

DCI Section	Measure (as outlined in the Data Collection Instrument)	Frequency
Standard 1	Mission, Planning, Organization, and Integrity	
1.1	Strategic Planning and Continuous Quality Improvement	
1.1.1	Strategic plan activity	Annual
1.1.2	Strategic plan reflects the activities to achieve the school's mission and vision	Annual
1.1.3	Strategic plan is complementary with institution level	Quarterly
1.1.4	Continuous Quality Improvement monitoring system ensures compliance with LCME elements	Quarterly
1.2	Conflict of Interest Policies	
1.2.1	An effective COI (Conflict of Interest) policy/procedures, applicable to board members, faculty members, and any other individuals who participate in decision making affecting the medical education program	Annual
1.3	Mechanism for Faculty Participation	
1.3.1	Standing committees	Annual

1.3.2	Mechanism for Faculty Participation (basic science and clinical faculty)	Annual
1.3.3	Faculty have opportunities for input (basic science and clinical faculty)	Annual
1.4	Affiliation Agreements	
1.4.1	Current Affiliation Agreements with Clinical Sites	Monthly
1.4.2	Medical Education program resource requirements	Every time an agreement is up for renewal
1.5	Bylaws	
1.5.1	Documented Approved Bylaws	Annual
1.5.2	Current charges of education committees codified according to Bylaws	Annual
1.6	Eligibility Requirements	
1.6.1	Ensure that the medical education program meets all eligibility requirements of the LCME for initial and continuing accreditation, including receipt of degree-granting authority and accreditation by a regional accrediting body by either the medical school or its parent institution	Every time college goes through regional reaffirmation or LCME Accreditation Review

Standard 2	Leadership and Administration	
2.1	Administrative Office and Faculty Appointments	
2.1.1	Verification of Sr. Administrative Staff and Faculty Appointments/Senior administrative staff and faculty are appointed by, or on the authority of, the governing board of the institution	Annual
2.2	Dean's Qualifications	
2.2.1	Dean's formal job description and dean's CV reviewed for minimal qualifications / The dean is qualified by education, training, and experience to provide effective leadership in medical education, scholarly activity, patient care, & other missions of the SOM	Every time there is a new Dean
2.3	Access and Authority of the Dean	
2.3.1	Access to President by Dean	Weekly
2.3.2	Dean's Authority	Annual
2.4	Sufficiency of Administrative Staff	
2.4.1	Appointing department head positions filled	Annual

2.4.2	Other Senior administrative staff positions filled	Annual
2.4.5	Students agree that the Office of the Associate Dean for Student Academic Affairs is accessible	Annual
2.4.6	Students agree that the Office of the Associate Dean for Student Academic Affairs is aware of student concerns	Annual
2.4.7	Students agree that the Office of the Associate Dean for Student Academic Affairs is responsive to student problems	Annual
2.4.8	Students agree that the Office of the Associate Dean for Medical Education is accessible	Annual
2.4.9	Students agree that the Office of the Associate Dean for Medical Education is aware of student concerns	Annual
2.4.10	Students agree that the Office of the Associate Dean for Medical Education is responsive to student problems	Annual
2.4.11	Students agree that the Office of the Associate Dean Student Affairs is responsive to student problems	Annual
2.4.12	Students agree that the Office of the Associate Dean Student Affairs is responsive to student problems	Annual
2.4.13	Students agree that the Office of the Associate Dean Student Affairs is responsive to student problems	Annual
2.5	Responsibility of and to the Dean	

2.5.1	The dean of the SOM, with one or more regional campuses, is administratively responsible for the conduct and quality of the medical education program & for ensuring adequacy of faculty at each campus ** (Only applicable if the school has regional campuses)	N/A
2.6	Functional Integration of the Faculty	
2.6.1	Opportunities for direct participation	Semi-annual
Standard 3	Academic and Learning Environments	
3.1	Resident Participation in Medical Student Education	
3.1.1	Quality of Educational Experience in Clinical Phase	End of every clerkship
3.2	Community of Scholars/Research Opportunities	
3.2.1	Opportunities for participation in Research Project with a Faculty Member	Annual
3.2.2	Number of Faculty Development Course Offerings on Scholarship/Research	Annual
3.2.3	Number of Medical Students Provided Mentoring by Faculty for Research	Annual
3.2.4	Participation in Community-based Research Project	Annual

