

Medical Student Admissions Committee

Purpose: Members are responsible for the implementation of the policies of the College of Medicine including the evaluation of applicants' files, supplementary interviews as needed, and the decision required to select: 1) an entering freshman class, 2) special students, and 3) students at advanced standing. All recommendations for class positions are submitted to the Dean for the final decision. This Committee has the final responsibility for accepting students into the Medical School. The list of admitted students is sent to the Dean of the College (or designee) who notifies the admitted applicants.

Membership: Fifteen (15) members are appointed by the University of Arkansas Board of Trustees from a list submitted by the Dean, subject to the approval of the Medical Sciences Chancellor and the President of the University. Act 310 of 1975 specifies that six (6) of the said members shall be members of the Medical faculty, and two (2) additional members shall be appointed from each of the four (4) Congressional districts of Arkansas, with one member appointed from the State-at-large. Eight (8) of the members, at least four (4) of whom shall have faculty appointments in the University of Arkansas College of Medicine, shall be appointed from each of the four (4) congressional districts and shall be apportioned on the basis of two members from each congressional district, with one member appointed from the State-at-Large (Act 515 of 2013). A quorum shall consist of eight (8) of the fifteen admissions board members, and faculty members must constitute the majority of voting members at all meetings.

13. Criminal Background Check Committee

Purpose: The Committee was established to review the findings of criminal background checks conducted on all accepted applicants and alternates to the College of Medicine. The Committee consists of two components: 1) the Preliminary Review Committee (PRC) that will review initial criminal background check findings to determine whether a report should be referred to the full committee for review, and 2) the Criminal Background Check Review Committee (CBCRC) that will consider any and all adverse findings of a criminal background check. The CVCRC will vote to make a recommendation to the Dean-Admissions Committee Chair whether to rescind a conditional offer of acceptance or to dismiss a conditionally accepted applicant.

Membership: The policy governing the operation and membership of the Committee is available in the COM Office of Admissions.

14. Curriculum Committee

Purpose: The curriculum committee is responsible for the overall design, management, and evaluation of the medical school curriculum. The committee works to ensure coherent and integrated policies, and

coordinated activities that fulfill the academic goals of the College of Medicine and are in compliance with LCME standards.

The curriculum committee, acting on behalf of the Faculty, has the authority to direct and coordinate the following:

- Ensure that the design and delivery of the educational program are in compliance with all applicable accreditation standards;
- Create, review, and revise, as needed, the overall undergraduate medical education goals and objectives of the College, subject to approval by the Faculty;
- Sequence the various segments of the curriculum within and across periods of study;
- Determine the methods of pedagogy and student assessment to be used in the College;
- Develop and evaluate learning objectives of individual courses and clerkships;
- Ensure that program-wide standards for the design and delivery of the educational program occurs at all educational sites; Evaluate the content and workload in each course, clerkship, and discipline to identify unwanted omissions and redundancies; and
- Evaluate the effectiveness of the educational program in an on-going fashion

Major changes to the curriculum, such as creation or deletion of required courses or clerkships, are recommended by the curriculum committee to the whole faculty for final approval.

Membership: Members of the Curriculum Committee are elected by vote of departmental faculty members with the approval of the Chair and the Dean of the College of Medicine. Each basic science department will elect one member (Neurobiology and Developmental Sciences, Biochemistry and Molecular Biology, Physiology, Medical Humanities, Pathology, Pharmacology and Toxicology, and Microbiology). Each clinical department that plays a major role in a required clerkship will elect one member (Family and Preventive Medicine, Geriatrics, Medicine, Obstetrics and Gynecology, Pediatrics, Psychiatry and Surgery). Clinical departments that do not play a major role in a required clerkship will elect a shared representative according to the following schedule: One member elected by the faculty of departments forming Specialties Group A (Neurosurgery, Neurology, Ophthalmology); One member elected by the faculty of departments forming Specialties Group B (Orthopedic Surgery, Urology, Otolaryngology, Anesthesiology); Group C - One member will be elected by the combined vote of the faculty of the following departments: Dermatology, Radiology, Rehabilitation Medicine, Emergency Medicine. All course and clerkship directors not otherwise members of the Curriculum Committee shall serve as *ex officio* members without voting rights. Representation from the Northwest Arkansas campus shall consist of the Regional Associate Dean as an *ex officio* member with voting rights. To represent the student body, one member of each class will be elected by their class to serve a one year term on the

Curriculum Committee. The Associate Dean for Undergraduate Medical Education will be an *ex-officio* member without vote and will serve as the Chair of the Committee. Membership on the Curriculum Committee for all other non-student members will be for a term of three years. Medical students serve a term of one year and have voting rights. Election of faculty members will be staggered with 1/3 of the membership being elected each year. The Chair may appoint additional ex-officio, non-voting members of the committee.

