

ADDENDUM TO HANDBOOK ON COMMITTEES

College of Medicine at Chicago

The College of Medicine at Chicago Committee on Committees feels that it is important for faculty at the Chicago site to have a complete view of committee opportunities. The Handbook on Committees describes the work of College committees, expectation of members, and normal meeting times and dates. For further information, faculty should feel free to contact individual committee chairs.

Chicago Executive Committee (elected)

Chair: Joseph Flaherty, MD

The Chicago Executive Committee considers issues of importance to the College of Medicine at Chicago and provides advice to the Dean. It receives reports and minutes from all Chicago standing committees and reviews and considers Collegewide issues identified to come before the College Executive Committee. Membership consists of the elected regular and alternate members from Chicago to the College of Medicine Executive Committee. The Committee meets approximately six times per year on the Friday preceding the College Executive Committee meeting from 2:00 - 3:00 P.M.

Committee on Committees (elected)

Chair: Rochelle Cohen, PhD

The Committee on Committees is charged with observing and studying the roles and the activities of each of the standing committees of the College of Medicine at Chicago and recommending the creation or discontinuation of standing committees. In addition, it slates candidates to serve on Chicago committees and Chicago representatives to College committees. This committee also prepares slates for the election of Chicago representatives to the College Executive Committee and the UIC Senate. The Chicago Committee on Committees, whose members also serve on the College Committee on Committees, meets three to four times per year, usually in conjunction with the College Committee on Committees.

Curriculum Committee (elected)

Chair: Conwell Anderson, PhD

The Chicago Curriculum Committee is charged with:

1. Reviewing and recommending changes in the Chicago program site medical education program and mission.
2. Setting general curriculum objectives and curriculum policy and procedures. Ensuring that policies and procedures are consistent with College and University policy and procedures and with Liaison Committee on Medical Education standards. Ensuring that medical education program components are conducted in a manner consistent with these goals, policies and procedures.
3. Planning and oversight to ensure a contemporary, coherent curriculum that reflects the education mission of the College of Medicine, including approving new courses and major medical education innovations.
4. Overseeing and reviewing courses, clerkships, assessment instruments, and components and approving these curriculum components.
5. Overseeing evaluation efforts designed to determine success in achieving the medical education program mission.

6. Making medical education program changes that transcend the boundaries of any one curriculum component.
7. Keeping abreast of new developments in medical education programs locally, nationally and internationally and recommending changes in local medical education program initiatives as needed.
8. Maintaining a liaison with the student promotions/advancement committee and with similar committees at other Program sites.
9. Developing and monitoring unique curricular endeavors and/or emphases particularly appropriate to the environment in which the Program resides.

The Chicago Curriculum Committee reports to the College Committee on Instruction and Appraisal (CCIA) for all college wide issues. The Chair of the Committee or his/her designee is automatically a member of the College Committee on Instruction and Appraisal. In accordance with the Rules and Regulations of the Chicago site, the committee will also report to the site Executive Committee or equivalent.

The Chicago Curriculum Committee meets the 4th Monday of each month at 1:00 p.m.

A number of subcommittees of this committee are responsible for development, coordination, and integration of curricular components. The subcommittees are: M-1/M-2; M-3; M-4; Year One and Year Two Appraisal; Essentials of Clinical Medicine/Clinical Skills Advisory; Essentials of Clinical Medicine Advisory; and, James Scholar Program for Independent Study. Each subcommittee is responsible for ensuring that its element of the Curriculum is current in content, includes effective instructional methods for achieving curricular goals, is consistent with the College of Medicine Curriculum Committee policy, and meets requirements of the Liaison Committee on Medical Education accreditation guidelines.

Student Advancement Committee (elected)

Chair: Ruth Andrea Seeler, MD

The charge to SAC includes evaluating the fitness of freshman, sophomore, and junior students for promotion and of senior students for graduation from the College. SAC meets monthly on a Tuesday from 1:00 to 3:00 p.m. or more frequently when the need arises.

SAC recommendations are presented to the College Committee on Student Promotions which represents all four sites. CCSP actions ultimately determines progress, remediation or drop recommendations for all students in the College.

Committee on Continuing Medical Education (elected)

Chair: Jay Goldstein, MD

The Committee is charged with implementing continuing medical education activities in Chicago and reviewing and acting upon program proposals and program-end documentation for all programs for which Category I or Category 2 approval is sought. Each Committee member is expected to review and make recommendations on each proposed CME program. The Committee meets monthly, generally in the afternoon, on the last Thursday of the month; however, if the need arises, it may meet more frequently.

2/7/05