3.3	Diversity/Pipeline Programs and Partnerships	
3.3.1	A mission-appropriate diversity policy that identifies target diversity groups for students, faculty, and senior administrative staff.	Bi-annual
3.3.2	Evidence of effectiveness of the diversity efforts related to MD student population , including offers made and numbers reflecting progress in achieving mission-appropriate diversity outcomes.	Annual
3.3.3	Evidence of effectiveness of the diversity efforts related to faculty , including offers made and numbers reflecting progress in achieving mission-appropriate diversity outcomes	Annual
3.3.4	Evidence of effectiveness of the diversity efforts related to hospital-based faculty , including numbers reflecting progress in achieving mission-appropriate diversity outcomes	Annual
3.3.5	Evidence of effectiveness of the diversity efforts related to senior administrative staff , including offers made and numbers reflecting progress in achieving mission-appropriate diversity outcomes	Annual
3.3.6	Ongoing pipeline programs and partnerships aimed at achieving mission-appropriate diversity outcomes in its students, faculty and senior administrative staff .	Annual
3.3.7	Ongoing systematic recruitment and retention activities aimed at achieving mission-appropriate diversity outcomes for the MD student population .	Annual
3.3.8	Ongoing systematic recruitment and retention activities aimed at achieving mission-appropriate diversity outcomes in faculty	Annual
3.3.9	Ongoing systematic recruitment and retention activities aimed at achieving mission-appropriate diversity outcomes in senior administrative staff	Annual
3.3.10	Methods to evaluate the effectiveness pipeline and partnership programs aimed at achieving the mission-appropriate diversity outcomes for students, faculty and senior administrative staff .	Annual

3.3.11	Methods to evaluate the effectiveness of activities aimed at achieving the mission-appropriate diversity outcomes for the MD student population .	Annual
3.3.12	Methods to evaluate the effectiveness of activities aimed at achieving the mission-appropriate diversity outcomes for faculty	Annual
3.3.13	Methods to evaluate the effectiveness of activities aimed at achieving the mission-appropriate diversity outcomes for senior administrative staff	Annual
3.3.14	Student satisfaction with curricular and co-curricular experiences related to cultural awareness, cultural competence, and/or health disparities	Annual
3.3.15	Students strongly agree that they are more aware of perspectives of individuals from different backgrounds	Annual
3.3.16	Students strongly agree that diversity within their medical school class enhanced training and skills to work with individuals from different backgrounds	Annual
3.3.17	Students strongly agree that they are adequately prepared to care for patients from different backgrounds	Annual
3.4	Anti-Discrimination Policy	
3.4.1	Anti-Discrimination Policy	Annual
3.4.2	Effective Dissemination of Anti-Discrimination Policy	Annual
3.4.3	Behaviors Experienced During Medical School	Annual

3.5	Learning Environment/Professionalism	
3.5.1	Students strongly agree that they understand the ethical and professional values that are expected of the profession	Annual
3.5.2	Monitors Learning Environment for positive and negative influences	Monthly/Every three months
3.6	Student Mistreatment	
3.6.1	Student Mistreatment Policies in Place	Annual
3.6.2	Student Knowledge of Mistreatment Policy	Annual
3.6.3	Student Knowledge of Procedures for Reporting Mistreatment	Annual
3.6.4	Student Mistreatment Reporting	Annual
3.6.5	Faculty and resident development on mistreatment	Annual
Standard 4	Faculty Preparation, Productivity, Participation, and Policies	
4.1	Sufficiency of Faculty	

