



California Health Sciences University

COLLEGE OF OSTEOPATHIC MEDICINE

GOVERNING STATUTE NUMBER 3C

COLLEGE GOVERNANCE AND ROLES OF THE FACULTY COMMITTEES

PURPOSE

The purpose of this governing statute is to provide operating policies for the committees of the College of Osteopathic Medicine (COM). The role of this governing statute is to define guidelines and procedures for the organization and governance of the COM Committees. This governing statute is in place to foster and promote excellence in the academic environment at the COM.

SCOPE

This policy applies to all faculty, administrative personnel, regarding committees within the California Health Sciences University (CHSU) College of Osteopathic Medicine (COM).

POLICY STATEMENT

The CHSU College of Osteopathic Medicine (COM) is committed to shared governance, collaboration, and excellence in teaching, research, service, patient care, and administration. This policy defines the organizational structure, roles, and responsibilities of faculty, administration, and committees to promote transparency, accountability, and inclusivity in decision-making.

By fostering a collegial and collaborative environment, this framework supports the COM's mission to prepare exceptional osteopathic physicians while maintaining accreditation standards and advancing healthcare education.

Standing Faculty Committees

The standing faculty Committees of the College of Osteopathic Medicine (COM) are listed below, including procedures for appointment, scope, and function. Any member of the Voting Faculty may be appointed to these committees. Unless otherwise stated below, the Dean has discretion to change appointments, including replacement and removal of members, as the needs of the College require. Meeting attendance via phone or electronic conference system will be allowed in the event time or distance prohibits on-site attendance.

1. Curriculum Committee (COM-CC)



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A. Mission

The mission of the California Health Sciences University College of Osteopathic Medicine Curriculum Committee (COM-CC) is to create, review, improve, implement, and support the professional educational curriculum across all four years of instruction as delivered to the students, and as defined by the American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA) and as it meets the California Health Sciences University College of Osteopathic Medicine Mission.

B. Function

- i. The primary function of the COM-CC is to support the faculty in the development, implementation, assessment, and continuous quality improvement of the College of Osteopathic Medicine's (COM's) integrated curriculum.
- ii. All committee deliberations and decisions will be with the intent of including the tenets of evidence-based medicine; osteopathic principles and practices, core competencies; professionalism, and biomedical ethics.
- iii. The COM-CC shall establish and implement processes for assessing the content, delivery methods, and outcomes of all courses delivered during all four years of the curriculum.
- iv. A schedule of course presentations by Course Directors will be maintained by the Curriculum Committee administrative support staff with assignment and oversight by the Chair. The Curriculum Committee will also accept regular input (via meeting minutes and/or verbal reports) from Course Directors and substantial information gathered as part of the Student Curriculum Focus Groups.

C. Structure

- i. Meetings will be scheduled at least once monthly during the academic year.
- ii. Closed sessions will be held, if required, at the determination of the Chair and as deemed necessary by the committee. Closed sessions will only include full members and ex officio members.
- iii. A quorum will consist of at least 51% voting members in attendance.
- iv. Meeting attendance via phone or electronic conference system will be allowed in the event time or distance prohibits on-site attendance.
- v. Agenda items will be submitted to the Chair in a timely fashion as to allow for addition to the next meeting agenda. If the Chair deems the submission untimely, the item may then be placed on the next appropriate and convenient meeting as determined by the Chair. The Chair



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will be available to faculty members to discuss items for submission to the agenda, to assist faculty in determining if items are consistent with the mission of the committee.

- vi. The Curriculum Committee Chair may appoint ad-hoc subcommittees to address areas of specific curricular needs.
- vii. At the discretion of the Chair, the committee will allow appropriate transparency of all proceedings, determinations, and actions to CHSU students, faculty, staff, administration, Board of Trustees, University President, educational stakeholders, and all accrediting and regulatory bodies.

D. Membership

- i. The Chair of the COM-Curriculum Committee will be appointed by the COM Dean. The term of the Chair will be defined as one (1) academic year and may be renewed by the Dean annually. The Chair will vote only in the event of a tie.
- ii. The Curriculum Committee will be comprised of at least five (5) members appointed by the Dean, in consultation with the Committee Chair, comprising a broad representation of the COM; whose collective involvement in the curriculum spans all four (4) years of the D.O. program. The vote of each full committee member will count as one (1) full vote.
- iii. There will be up to four (4) student representatives, appointed by the Dean, who will serve as Associate Members with one (1) collective vote. Student members will represent the curriculum across all years of instruction.
- iv. There may be up to three (3) ex officio, non-voting members, from the assistant/associate deans.

