

# Graduate Medical Education Committee Charter

## **Purpose, Authority and Responsibilities**

As written in the College of Medicine Bylaws, the charge of the Graduate Medical Education Committee is to: (1) Ensure institutional and residency/fellowship program compliance with policies and requirements put forth by the Accreditation Council for Graduate Medical Education (ACGME) with the goal of achieving full accreditation; (2) Oversee, study, evaluate, and recommend changes of the graduate medical education programs (e.g., size, scope, distribution of specialty training) to the Faculty Council; (3) Develop and monitor adherence to policies that will enable program directors to meet accreditation standards in all specialties; (4) Monitor and ensure the adequacy of internal and external resources necessary to support graduate medical education; (5) Act as a liaison between the institutional graduate medical education programs and the House Officer organization; (6) Facilitate the well-being of residents/fellows by assessment of the clinical learning environment and recommend allocation of resources to the Faculty Council to improve that well-being; and (7) Promote an ideal clinical learning environment that is conducive for training current and future physicians.

## **Membership**

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

- Associate Dean for Graduate Medical Education / Designated Institutional Official (1)
- Program Directors from all ACGME accredited programs (Variable)
- Director of Graduate Medical Education (GME) office (1)
- House Officer Association President (1)

Qualifications for membership are outlined in the College of Medicine Bylaws. At a minimum, membership in the GMEC must follow ACGME requirements. The Associate Dean for Graduate Medical Education / Designated Institutional Official may invite administrative leadership and support personnel within the COM, including Program Coordinators, and other members of the campus community to participate as non-voting members.

## **Leadership**

The Committee will be chaired by the Associate Dean for Graduate Medical Education / Designated Institutional Official. In the event of an emergency meeting when the Associate Dean

for Graduate Medical Education / Designated Institutional Official is not available, the Assistant Dean for Graduate Medical Education will serve as chair.

### **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 the voting members of the committee. A quorum for a meeting is 50% of voting members and at least one resident/fellow member must be in attendance to hold a meeting.

### **Operating Procedures**

The Committee may establish internal operating procedures/policies and sub-committees/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 GME Office will provide administrative support for the Committee. The Chair, or their designee, are responsible for developing an agenda and ensuring 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 GME Committee: June 15, 2023

Approved by Faculty Council: November 10, 2023