4.1.1	Total basic science and clinical faculty (full-time, part-time, and volunteer)	Annual
4.1.2	Anticipated attrition of faculty (basic science and clinical)	Triennial
4.1.3	Anticipated recruitment of faculty (basic science and clinical)	Triennial
4.1.4	All educational experiences delivered as scheduled	Annual
4.2	Scholarly Productivity	
4.2.1	Number of peer-reviewed publications per tenured/ tenure track faculty annually; and/or works cited	Annual
4.2.2	Active Grants and Contracts	Annual
4.2.3	Other (talks, presentations, abstracts, etc.)	Annual
4.3	Faculty Appointment Policies	
4.3.1	Faculty appointment letters and ongoing notification of responsibilities	Annual
4.4	Feedback to Faculty	

4.4.1	Faculty Feedback (basic science and clinical)	Annual
4.5	Faculty Professional Development	
4.5.1	Professional Development Opportunities	Annual
4.6	Responsibility for Educational Program Policies	
4.6.1	Bylaws Formulation/Ratification/Governance of Policy Making Process	Annual
4.6.2	Committee Membership	Quarterly
4.6.3	Committee Minute Submission	Quarterly
Standard 5	Educational Resources and Infrastructure	
5.1	Adequacy of Financial Resources	
5.1.1	Financial resources are derived from diverse sources	Annual
5.1.2	Financial resources are adequate to sustain a sound program	Annual

5.2	Dean's Authority/Resources for Curriculum Management	
5.2.1	Dean's budget request approved and allocated for next fiscal year	Annual
5.2.2	Sufficient infrastructure is in place to support curriculum management	Annual
5.3	Pressures of Self-Financing	
5.3.1	Tuition as a Percentage of Revenue	Annual
5.4	Sufficiency of Buildings and Equipment	
5.4.1	Sufficiency of Buildings and Equipment	Annual
5.5	Resources for Clinical Instruction	
5.5.1	Sufficient Clinical Instruction Resources Available to Fulfill the Mission	Annual
5.6	Clinical Instructional Facilities/Information Resources	
5.6.1	Sufficiency of Clinical Instructional Facilities and Information Resources	Annual

5.7	Security, Student Safety, and Disaster Preparedness	
5.7.1	Security System Information is Published and Available to Students in All Locations	Annual
5.7.2	Adequate Security Systems are in Place at all Locations	Annual
5.8	Library Resources/Staff	
5.8.1	Student satisfaction with library and library resources	Annual
5.8.2	Sufficiency of Library Resources	Annual
5.9	Information Technology Resources/Staff	
5.9.1	Sufficiency of IT Resources- MD Program & Staff	Semi-annual
5.10	Resources Used By Transfer/Visiting Students	
5.10.1	The resources used by a medical school to accommodate visiting & transfer medical students in its medical education program do not significantly diminish the resources available to already enrolled medical students	N/A
5.11	Study/Lounge/Storage Space/Call Rooms	

5.11.1	Adequate study space, lounge areas, & personal lockers at all educational locations	Annual
5.11.2	Adequate study space, lounge areas, & personal lockers at all clinical locations	Annual
5.12	Required Notifications to the LCME	
5.12.1	Increase in class size	Between Aug-Dec of prior year before change
5.12.2	New or expanded regional campus	Between Aug-Dec of prior year before change
5.12.3	Change in ownership or governance structure	As soon as SOM learns of such change
5.12.4	Major curriculum modification	One year in advance
Standard 6	Competencies, Curricular Objectives, and Curricular Design	
6.1	Format/Dissemination of Medical Education Program Objectives and Learning Objectives	
6.1.1	Program and Learning Objectives Review	Annual
6.1.2	Program and Learning Objectives Dissemination	Annual

6.1.3	Program and Learning Objectives - Defined outcome measures	Annual
6.1.4	Program and Learning Objectives	Annual
6.2	Required Clinical Experiences	
6.2.1	Alternative Experiences	Annual
6.3	Self-Directed and Life-Long Learning	
6.3.1	Amount of work hours	Annual
6.4	Inpatient/Outpatient Experience	
6.4.1	The medical curriculum includes clinical experiences in both inpatient & outpatient settings	Annual
6.5	Elective Opportunities	
6.5.1	Elective Opportunities and student satisfaction	Annual
6.6	Service Learning	

6.6.1	Service Learning opportunities identified and associated student satisfaction with experiences	Annual
6.7	Academic Environments	
6.7.1	Continuing Medical Education/ The faculty of the SOM ensure that medical students have opportunities to learn in academic environments that permit interaction with students enrolled in other health professions, graduate and professional degree programs, and in clinical environments that provide opportunities for interaction with physicians in graduate medical education programs and in continuing medical education programs	Annual
6.8	Education Program Duration	
6.8.1	Education Program Duration	Annual
Standard 7	Curricular Content	
7.1	Biomedical, Behavioral, Social Sciences	
7.1.1	Curriculum Mapping	Annual
7.1.2	Medical curriculum includes content and prepares for clerkships in biomedical, behavioral, and socioeconomic sciences	Annual
7.1.3	Preparation for Residency	Annual

7.2	Organ Systems/Life Cycle/Prevention/Symptoms/Signs/Differential Diagnosis, Treatment Planning	
7.2.1	Curriculum content for General Medical Education	Annual
7.3	Scientific Method/Clinical/Translational Research	
7.3.1	Scientific Method, Research is included in the formal objectives of course(s)/clerkship(s)	Annual
7.3.2	Curriculum content: Ethical principles of clinical research is included in the formal objectives of course(s)/clerkship(s)	Annual
7.4	Critical Judgement/Problem-Solving Skills	
7.4.1	Critical Judgement/Problem Solving Skills (1): Skills of critical judgment based on evidence and experience	Annual
7.4.2	Critical Judgement/Problem Solving Skills (1): Skills of critical judgment based on evidence and experience	Annual
7.4.3	Critical Judgement/Problem Solving Skills (2): Skills of medical problem solving	Annual
7.4.4	Critical Judgement/Problem Solving Skills (2): Skills of medical problem solving	Annual
7.5	Societal Problems	

7.5.1	Societal Problems	Annual
7.6	Cultural Competence and Health Care Disparities	
7.6.1	Demonstrate sensitivity and responsiveness to a diverse patient population, including but not limited to diversity in gender, age, culture, race, religion, ability, and sexual orientation	Annual
7.6.2	Experience related to cultural awareness and cultural competence	Annual
7.6.3	Experience related to health disparities	Annual
7.6.4	Experience related to health disparities	Annual
7.6.5	Student Preparation for Residency to Care for Patients with Diverse Backgrounds	Annual
7.6.6	Student Preparation for Residency to Care for Patients with Diverse Backgrounds	Annual
7.7	Medical Ethics	
7.7.1	Medical Ethics and Code of Conduct	Annual
7.7.2	Medical Ethics and Code of Conduct	Annual

7.7.3	Medical Ethics and Code of Conduct	Annual
7.7.4	Assessment in Medical Ethics	Annual
7.8	Communication Skills	
7.8.1	Student Preparation for Residency to Communicate with Physicians and Health Professionals	Annual
7.8.2	Communication Skills	Annual
7.8.3	Assessment in Communication Skills	Annual
7.9	Interprofessional Collaborative Skills	
7.9.1	Assessment in Interprofessional Experiences	Annual
7.9.2	Interprofessional Collaborative Skills	Annual
Standard 8	Curricular Management, Evaluation, and Enhancement	
8.1	Curricular Management	

