

Vertical and Horizontal Integration Subcommittee (VHISC)

1: General

The following Bylaws govern the organization and procedures of the Vertical and Horizontal Integration Subcommittee (VHISC) and its related subcommittees at St. George's University School of Medicine. The VHISC is a faculty subcommittee responsible for managing the continuity and integration of the basic sciences and clinical education aligned with the outcome objectives of the SOM.

2: Authority

The VHISC is a delegated authority by the dean of the SGU SOM and has accountability for oversight of a list of activities as outlined in the Charges section. Additional subcommittees may be formed to address specific aspects of integration.

3: Reporting

This subcommittee reports to and provides recommendations to the Curriculum Committee. The chair of this subcommittee will serve on the Curriculum Committee as a non-voting member.

4: Charge

The VHISC is charged with the following responsibilities:

1. Review curriculum mapping across all four years for continuity, gaps, and unplanned redundancies.
2. Review the curriculum for inclusion and continuity of content threads.
3. Review the curriculum for inclusion of required elements such as self-directed learning and interprofessional education.
4. Make recommendations on changes to curriculum content to the CC or the appropriate Implementation and Integration Subcommittee.
5. Charge ad hoc groups as needed.

5: Guiding Principles

1. Governance procedures are consistent with the mission of SGU SOM.
2. The governance process encourages continuous improvement of the assessments used in the MD program.
3. All SOM students have access to an equivalent curriculum designed to align with the MD program objectives, and the learning objectives defined for each course and clerkship.
4. Processes leading to decision-making are based on open discussion, transparency, shared governance, and iterative consensus-building.

6: Membership

1. Expectation of members: Members are appointed by the dean to ensure broad representation of the SOM, members have the responsibility to function as “members of the whole,” working to optimize the assessments within the curriculum, rather than to represent the interests of a particular constituency.
2. Faculty: The Vertical and Horizontal Integration Subcommittee consists of 6 appointed faculty members.
3. Students: The Vertical and Horizontal Integration Subcommittee includes 2 student representatives from the clinical phase that are in good academic standing. They serve 1-year terms and are nominated by the SGA.
4. Terms: Faculty committee members will serve three-year terms. Members may serve two consecutive terms. No person will serve more than two terms.
5. Appointment of faculty members: Appointment of faculty will be by the dean of the School of Medicine.
6. Resignation: In the event that an elected committee member chooses to step down from the VHISC prior to the completion of their term, their replacement will be appointed by the dean of the SOM.
7. Possible replacement for absenteeism: Members who miss at least three of the committee meetings in a six-month period (or more than 50% of the meetings held in that time period) may be dismissed from the VHISC. Their replacement will be appointment by the dean of the SOM.

7: Procedures

1. Meetings:
 1. Meetings of the VHISC will be called once a month by the chair.
 2. Each committee meeting will be chaired by the Chair.
 3. The VHISC will meet at least once a month for a minimum of ten months a year.
 4. The Chair of the committee may petition the CC to invite other members of the SGU faculty, support services, staff and students to serve as ex-officio non-voting members or as guests.
2. Parliamentary authority: The conduct of meetings will be governed by Robert’s Rules of Order.
 1. Recommendations will be passed by 2/3 majority.
3. Voting
 1. Voting members: Voting members are the appointed faculty members designated to vote.
 2. Student membership has 1 collective vote.
 3. Quorum: A quorum will be considered to be half + one or greater of the voting members.

8: Communications, records and approval

1. The chairs of the VHISC will be responsible for ensuring that administrative staff keep accurate records of all meetings. Minutes of the meetings will be posted on the curriculum Sakai site within two weeks of the meeting.
2. The Chair of the VHISC will send the minutes of the VHISC to the Chair of the Curriculum Committee within two weeks of the last VHISC meeting and summarize any proposals that need Curriculum Committee ratification.
3. All decisions and recommendations made by the VHISC will be kept in the Curriculum Committee Sakai site, and access to all members will be provided.