

Recruitment, Affairs and Development to identify additional faculty on the ballot from which the resigning member was elected. The Chair will contact the

CEPC meeting. The Office of Academic Affairs will distribute an annual calendar giving the dates for regular CEPC meetings in September of each year

- f. Special meetings may be called by the Chair and will be called upon the written request of five members of the CEPC. The purpose of the meeting will be stated in the call. Except in cases of emergency, at least three
- g. Members are expected to attend regularly scheduled meetings and/or sub-committee meetings as assigned

Unexcused absences for three CEPC meetings in a one-year cycle or excessive absences for any reason will result in a recommendation to the Dean or the Faculty Council Executive Committee to replace that committee member with a new appointment or election, respectively.

Excused absences are to be reported to the CEPC Chair or the Office of Academic Affairs prior to the scheduled meeting.

A quorum will be present when 50% plus 1 of the voting members of the CEPC are present, either in a single meeting location or on electronic teleconference.

Addendum A: Subcommittees:

Education Operations Committee

A. Description

The EOC is a subcommittee of the Curriculum and Educational Policy Committee (CEPC)

B. Charge and Functions

1. Ensure implementation and delivery of the Phase 1 curriculum.
2. Ensure educational excellence in all Phase 1 courses.
3. Ensure that faculty participation in courses is consistent with the vision, goals, and objectives of the TTUHSC SOM.
4. Coordinate horizontal and vertical integration within and among Phase 1 courses.
5. Coordinate integration themes both horizontally and vertically in all Phases of the curriculum.
6. Provide advice to CEPC and implement curriculum-related policies for Phase 1 approved by CEPC.
7. Review curriculum evaluation data with assistance from the Senior Associate Dean for Academic Affairs and

curriculum.

2. In consultation with the Department Chairs, the Senior Associate Dean for Academic Affairs appoints the Phase 1 Course Directors from the faculty of the Lubbock campus. Each Course Director identifies suitable candidates for Associate Course Director and, after consultation with the appropriate Department Chair, makes recommendations to the Senior Associate Dean for Academic Affairs for such appointments

3. Course Directors and Associate Course Directors serve on the EOC for as long as they hold their position

4. The roles of Course Directors and Associate Course Directors are described in the EOC Job Description for these positions, which are located on the EOC website

5. Course Directors and Associate Course Directors receive annual appointment/reappointment letters from the Office of Academic Affairs

Ex-officio, non-voting members

1. Ex-officio (non-voting) faculty members include the Associate Dean for Academic Affairs, Assistant Dean for the Phase 1 Curriculum, Associate Dean for Student Affairs, the faculty administrators involved in the Student Assessment and Curriculum Evaluation, and the Chairs of the CEPC and SPPCC (or their designees)

Resignation or removal from the EOC

1. Any member who resigns as Course Director or Associate Course Director, or is removed from either position will be replaced by the Senior Associate Dean for Academic Affairs. Course Directors will be replaced by the Associate Course Director and Associate Course Directors will be replaced by a member of the course faculty.

F. Leadership

1. The officers of the EOC are the Chair and the Associate Chair

2. The officers are selected by the Senior Associate Dean for Academic Affairs and will serve two-year terms in each position. The chair will be succeeded by the Associate Chair

3. The officers of the EOC, the Senior Associate Dean for Academic Affairs (or designee) and the Associate Dean of Medical Education and Accreditation will be responsible for setting EOC meeting agendas and managing any other activities of the EOC between regularly scheduled meetings.

F. Subcommittees

1. There are no standing subcommittees of the EOC

2. Subcommittees may be formed on an *ad hoc* basis by appointment by the EOC Chair

G. Meetings

1. The regular meetings of the EOC are held monthly unless otherwise ordered by the EOC

2. EOC meetings and approval of business items, such as proposals and official documents

- a. Voting Rules: Approval requires a majority vote of the EOC voting members present (assuming a quorum, see Section G.3.). (E-mail votes, which follow the same rules, may be called by the Chair.) The Chair may vote as a Course Director. Course Directors or their Associates are the voting members. The Associate Course Director may vote if the related Course Director is absent. If a Course Director also holds the position of an Associate or Assistant Dean; the Co-Course Director or the Associate Course Director would then vote.

- b. The agenda for each meeting will indicate the order of business as developed by the Chair. Any voting or *ex-officio* member of the EOC may submit items for the agenda. Items should be submitted to the Chair no later than seven days prior to the next scheduled meeting.

- c. The Office of Academic Affairs, under the direction of the Senior Associate Dean for Academic