8.1.1	Curriculum Committee	Annual
8.1.2	Curriculum Committee	Annual
8.1.3	Management of Curriculum	Annual
8.2	Use of Medical Educational Program Objectives	
8.2.1	Program objectives driving course and clerkship objectives	Annual
8.3	Curricular Design, Review, Revision/Content Monitoring	
8.3.1	Ongoing curricular content monitoring/evaluation	Annual
8.4	Program Evaluation	
8.4.1	Major program outcomes	Annual
8.5	Use of Student Evaluation Data in Program Improvement (Medical Student Feedback)	
8.5.1	Student Evaluation Data/Program Improvement	Annual

8.5.2	Responsiveness to Student Problems / Feedback in Curricular Affairs	Annual
8.6	Monitoring of Completion of Required Clinical Experiences	
8.6.2	Monitoring of Required Clinical Experiences	Annual
8.6.1	Monitoring of Required Clinical Experiences	Annual
8.7	Comparability of Education/Assessment	
8.7.1	Comparability of Education/Assessment	Annual
8.8	Monitoring Student Workload	
8.8.1	Policies and Procedures for Required Hours in Clinical and Educational Activities	Annual
Standard 9	Teaching, Supervision, Assessment, and Student and Patient Safety	
9.1	Preparation of Resident and Non-Faculty Instructors	
9.1.1	Resident training documentation	Annual

9.2	Faculty Appointments	
9.2.1	A medical school ensures that supervision of medical student learning experiences is provided throughout required clerkships by members of the school's faculty	Annual
9.3	Clinical Supervision of Medical Students	
9.3.1	A medical school ensures that medical students in clinical learning situations involving patient care are appropriately supervised at all times in order to ensure patient and student safety, that the level of responsibility delegated to the student is appropriate to his or her level of training, and that the activities supervised are within the scope of practice of the supervising health professional	Annual
9.4	Variety of Measures of Student Achievement/Direct Observation of Core Clinical Skills (Assessment System)	
9.4.1a	Observation of H&P	Annual
9.4.1b	Observation of H&P	Annual
9.5	Narrative Assessment	
9.5.1	Provision of Narrative assessment	Annual
9.6	Setting Standards of Achievement	

9.6.1	A medical school ensures that faculty members with appropriate knowledge and expertise set standards of achievement in each required learning experience in the medical education program. Description of roles with responsibility for central management of the curriculum	Annual
9.7	Formative Assessment and Feedback	
9.7.1	Provision of formative feedback	Annual
9.7.2	Provision of mi clerkship feedback	Annual
9.8	Fair and Timely Summative Assessment	
9.8.1	On-time grade submission	Quarterly
9.9	Student Advancement and Appeal Process	
9.9.1	A medical school ensures that the medical education program has a single standard for the advancement and graduation of medical students across all locations and a fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to advancement, graduation, or dismissal	Annually
Standard 10	Medical Student Selection, Assignment, and Progress	

10.1	Premedical Education/Required Coursework	
10.1.1	College courses or subjects, including associated laboratories, which are required as prerequisites for admission to the medical school	Annual
10.1.2	Description of how often and by whom premedical course requirements are reviewed	Annual
10.2	Final Authority of Admission Committee	
10.2.1	The final responsibility for accepting students to a medical school rests with a formally constituted admission committee. The authority and composition of the committee and the rules for its operation, including voting privileges and the definition of a quorum, are specified in bylaws or other medical school policies. Faculty members constitute the majority of voting members at all meetings. The selection of individual medical students for admission is not influenced by any political or financial factors.	Annual
10.2.2	Description of size and composition of the medical school admission committee and the specified number of members from each category	Every time bylaws are updated
10.2.3	Description of whether the admission committee as a whole, or a subset of the admission committee, has the final authority for making all or some admission decisions	Annual
10.2.4	Description of how the medical school ensures that there are no conflicts of interest in the admission process and that no admission decisions are influenced by political or financial factors	Every time a new member comes on board
10.3	Policies Regarding Student Selection/Progress and Their Dissemination	
10.3.1	Description of how the policies, procedures, and criteria for medical student selection were developed and approved, and how they are disseminated to potential and actual applicants and their advisors	Annual