2. COM Assessment and Outcomes Committee (AOC)

A. Mission

The College of Osteopathic Medicine (COM) Assessment and Outcomes Committee (AOC) collaborates with students, faculty, staff, administrators, other College committees, CHSU Outcomes and Assessment Committee, and CHSU's Office of Institutional Assessment, Effectiveness, and Research as appropriate, to systematically review the College's progress towards the mission of the COM and CHSU.

B. Function

The COM-AOC assists with the evaluation of programmatic and student learning outcomes and providing recommendations to stakeholders regarding improvements and standardization in these areas. Activities of the COM-AOC include:



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- i. Management of the assessment plan including collaborative development, implementation, monitoring, evaluation, and recommendations for improvement.
- ii. Collect data to support COM's mission, vision, and goals have been achieved.
- iii. Development of reports regarding assessment activities, tools, and strategies, student performance, outcomes achievement, and improvements to support stakeholder, college accreditation (Commission on Osteopathic College Accreditation), Bureau for Private and Post-Secondary Education (BPPE), and university accreditation (Western Association of Schools and Colleges) including data-driven changes and improvements at least annually.
- iv. Promotion of best practices in assessment.
 - v. Development of assessment resources for the COM.
 - vi. Other charges as assigned by the Dean.

C. Membership

- i. **Appointment:** The membership of the COM-AOC shall be appointed by the COM Dean with input from the COM-CAC. Membership shall be reviewed annually. The Chair of the COM-AOC will be appointed by the Dean of the COM. If a vacancy occurs, a replacement shall be appointed by the Dean of the COM.
- ii. **Membership:** Membership shall consist of at least five (5) COM faculty, consisting of at least two (2) members from each of the Biomedical and Clinical Faculty. Student representation will include one (1) student per class. All members have equal voting privileges except students who have one (1) collective vote.
- iii. **Term Length:** Appointed members shall serve for two (2) year staggered terms as determined by the Dean of the COM. Members may not serve more than two consecutive terms and must rotate off the committee at least one year before being reappointed to the committee. Student memberships are limited to 1-year terms.

Non-Voting, Ex-Officio Membership: May include staff from the Office of Academic Affairs and Assessment and the Director of Institutional Assessment, Effectiveness, and Research. Guests at this committee may include any of the Associate/Assistant Deans.

3. Faculty Development Committee (FDC)

A. Mission

The Faculty Development Committee encourages the professional development of COM faculty through leading, advancing, and supporting collegial opportunities, strategies, and initiatives that share the vision and values of CHSU and COM, promote faculty wellness, and establish an inclusive intellectual climate that promotes faculty engagement and interaction within the COM.



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B. Function

- i. Plan and implement all faculty development activities including journal clubs, panel discussions, new faculty orientation, mentoring programs, and workshops.
- ii. Make recommendations to the COM leadership on policies and procedures related to faculty development.
- iii. Liaise with committees across CHSU as needed to facilitate faculty development.
- iv. Survey faculty to ensure faculty development needs are being identified.
- v. Assess faculty development activities to ensure continuous quality improvement.
- vi. Liaise between faculty and administration to meet the faculty development needs.
- vii. Align faculty development activities with accreditation standards.
- viii. Provide a forum for promoting faculty academic and scholarly development activities.
- ix. Collaborate on developing, establishing, and maintaining faculty development activities (e.g. video conferences, workshops, and seminars) to enhance instructional, curricular, organizational, and leadership development.
- x. Facilitate sharing of faculty development resources internally and externally.
- xi. Establish and oversee Task Force Workgroups focused on addressing specific faculty development and wellness needs. The Task Force Workgroups can be composed of non-committee members with the approval of the Faculty Development Committee. The Faculty Development Committee needs to select a voting committee member to liaise between the Committee and the Task Force.

C. Membership

- i. **Appointment:** The Chair of the Faculty Development Committee (FDC) shall be appointed by the Dean of the COM with input from the CAC. The members of the Faculty Development Committee shall be recommended by the FDC Chair to the Dean of the COM for approval and appointment. If a vacancy occurs, a replacement shall be appointed by the Dean of the COM with input from the FDC Chair.
- ii. **Term Length:** Members shall be appointed for staggered two (2) year terms, and the Chair for one (1) academic year. Terms may be renewed by the Dean. The Chair must be a full-time faculty member.
- iii. **Membership:** Membership shall consist of at least five (5) COM full-time or adjunct faculty members, including at least one representative from Clinical Faculty and one representative from Biomedical Faculty.

Non-voting, Ex-Officio Membership: Can be recommended by any voting committee member for committee approval.

