

Virginia Tech Carilion School of Medicine (VTCSOM)

Statement: Student Participation on Standing Committees (Roles and Responsibilities)

Subject: Student Affairs

Administrator: A. Knight

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1 Policy

Candidacy is by nomination, and students are eligible to self-nominate. All nominees must be willing to serve in order to be considered and must be in good standing in the school. A vote by secret ballot of each class for each committee will be held if there are more nominees than the number needed for the particular committee. All students are eligible to vote. At the conclusion of the vote and for each committee, a slate of candidates that is up to twice the number of committee student positions will be created and forwarded to the Dean's office, where the final selections will be determined.

1. MEDICAL STUDENT ADMISSIONS COMMITTEE (MSAC)

The Medical Student Admissions Committee is responsible for all activities and policies related to the admissions process. This committee makes the final decisions regarding acceptance of applicants. The committee reports directly to the Academic Council. The committee has a total of 26 members, consisting of:

- Fifteen (15) elected regular faculty members
- Five (5) Dean's appointees
 - The Dean's appointees need not be regular faculty members
- Two (2) Dean's appointees to serve as Chair and Vice Chair
 - The appointed Chair and Vice Chair shall be regular faculty members
- Four (4) student members
 - The student members will all come from the M3 class

The term of service for each student is one (1) year. A student may only serve for one term.

The Committee functions as two (2) parallel sub-committees, each with 13 members headed by the Chair or the Vice Chair. Two student members from the M3 class will serve on each of the subcommittees. At the discretion of the Chair and Vice Chair, both sub-committees may be asked to meet in joint session for purposes of policy, proposals of change, or other Admissions Committee business.

Within the functioning of the weekly sub-committee applicant review process, each student member is a voting member; the two students on each subcommittee will have one vote between them.

Student members are not asked to prepare a "brief" on any of the applicants; "brief" preparation shall be done only by elected or appointed members of the Committee. Student members do not participate in the interview process and do not participate in the final voting to determine acceptances. Per the LCME rules, the process to determine final offers of acceptance is limited to VTCSOM faculty members.

2. MEDICAL CURRICULUM COMMITTEE (MCC)

The Medical Curriculum Committee is responsible for all aspects of the educational endeavor of VTCSOM. As such, all courses, teaching styles, educational innovations, clinical and research experiences and other educational endeavors fall under the responsibility of this Committee. The Curriculum Committee is not exclusively formed of regular faculty members. The composition of the Committee is:

- Four (4) faculty from the Division of Basic Sciences,
- Four (4) faculty from the Division of Clinical Sciences
- Two (2) students, one from the M2 and one from the M4 year.

The term for students is one (1) year.

The Senior Dean for Academic Affairs is a permanent advisor to this Committee; other advisors include the Assistant Dean for Research and the Senior Dean for Student Affairs. Organizationally, this committee reports to the Academic Council on matters of policy; once policy is confirmed, implementation of policy is the responsibility of the Dean.

3. MEDICAL STUDENT PERFORMANCE AND PROMOTION COMMITTEE (MSPPC)

The MSPPC is delegated the following responsibilities:

- Evaluate the academic achievement of all VTCSOM students
- Develop policies and provide oversight regarding standards for advancement, including student requests for disability accommodation.
- Evaluate professional conduct of students
- Judge cases of probation and dismissal

This committee is responsible for assuring the academic achievement of all VTCSOM students. In this role, this committee is responsible for developing and overseeing policy regarding standards for advancement. This Committee is not exclusively formed of regular faculty members. It is composed of:

- Six (6) regular faculty members including three (3) Basic and three (3) Clinical Science regular faculty members
- One student representative from each of the four classes (M1 - M4).
- The Chair of this Committee is a regular faculty member and is elected by members of the Committee and serves for one (1) year; it would be possible to remain on the committee after serving as chair. The Chair may be reelected as long as he/she is a member of the committee.

The term of office for student members is one (1) year. Students may serve more than 1 year but must go through the nomination and selection process yearly. The permanent advisor to this committee is the Senior Dean for Student Affairs. Organizationally, this committee reports to the Academic Council. This committee will periodically ascertain that adequate progress towards the medical degree is being achieved by each student in each phase. Formal recognition of completion of one year's study and passage to the next year will be sent to the student and the Dean. Towards the conclusion of the student's academic program at VTCSOM, following the advice of the Senior Dean for Student Affairs and Senior Dean for Academic Affairs, the committee will recommend appropriate candidates to the Dean for the conferral of the Doctor of Medicine degree. This Committee also has primary responsibility to respond to concerns regarding advancement of a student and, if necessary, enforce policies and procedures that may eventually result in dismissal from VTCSOM.

For disciplinary hearings of the MSPPC, a quorum is considered a simple majority of the committee members. This number must include at least one student member.

4. LIBRARY AND EDUCATIONAL TECHNOLOGIES COMMITTEE (LETs-C)

The Library and Educational Technologies Committee is responsible for the identification of and maintenance of resources necessary for the education of students at VTCSOM. This committee is a joint faculty-administrative policy and operations committee. A report of actions and any policy recommendations of the committee go to the Academic Council. Recommendations or actions for expenditures or acquisitions are reported by the Chair of this committee to the Dean. The Director of the Health Sciences Libraries is permanent Chair. Advisors to the Library and Educational Technologies Committee are the Senior Dean for Academic Affairs and the Senior Dean for Research.

The Library and Educational Technologies Committee will have eight (8) members, consisting of:

- One (1) Chair, the Director of the Health Sciences Libraries, who will serve as permanent chair of the committee;
- Two (2) elected regular faculty members;
- Three (3) Dean's appointees;
- Two (2) student representatives (one each from the M1 and M2 year).

The terms of the Library and Educational Technologies Committee are as follows:

- Three (3) years for elected regular faculty members and three (3) years for Dean's appointees
 - Elected regular faculty members may serve two (2) consecutive terms before rotating off for at least one year
 - Dean's appointees may have unlimited consecutive terms
- One (1) year for elected student representatives:
 - The student representative from the M1 year may be elected for a second one (1) year term.

This committee is to function as an oversight and policy group regarding the management of library and educational technologies resources needed to deliver the educational activities of VTCSOM. It has budgetary authority for the library and technology resources.

5. LEARNING ENVIRONMENT ADVOCACY COMMITTEE (LEAC)

The Virginia Tech Carilion School of Medicine (VTCSOM) strives to achieve a respectful, cooperative and professional learning environment for our students, faculty and staff at VTCSOM and in all educational and clinical sites. The learning environment must be conducive for a student to be able to fully engage in learning, free from student mistreatment, coercion, undue influence, and other unprofessional behaviors that negatively influence the ability of the student to perform at their best. Behaviors that constitute mistreatment and other undo negative influence are unacceptable and allegations and complaints of mistreatment will be addressed accordingly. Allegations will be fully investigated and if the allegations are found to be true, appropriate disciplinary action will be taken to address the unacceptable behavior.

Equally important is for VTCSOM to promote a professional learning environment and to identify the positive factors leading to a healthy learning environment and to share those factors with others in order to promote the best environment for our students, faculty, residents and staff.

Mistreatment arises when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process. It can take the form of physical punishment, sexual harassment, psychological cruelty, and discrimination based on race, religion, ethnicity, gender, age or sexual orientation. Examples of mistreatment include but are not limited to the following:

1. Threatening and abusive language, profanity or language that can be perceived as rude, threatening, demeaning, sarcastic, loud or offensive
2. Belittling or humiliation
3. Intentional neglect or being left out of the communications
4. Offensive sexist remarks or names
5. Racist or ethically offensive remarks or names
6. Requiring personal services be performed(i.e. babysitting, shopping, personal errands)
7. Threatening with physical harm (e.g. hit, slapped, kicked)

To achieve a healthy learning environment, VTCSOM has established the VTCSOM Learning Environment Advocacy Committee (LEAC). The committee is charged with promoting a learning environment that best supports our students in every education setting. This process involves addressing complaints of mistreatment of students by others, as well as other factors that influence the learning environment. In addition, the committee works with students, faculty, residents and staff to raise awareness about mistreatment and work to influence the positive aspects of the learning environment.

Committee Members

The committee membership includes broad representation from VTCSOM students, faculty, and staff; Carilion Clinic residents, nursing, other health professions and administration. The committee includes one student from the M1 class, two students from each of the M2, M3 and M4 classes for a total of seven students. The students are peer nominated and elected each year. The term of office for student members is one year and students may serve more than one term but must go through the nomination and selection process yearly.

Other members of the committee are chosen by the Dean and include: Five faculty members (one will serve as the chair, one is the Chief Diversity Officer, and the others from the faculty), a VTCSOM staff representative, and from Carilion Medical Center: three residents, a representative each from nursing, other health professions, and senior management. The residents are appointed for a one year term but may be reappointed for two additional one year terms. All others are appointed for a three year term and may be appointed for one additional term.

6. Wellness Advocacy Committee (WAC)

The Virginia Tech Carilion School of Medicine (VTCSOM) strives to provide an environment that supports student wellness. The Wellness Advocacy Committee (WAC) is a Dean's Committee and is responsible for the planning and implementation of both passive and active programming efforts that promote various components of wellness: personal, physical, emotional, and academic student wellness. The committee is a cooperative committee composed of VTCSOM staff, and students as well as Jefferson College student wellness professionals.

Membership of the committee includes:

- Chair & Group Advisor, Director of Academic Counseling & Enrichment Services

- One (1) student representative from each class appointed by the Associate Dean of Student Affairs.
- Director of Counseling Director of Health and Exercise Science

Once appointed, a student will remain a member of the committee until:

- a) Graduation
- b) The Chair or Senior Dean of Student Affairs deem it necessary to appoint a different student
- c) The student is no longer able to maintain active engagement with the group and steps away
- d) The student fails to maintain good academic standing.

Once appointed, staff members will remain a member of the committee until:

- a) The Senior Dean of Student Affairs deems it necessary to appoint a replacement
- b) The Dean deems it necessary to appoint a replacement
- c) The staff member chooses to step away from the committee for professional or personal reasons

New members to the committee are selected by the Senior Dean of Student Affairs at the beginning of the academic year. The group meets on a semi-monthly basis and reports to both the Senior Dean of Student Affairs as well as the Carilion Clinic Wellness Advocacy Committee.