The Chair of the Curriculum Committee may appoint subcommittees as deemed necessary to fulfill the tasks of the Curriculum Committee. At a minimum, these will consist of Academic Standards Subcommittee and an Evaluation Subcommittee.

15. Medical Student Promotions Committee

~~Purposes~~Purpose: The Student Promotions Committee shall evaluate and make recommendations for each student in accordance with the guidelines established and approved by the faculty. The Executive Associate Dean for Academic Affairs will serve as the permanent Chair without vote for the Student Promotions Committee. The Committee shall evaluate unusual problems and assure that the guidelines are applied in a fair and equitable manner. They shall recommend promotion, non-promotion, probation or dismissal for cognitive (scholastic) and/or non-cognitive (non-scholastic) reasons. The Dean or his/her designee, the Executive Associate Dean for Academic Affairs, is responsible for the final decision. The Student Promotions Committee will also have the special responsibility of reviewing the entire academic records of senior medical students in order to ascertain that each student has met all requirements for the degree of Doctor of Medicine. This certification serves as the validation presented by the Dean of the College of Medicine to the Chair of the Board of Trustees during the Commencement ceremony.

Membership: In August of each year, the Office of Academic Affairs shall select twelve faculty members to constitute the Promotions Committee for the next academic year. These twelve faculty members shall be selected from a pool made up of all freshman, sophomore, and junior ~~Course and Clerkship directors~~course faculty, as well as the Senior Primary Care Selective Course directors in Little Rock. Initially, four members shall be selected by random drawing from each of three groups: (Group A) the freshmen ~~course directors~~course faculty, (Group B) the sophomore ~~course directors~~course faculty, and (Group C) the remaining ~~course and clerkship directors~~course faculty. Each member shall be randomly assigned to the Committee for a term of one, two, three, or four years. Subsequently, one person from each of these three groups shall rotate off of the Committee each year, and be replaced by another faculty member from the same group, selected by the Executive Associate Dean for Academic Affairs by random drawing. The individuals from this pool not assigned to the Committee that year will be alternates. If the faculty member's Department Chair wishes to do so, he/she can substitute another

faculty member from the Department for the course or clerkship ~~director~~ faculty assigned as a member or alternate. If, a course or clerkship is eliminated or added, or other unusual circumstances occur to change the makeup of the Committee or the pool of faculty eligible to be on the Committee, the Executive Associate Dean for Academic Affairs, or designee, shall have the right to assign any faculty member to the Committee in order to ensure a twelve member Committee and sufficient alternates. The Executive Associate Dean for Academic Affairs shall serve as Chairman of the Committee without vote. If a member of the Committee cannot attend a meeting, he/she will be asked to contact a member of the alternate pool to arrange for a substitute. If he/she is unable to arrange for a substitute, the Executive Associate Dean for Academic Affairs shall appoint an alternate from the full time faculty for that particular meeting. All Promotion Committee members must be members of the full-time faculty. Any faculty member who feels there could be the appearance of a conflict of interest in the evaluation of any student coming before the Promotions Committee is asked to recuse him/herself during the discussion and subsequent decision making concerning that student. If possible, a faculty member with such a conflict should identify the conflict at the time the Committee is called together so that a different faculty member can be assigned, thereby ensuring a quorum at the meeting.

16. Transfer Committee

Purpose: "The Committee will review applications from medical students at other schools wishing to transfer into the UAMS College of Medicine per the COM transfer policy available in the COM Office of Admissions.

~~Recommendations of the Transfer Committee will be submitted to the Dean who will make the final decisions.~~

Membership: The Transfer Committee is composed of the Executive Associate Dean of Academic Affairs, the Associate Dean for Undergraduate Medical Education, the Assistant Dean for Admissions and Financial Aid, the Chair of the Admissions Committee, and two faculty members of the Admissions Committee to be named by the Chair of that Committee. This Committee will be chaired by the Chair of the Admissions Committee. After receiving the recommendations of the members of this Committee, the Chair of the Admissions Committee will present the gathered information and recommendation to the entire Admissions Committee for a vote, using the same quorum and majority faculty requirements as noted under "Admissions Committee." This may be done in person or electronically, at the discretion of the Chair.