D. Timetable



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The Faculty Development Committee shall meet at least once each semester. Members should receive notification of the meeting at least five business days in advance. Ad-hoc meetings may be held as needed.

E. Quorum

A quorum shall be defined as fifty-one percent (51%) of the voting membership.

F. Sessions

All full-time and adjunct faculty are welcome to attend the committee's meetings. As needed, the Committee may elect to close the meeting to non-members.

4. Admissions Committee (COM-AC)

A. Function

- i. The COM-AC reviews all applicants' completed portfolios after completion of the interview process. These reviews occur monthly during interview season or more frequently if needed. The COM-AC shall make recommendations for students to be admitted, placed on a waiting list, or declined. COM-AC recommendations are advisory only. The Dean shall make the final admissions decision.
- ii. Additionally, the COM-AC's purpose is to provide recommendations to the COM-CAC regarding the application requirements, the student interview process, and criteria for admission.

B. Membership

The COM-AC shall be comprised of at least five (5) members of the Voting Faculty appointed by the Dean in consultation with the COM-CAC. University and college admissions administrative personnel shall also serve as non-voting members of the AC. Faculty members are appointed for two-year (2) staggered terms. Members shall have one (1) vote each.

The Dean shall select a member of the committee to serve as the **COM-AC Chair**. The COM-AC shall meet as often as necessary to conduct its business. Guests and students are not allowed at this committee's meetings.

5. Students at Academic Risk Committee (StARC)

A. Function



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The purpose of StARC is to identify and evaluate individual cases of OMS-I and OMS-II students' declining academic performance or risks to individuals expected academic performance.

The StARC's purpose is to provide input on strategies and programs for the students identified at academic risk.

The StARC works in collaboration with other committees, academic units and departments to support student success.

B. Structure /Function

The StARC shall be divided into two separate groups. Each group is responsible for either OMS-I or OMS-II students. The groups are comprised of that cohort's Academic Achievement Director (AAD) and learning specialist, as well as the Director of Student Services (DSS). The faculty advisor for the individual student being discussed is also invited to attend.

The Chair may invite appropriate Course Directors for course specific concerns. A representative from OAA&A will support these groups.

All members are appointed by the Dean in consultation with the COM-CAC-Executive Committee.

The Chair of the committee shall be the Director of Student Services.

The StARC shall meet as often as necessary to conduct its business, as determined by the StARC Chair.

The StARC may develop recommendations or delegate to others to provide student-specific performance improvement strategies.

6. COM Student Progress Committee (COM-SPC)

A. Function

- i. The SPC evaluates individual cases of a student's academic failure(s) and/or lapses in professionalism in accordance with the college's policies (COM Student Progress Committee, CHSU Student Conduct and Professionalism Policy, COM COMLEX USA Policy, COM Academic Standing and Progress Policy).



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B. Structure/Membership

The members of the SPC are CHSU Voting Faculty (as defined in Governing Statute 3b). SPC members are appointed by the Dean of the COM.

The members shall include, at a minimum:

- A faculty member who also serves as the Academic Achievement Director, OMS-I.
- A faculty member who also serves as the Academic Achievement Director, OMS-II.
- A faculty member who may also serve as the Academic Achievement Director or equivalent for OMS-III/IV
- At least one additional Biomedical Science Faculty Member.
- At least one additional Clinical Science Faculty Member
- A Committee Chair.

The SPC oversees and/is composed of three **year-specific subcommittees**:

- **Year 1 Subcommittee**
- **Year 2 Subcommittee**
- **Years 3 and 4 Subcommittee**

Each subcommittee is responsible for developing and assuring compliance with remediation plans for students in their respective year..

The subcommittees membership shall consist of, at a minimum:

- The Year-specific Achievement Director (AAD), who serves as Chair of the Sub Committee.
- A Learning Specialist.
- A member of the OAA&A department may attend to support the subcommittee functions.
- Invited guests may include an individual student's Faculty Advisor or a course Director at the Chair's discretion

D. Full Committee Quorum and Voting

- A quorum of committee members is required to finalize any decision and is defined as having 51% of voting members present. The presence of the Chair counts towards the quorum for conducting business.



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- The Committee Chair of the SPC only votes in the event of a tie vote.
- In circumstances where an immediate vote is essential, an associate or assistant dean may serve as an ad hoc voting member at the discretion of the chair.

E. Meetings

The SPC shall meet as often as necessary, at least monthly, to conduct its business, as determined by the SPC Chair.

