1. Core Course Committee Composition. The Core Course Committee should include the course chair and at least two additional faculty members who actively teach in the course.

2. Responsibilities of the Core Course Chair. The Core Course Chair should
   a. Together with the thread directors, assure that the course learning objectives are appropriate and up-to-date
   b. Determine the teaching methods that will be used to achieve the learning objectives and prepare a course schedule
   c. Choose all course faculty and work with these faculty to assure that they teach well
   d. Choose required and recommended textbooks and additional teaching materials and ensure their availability
   e. Assemble the course lecture notes and additional teaching materials and ensure that their content is appropriate, uniform and accurate
   f. Assure that the material presented in individual lectures and other segments of the course is current, coherent, redundant only when planned and appropriate, and effectively teaches the course learning objectives
   g. Attend all lectures and other class sessions when possible
   h. Construct quizzes and exams
   i. Review quizzes and exams both before and after their administration to ensure their appropriateness and clarity
   j. Review student progress and meet as needed with students who are having difficulty with the course
   k. Provide individual students and the registrar with student grades
   l. Develop plans for remediation of student academic performance, as needed. Coordinate with other course chairs on these plans, as needed.
   m. Serve as recipient of any grade appeals, which then would be discussed with the course committee
   n. Work with the Office of Educational Support Services to see that their resources are appropriate and well coordinated with the course
   o. See that the course material is well integrated with the material taught in the other core courses
   p. Work with other core course chairs to see that the overall preclerkship curriculum is taught efficiently and effectively
   q. Act as primary point of contact for all students taking the course
   r. Meet regularly and as needed with the student representative(s) for the course
   s. Represent the course for purposes of internal and external review
   t. Work with the Office of Educational Development and Evaluation to collect student and peer evaluations on all of the faculty teaching in the course, act on them as appropriate, and make them available to the faculty’s department and the core curriculum committee
   u. Respond to student feedback and internal and external reviews
   v. Seek the advice of the Core Curriculum Committee as needed
   w. Seek the advice of the Core Course Committee as needed

3. Responsibilities of the Core Course Committee. The Core Course Committee should
   a. Assign grades
   b. Review grade appeals and determine their outcome
   c. Ensure that mechanisms are in place for on-going peer review of course content and delivery
   d. Advise the core course chair as requested or required by the chair
   e. Meet regularly and as needed with the student representative(s) for the course