10.3.2	Policies and procedures for the selection, assessment, advancement, graduation, and dismissal of medical students	Annual
10.4	Characteristics of Accepted Applicants	
10.4.1	A medical school selects applicants for admission who possess the intelligence, integrity, and personal and emotional characteristics necessary for them to become competent physicians	Annual
10.4.2	Members of the admission committee and the individuals who interview applicants (if different than members of the admission committee) are prepared and trained to assess applicants' personal attributes	Annual
10.5	Technical Standards	
10.5.1	A medical school develops and publishes technical standards for the admission, retention, and graduation of applicants or medical students with disabilities, in accordance with legal requirements	Annual
10.6	Content of Informational Materials	
10.6.1	Ensure that the informational materials about the medical education program are accurate and timely	Bi-annual
10.7	Transfer Students (if applicable)	
10.7.1	Procedures used for selecting applicants for transfer or for admission with advanced standing, including the procedures by which the medical school determines the comparability of the applicants educational experiences and prior academic achievement to those of medical students in the class that they would join	Annual

10.7.2	The admission committee and members of the medical school administration determine if space and resources are available to accept transfers and to make the decision to accept applicants for transfer or for admission with advanced standing	Annual
10.8	Visiting Students (if applicable)	
10.8.1	Procedures and criteria are in place for the medical school to determine if a potential visiting medical student has qualifications comparable to those of the medical students he or she would join in a clinical experience	Annual
10.8.2	Procedures are in place, by which the medical school grants approval for medical students from other medical schools to take electives at the institution	Annual
10.9	Student Assignment	
10.9.1	Procedures whereby a student can formally request an alternative assignment through a medical school administrative mechanism either before or during his or her attendance at the site	Annual
Standard 11	Medical Student Academic Support, Career Advising, and Educational Records	
11.1	Academic Advising	
11.1.1	Students satisfied with academic advising and counseling availability	Annual
11.1.2	Students satisfied with tutoring	Annual
11.2	Career Advising	

11.2.1	Students satisfied with career planning services	Annual
11.2.2	Students satisfied with information about specialties	Annual
11.2.3	Students satisfied with information about alternative medical careers	Annual
11.2.4	Students satisfied with information about alternative career planning services	Annual
11.3	Oversight of Extramural Electives	
11.3.1	Assessments of Extramural Activities (Review and evaluation of away electives)	Annual
Standard 12	Medical Student Health Services, Personal Counseling, and Financial Aid Services	
12.1	Financial Aid/Debt Management Counseling/Student Educational Debt	
12.1.1	Students satisfied with financial aid administrative services	Annual
12.1.2	Students satisfied with overall educational debt management counseling	Annual
12.2	Tuition Refund Policy	

12.2.1	Tuition Refund Policy Satisfaction	Annual
12.3	Personal Counseling/Well-Being Programs	
12.3.1	Students satisfied with student programs/activities that promote effective stress management, a balanced lifestyle and overall wellbeing	Annual
12.3.2	Personal Counseling	Annual
12.4	Student Access to Health Care Services	
12.4.1	Access to Health Care	Annual
12.4.2	Access to Health Care	Annual
12.4.3	Student Absences	Annual
12.5	Non-Involvement of Providers of Student Health Services in Student Assessment/Location of Student Health Records	
12.5.1	Inappropriate Student Care by Faculty in the Evaluation Chain	Annual
12.5.2	Inappropriate Student Care by Faculty in the Evaluation Chain	Annual

12.6	Student Health and Disability Insurance ?	
12.6.1	Health & Disability Insurance is Available	Annual
12.7	Immunization Requirements and Monitoring	
12.7.1	Immunization Policy Compliance	Annual
12.7.2	Documentation of Student Vaccinations	Annual
12.8	Student Exposure Policies/Procedures	
12.8.1	SOM Hazardous Exposure Policy - Location	Annual
12.8.2	SOM Hazardous Exposure Policy - Briefed	Annual