7. Rank and Promotion Committee (RAP)

A. Mission

The mission of the California Health Sciences University College of Osteopathic Medicine Rank and Promotion Committee (COM-RAP) is to recommend full-time faculty for promotion and to recommend adjunct and clinical preceptor faculty for rank and promotion as it aligns with the California Health Sciences University College of Osteopathic Medicine Mission.

B. Function

- i. The primary function of the COM-RAP is to support the faculty in the quest for excellence in teaching, service, scholarship, and clinical skills through the rank and promotion process.
- ii. All committee deliberations and decisions will be with the intent of including the tenets of evidence-based medicine, osteopathic principles and practices, core competencies, professionalism, and biomedical ethics.

C. Structure

- i. Meetings will be scheduled on an **ad-hoc basis**, with a frequency determined by the submission of faculty portfolios for review.
- ii. At least one (1) meeting during the academic year will be held to review the Rank and Promotion Policy.
- iii. A quorum will consist of at least **51% of voting members** in attendance.
- iv. Agenda items will be submitted to the Chair in a timely fashion for addition to the meeting agenda. Items deemed untimely will be added to the next appropriate meeting.
- v. At the discretion of the Chair, appropriate transparency of proceedings, determinations, and actions will be maintained.



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D. Membership

- i. The Chair of the COM-RAP will be appointed by the COM Dean for a term of **one (1) academic year**, renewable annually for up to **three (3) consecutive years**. The Chair will vote **only in the event of a tie**.
- ii. The COM-RAP will be comprised of **five (5) members** appointed by the Dean, in consultation with the Chair of the committee, consisting of:
 - At least **two (2) members** from Clinical Faculty.
 - At least **two (2) members** from Non-Clinical Faculty.
- iii. If possible, at least **one (1) member** from the applicant's department should be included on the committee.

8. Graduate Medical Education Committee (GMEC)

A. Function

The GMEC will advise, promote, and assist in the development of new graduate medical education (GME) programs in the geographic area of interest of the COM.

B. Chair

The GMEC will be chaired by the Assistant//Associate Dean for Graduate Medical Education (AD-GME).

C. Responsibilities

The Assistant/Associate Dean for GME will report on findings and discussions from various stakeholders. The GMEC will advise the COM-CAC and CHSU administrative leadership on all matters related to GME development.

D. Membership

The GMEC will be composed of faculty members, including clinical preceptor faculty from affiliated hospitals and community GME training programs.

E. Meetings

The GMEC will meet **as often as needed** to conduct its business.

9. The College Administrative Committee (COM-CAC)



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A. Purpose

The College of Osteopathic Medicine College Administrative Committee (COM-CAC) serves as an advisory body to the Dean. It is responsible for advising the Dean on the strategic direction of the COM and recommending improvements in infrastructure, systems, policies, and procedures to ensure that the COM remains cost-effective, sustainable, and compelling to stakeholders.

B. Responsibilities

Under the Dean's direction, the COM-CAC shall coordinate and implement all faculty, student, and staff policies in line with the mission, vision, and goals of the COM. Areas of advice include, but are not limited to:

1. Appointment of Committee Chairs and faculty members nominated for faculty committees.
2. Disposition of recommendations and policies made by standing or ad-hoc committees.
3. Annual budget recommendations for the COM.
4. Changes to COM policies, procedures, and the student catalog.
5. Curriculum of the COM.
6. Processes related to enrollment, admissions, and other student matters.
7. Facilities and technology needs of the COM.
8. Relationships and partnerships between the COM and external institutions.
9. Other educational, clinical, scholarly, and research activities of the faculty and COM.

C. Structure

The COM-CAC is chaired by the Dean and is composed of all senior college administrators, with others appointed by the Dean. The Faculty Council Chair is also an invited guest.

The **CAC Executive Committee (CAC-EC)**, composed of the Dean and all Associate/Assistant Deans, may meet intermittently between COM-CAC meetings to discuss matters of an urgent or confidential nature.

D. Meetings

The COM-CAC shall meet **at least monthly**.

- An agenda will be prepared by the Dean (or designee).
- Minutes will be taken and made accessible to all COM-CAC members.



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Any faculty committee, including the Faculty Council, may submit proposals to the COM-CAC for consideration.

RESPONSIBILITIES

A. The Dean of the College of Osteopathic Medicine is responsible for implementing this policy.

HISTORY (R*)

Approval Date:

01/31/2025

Revision Date(s):

01/09/2025

08/18/2021

Reviewed Date(s):

01/22/2025

RACI

R: Dean of the College of Osteopathic Medicine

A: Dean of the College of Osteopathic Medicine

C: Associate and Assistant Deans of COM and CHSU Legal Affairs

I: All COM Faculty