request.
3. The committee will monitor student compliance with committee actions through placement as a standing agenda item.
4. The Academic Support Counselor will report compliance with the requirement for academic counseling to the committee. However, students may seek services from the Academic Support Counselor at any time with no referral required. These services will be provided confidentially to the student and will not be reported.

III. CLERKSHIP CURRICULUM AND USMLE

1. Any M3 student who fails an NBME end of clerkship exam or other end of clerkship exam will be **required** to seek academic counseling services from the Academic Support Counselor prior to retaking the exam on the date identified by the Office of Academic Affairs. This information will be communicated to the SSC and the Vice Dean of Academic Affairs for action.

Policy Name: **Student Success Committee**

2. The Vice Dean of Academic Affairs is responsible for notifying the student of the requirement. This notification will result in the student being placed on the committee agenda for monitoring. The Academic Support Counselor will report compliance with the requirement for academic counseling back to the clerkship director and the committee.
3. Any student who fails an USMLE Step exam will be contacted by the Vice Dean for Academic Affairs to schedule a meeting immediately for formative feedback and will be **required** to seek academic counseling services from the Academic Support Counselor prior to the scheduled Step exam retake date.
4. The Student Success Committee will be made aware of the requirement by being copied on the communication from the Vice Dean to the student. This notification will result in the student being placed on the committee agenda for monitoring. The Academic Support Counselor will report compliance with the requirement for academic counseling back to the committee.
5. Actions taken by the committee will be communicated back to the appropriate course/clerkship director.

Administrative Reviews/Approvals	Date Approved
<i>University Compliance (if applicable)</i>	
<i>Policy Advisory Committee (includes three-year reviews)</i>	7/15/2022; 9/8/2022; 6/29/2023
<i>Associate Dean for Accreditation Compliance (if applicable)</i>	7/5/2022
<i>Vice Dean for Academic Affairs</i>	7/20/2022; 9/16/2022; 6/29/2023

Policy Review and/or Revision Completed By (if applicable)	Date Policy Reviewed and/or Approved (if applies to that department, committee, or group)
<i>Office of the Dean</i>	
<i>Office of Academic Affairs</i>	7/1/2022; 9/19/2022; 7/18/2023
<i>Office of Student Affairs</i>	
<i>Department of Medical Education</i>	
<i>Medical Student Education Committee</i>	
<i>Student Promotions Committee</i>	
<i>Faculty Advisory Council</i>	7/20/2022; 7/10/2023
<i>Administrative Council</i>	
<i>M1/M2 Course Directors</i>	6/30/2023
<i>M3/M4 Clerkship/Course Directors</i>	
<i>Student Groups/Organizations (describe):</i>	
<i>Other (describe):</i>	

Final Policy Emailed to:	Date of Email Notifications
<i>Medical Education Director for Posting on Educational Policies Website</i>	7/21/2022; 9/20/2022; 7/18/2023; 5/1/2024
<i>Policy Owner</i>	5/1/2024
<i>Admissions Office for Catalog</i>	5/1/2024