

Department of Pediatrics Academic Committee Procedures Document

1- Preamble

- a. This document represents the Department of Pediatric compromise with the education of medical students, especially in the area of Pediatrics.
- b. This document also represents the procedures by which the Committee will abide and respond to the tasks assigned by the Department Chair respecting education, curriculum and evaluation practices within the department. This Committee will be under the direct supervision of the Associate Chair of Academic Affairs that directly responds to the Department Chair.

2- Goals

- a. The ultimate goal is to ensure that medical students possess the knowledge, skills and attitudes necessary for them to give a high quality and emphatic service to pediatric patients in their next step of training and through their professional life.
- b. The Committee will ensure that the necessary topics, objectives, teaching strategies and methodologies and evaluation system are provided to students in the Pediatric domain throughout the SOM Curricular program.

3- Functions of the Committee

- a- The committee is responsible for reviewing the structure and content of the Pediatrics curricular offer within each of the academic years/levels given at the MD curricular program.
- b- It will recommend curricular objectives, educational methodologies and or evaluation practices and or modifications in these areas to the individual SOM Medicine Committees for their evaluation and consideration.
- c- The central Academic Committee is an advisory committee to the Department Chair and the faculty in educational matters concerning Pediatrics within the MD program.
- d- They may recommend, however, educational objectives, policies and methodologies, and evaluation policies, methodologies and practices.

4- Composition of the committee

- a. The Committee Members are appointed by the Department Chair
- b. The Associate Chair for Academic Affairs will preside the Committee
- c. There will be faculty members the will represent each and one of the four year of the MD Program.
- d. Composition of the committee will be:
 - i. Regular members with vote:
 1. Committee Chair
 2. First year members (2)
 3. Second Year members (2)
 4. Third Year Members (2)
 5. Fourth Year Members (2)
 6. Clinical Site Representative (2)

** If the chair is the coordinator or director of any course, a faculty member will be assigned to represent the course within the committee.

- ii. Ex- Officio Members: (without vote)
 - 1. Department Chair
 - 2. Education Specialist
- iii. Invited guest: upon request of needs if needed for any specific task – without vote

5- Duties and Responsibilities of the Members

- a- All members of the committee are expected to participate in the functions of the committee as described in Section 3.
- b- All regular members are expected to attend all meetings of the committee. If for any reason a member is unable to attend a meeting, that person will inform the committee chair prior to the meeting, either verbally or in writing. It still will be responsible for the assigned task. Tasks then will be sent in a written report to the chair of the Committee prior to the next meeting.
- c- Those members that do not excuse themselves will appear in record as absent.

6- Committee Procedures

- a- The procedures will be conducted in accordance with the latest edition of Robert's Rules of Order.
- b- Quorum for the committee will consist of simple majority of the regular members.
- c- Excused members will be considered as absent for purposes of establishing quorum.
- d- Committee decisions must be approved by simple majority of the voting members present.
- e- Meetings:
 - a. The committee should hold its first meeting no later than one month after the beginning of the academic year. At its first meeting of the academic year, the committee will establish a calendar for its meeting according to the needs.
 - b. Extraordinary meetings may be scheduled at later dates as needed.
 - c. The discussions will be conducted in a respectful manner.
 - d. Members must exhibit adequate professional conduct deemed necessary for the group productivity and for wise and objective decisions.
 - e. Those members who fail to comply with the established professional conduct will be refer to the Department Chair.

APPROVED UNANIMOUSLY IN COMMITTEE MEETING NOV 28, 2011