

Continuing Medical Education Committee Charter

Purpose, Authority and Responsibilities

As written in the College of Medicine Bylaws, the charge of the Continuing Medical Education Committee is to: (1) Develop policies, procedures, and initiatives relating to the oversight of Continuing Medical Education programs of the College of Medicine, including those designed for interprofessional audiences; (2) participate in the identification of Continuing Medical Education and interprofessional needs of the stakeholders of the College of Medicine and support efforts to meet those needs; (3) provide oversight and guidance to the Center for Continuing Education and the Associate Dean for Continuing Medical Education as it relates to educational programming, finances, accreditation, and strategic planning and (4) notify and seek feedback from the Faculty Council regarding significant changes to policies and procedures.

Membership

The voting membership of the Continuing Medical Education Committee is as follows:

- Elected members of the General Faculty (N=12)
- Associate Dean of Continuing Medical Education (1)
- Executive Director, Center for Continuing Education (1)
- Director, Nebraska Medicine Office of Health Professions Education (1)

The election process and terms of membership for the General Faculty is outlined in the College of Medicine (COM) Bylaws. Administrative leaders and support personnel within the COM and campus community can be appointed by the Associate Dean for Continuing Medical Education and participate as non-voting members.

Leadership

The Committee will have a Chair and Vice-chair, and each may serve terms of extended length of service as allowed by the COM Bylaws. The Chair and Vice-chair will be appointed from the elected committee membership by the Dean for a three-year term in consultation with the Associate Dean for Continuing Medical Education. The Vice-chair can serve as Chair if that individual is temporarily unable to lead.

Meetings

Meetings will be scheduled at least quarterly and may meet more frequently, or cancel meetings, as needed. Committee meetings may be conducted electronically, virtually, or in person. Meetings may be called by the Chair or by a majority of voting members of the committee. A quorum for a meeting is 50% of voting committee members with the majority of those present being an elected member of the General Faculty.

Operating Procedures

The Committee may establish internal operating procedures/policies and develop sub-committees or taskforces consisting of members of the full committee, involve other members of the campus community, and other stakeholders, to achieve its stated charge.

Agenda, Minutes, and Reports

The Center for Continuing Education will provide administrative support for the Committee. The Chair and/or Vice-chair, or their designee, are responsible for developing an agenda and ensuring the completion of minutes for the meeting. Meeting minutes should be forwarded to the Dean for review. The Chair will report the activities of the Committee to the General Faculty at least on an annual basis.

Amendments

The committee will review its charter at least biannually. Proposed amendments to this Charter require a 2/3 majority of eligible and present voting members and should be presented to members at least one week prior to the meeting in which a vote is taken. Once approved by the Committee, proposed amendments should be submitted to the Faculty Council for ratification.

Approved by Faculty Council: