Master Committee List

Updated August 2018
Faculty Council

Bylaw Committee

Quarterly or as often as necessary to fulfill the charge.

2-year term. Chair and Vice Chair to be elected by members.

Staff: Shannon Browne

Elected Faculty Representatives (6):

**Associate Professor of Above (4):**
- Bell, Harold (Chair)
- Pandey, Jyotsna
- Rosca, Mariana
- Cowling, Kathleen (Vice-Chair)

**Assistant Professor (2):**
- Clements, John
- Elftman, Michael

**Dean Appointed Members (2):**
- Kichloo, Asim
- Jorkos, Bobbi

**Branch Campus Representative(s):**
- Minnick, Steven

**Ex-Officio Members:**
- Peterson, Bob
- McKee, Ed
- Blebea, John
- Reddy, Sethu
- Thompson, Tina
- Blebea, Judy

Roles and Responsibilities:
The Faculty Council of the College of Medicine shall represent and have the authority to act for the Faculty of Medicine advising the dean in the following matters:

- College issues and policies that transcend the responsibility of individual communities
- Oversight of College Bylaw Committee function and procedures, and the election process
- Approval of the requirements for admission or graduation
- Approval of candidates for receipt of the MD degree
- Providing membership to an ad-hoc adverse action appeal committee
- Setting agendas for the meetings of the Faculty of Medicine
- Annual review of the College of bylaws
- Other decisions which are considered by the dean to warrant a vote of the Faculty of Medicine
Dean’s Cabinet

Bylaw Committee

Monthly; Monday, 8:30-am-10:00am; CMED Building, 2403

Staff: Shannon Browne

Dean Kikano
Browne, Shannon
Forsythe, David
McKee, Ed
Thompson, Tina
Wagner, Mary Jo
Creighton, Fred
Shaheen, Sam
Reddy, Sethu
Blebea, John
Petersen, Bob
Russell, Georgette
Blebea, Judy
Nelson, Eric

Dean/ College of Medicine
Director/ Administrative Services & Governance
Assistant Dean/ Finance
Senior Associate Dean/ Research
Senior Associate Dean/ Academic Affairs
Chief Academic Officer/ Designated Institutional Official
Assistant Dean/ Clinical Education
Professor of Surgery
Chair/ Medical Discipline
Chair/ Surgical Discipline
Chair/ Foundational Sciences
Assistant Dean/ Faculty & Staff Affairs
Associate Dean/ Faculty Affairs & Professional Development
Director/ Marketing and Communications

Roles and Responsibilities:
The Dean’s Cabinet has primary responsibility for advising the dean on major operational issues, as well as strategic planning. The cabinet implements effective strategies across the institution that transform the mission, vision and values into day-to-day operations. The cabinet members assist with dissemination of information to their relevant faculty and staff in their reporting line.
Faculty Appointment and Advancement Committee

Bylaw Committee

Monthly; 2nd Wednesday, 5:00pm-6:30pm; CMED South

Staff: Sarah Creswell

Elected Members (8):

Associate Professor or Above (8):
Del, Dehart
Pandey, Jyotsna (Chair)
Hochgeschwender, Ute
Wagner, Mary Jo
Kohtz, Stave
Vance, Steve
Rossignol, Julien
Rosca, Mariana

Assistant Professor (1):
Bell, Harold (Vice-Chair)

Program Director/ Internal Medicine
Professor of Pathology
Professor of Neuroscience
Chief Academic Officer/Designated Institutional Official
Professor of Pathology
Associate Dean/ Clinical Education
Associate Professor of Neuroscience
Assistant Professor of Physiology
Associate Professor of Physiology

Dean Appointed Community Educator
Fattal, Peter
Community Educator

Branch Campus Representative(s)
Church, Sage
St. John Hospital and Medical Center

Ex-Officio Members:
Blebea, Judy
Peterson, Robert
Reddy, Sethu
Blebea, John
Thompson, Tina
Associate Dean/Faculty Affairs & Professional Development
Foundation Science Discipline Chair
Medical Discipline Chair
Surgical Discipline Chair
Senior Associate Dean/ Academic Affairs

Roles and Responsibilities:
Following the guidelines found in the Faculty Appointment Manual, the Faculty Appointment and Advancement Committee (FAAC) is charged with making recommendations to the dean on:

- The appointment, reappointment and promotion of all fixed-term and tenure-track faculty, and the tenure and post-tenure review of all tenured faculty
- Changes in criteria for faculty academic appointment and making recommendations or modifications to credentialing
- The formulation of policies regarding faculty appointment and advancement
- The quality review process prior to appointment and reappointment of faculty
Admissions Committee

Bylaw Committee

Staff: Jody MacGregor

Appointed Members (3):
Ragina, Neli
   Assistant Professor of Genetics
Rosca, Mariana
   Assistant Professor of Physiology
Biggs, Wendy
   Professor of Family Medicine

Faculty Elected Members (4):
Clements, John
   Assistant Professor of Education
Rossignol, Julien
   Associate Professor of Neuroscience
Conway, MJ
   Assistant Professor of Microbiology
Khan, Mena
   Assistant Director of Medical Simulation

Branch Campus Representative(s)
Hilu, Raymond
   St. John Medical Center

CMU Faculty:
Caspari, Rachel
   CMU Chair – Sociology, Anthropology & Social Work
Gorsich, Steve
   CMU – Biology Faculty

Community Representative/Alumni:
Daigle, Scott
Richards, Marie

Student Representative/Resident:
Skurya, Jonathan
   M1 Student Representative
Vacant or N/A
   M2 Student Representative
   Resident CMU Affiliate

Ex-Officio Non-Voting Member:
Willy, Millie
   Interim Associate Dean/Student Affairs

CMU College of Medicine Diversity Officer
   Vacant

Roles and Responsibilities:
The Admissions Committee shall be responsible for selection and acceptance of medical students who are considered capable of academic success, and who are expected to become empathetic, highly competent practitioners of the art and science of medicine, consistent with the mission statements of the CMED and CMU. The Admissions Committee has complete autonomy to offer invitations for admission to the CMED and shall not be influenced in any way by individuals who do not have voting privileges on this committee. Attempts to influence the decisions of this committee shall be reported without delay to the assistant dean for student affairs and to the dean. The Admissions Committee is also charged with the responsibility and authority to:
• Formulate and recommend to the Dean and Faculty Council the requirements for student admission to the CMED
• Admit all students to the CMED through processes based upon approved policies, such policies relate to the establishment of:
  - Criteria and standards for the evaluation of candidates
  - Procedures for application
  - Procedures for the review of applications
  - Procedures for the acceptance of candidates
• Formulate and recommend policy, including diversity and inclusion, regarding the recruitment of students
• Maintain records that permit continuing evaluation of policy and process regarding admissions
• Develop the means of facilitating understanding of CMED policies and procedures among premedical advisors
Curriculum Committee

Bylaw Committee

Every 4 Weeks; Wednesday, 5:00pm-7:00pm; CMED LONG Conference Room

Staff: Melanie Zalewski

Foundational Sciences Faculty (4):
Tawfik, Huda  Assistant Professor of Physiology
Rosca, Mariana  Assistant Professor of Physiology
Poku, Rosemary  Assistant Professor of Gross Anatomy
Elftman, Michael (Chair)  Assistant Professor of Immunology & Infectious Disease

Clinical Faculty (4):

Surgical Discipline (2):
Paulus, Elizabeth  Assistant Professor of Surgical Oncology
Kais, Samer  Assistant Professor of Surgery

Medical Discipline (2):
Yonder, Sarah  Assistant Professor of Family Medicine; Director of ECS
Perzhinsky, Juliette  Associate Professor of Internal Medicine

Elected Students (4):
Killingsworth, Jordan  M1 Student
Scott, Elizabeth  M2 Student
Roach, Katherine  M3 Student

Branch Campus Representative(s)
Fishbain, Joel  St. John Medical Hospital Center

Resident Physician (1):
Price, Chris  PGY 1 Family Medicine

Ex-Officio Members (5):
Bell, Harold  Assistant Dean/ Foundational Sciences Education
Vance, Steve  Associate Dean/ Clinical Education
Willy, Millie  Interim Associate Dean/Student Affairs
Biggs, Wendy  Director/Comprehensive Community Clerkship
Wagner, Mary Jo  Chief Academic Officer/ Designated Institutional Official
Thompson, Tina  Senior Associate Dean/ Academic Affairs

Roles and Responsibilities:
The Curriculum Committee (CurrComm) is charged with the responsibility and authority to:
• Define and revise the structure and content of the undergraduate medical curriculum including both preclinical courses and clerkships and the goals, objectives and assessments
• Approve the creation or removal of courses from the education program
• Formulate and recommend policies regarding the educational program
• Define and revise structure and content of any joint degree programs and the goals, objectives and assessments
• Approve proposed graduate programs subject to University policy and procedures
• Conduct regular reviews of courses, clerkships and the curriculum as a whole
• Evaluate and/or analyze data about course or clerkship syllabi and teaching materials, student evaluations of a course or clerkship, and overall student performance in a course or clerkship
• Approve annual course/clerkship reports
• Approve major changes to the structure of the curriculum
• Approve major changes to the grading system for the assessment of student performance
Student Performance and Conduct Committee (SPCC)

Bylaw Committee

Quarterly; CMED LONG Conference room

Staff: Rebecca Bogin

Foundational Science Faculty (4):

- Petersen, Bob
- Hochgeschwender, Ute
- Ragina, Neli
- Conway, MJ (Vice Chair)

Clinical Faculty (3):

- Khan, Mena
- Vaniawala, Vishwas
- Janssen, Furhut (Chair)

Elected Students (M2, M3):

- Sion, Nadia
- Dobrusen, Avi

Resident Physician (1):

- Balaj, Kayla

Branch Campus Representative(s):

- Hertz, Ronald
  St. John Hospital and Medical Center

Ex-Officio Members:

- Willy, Millie
- Tina Thompson
  Interim Associate Dean/Student Affairs
  Senior Associate Dean/Academic Affairs

Roles and Responsibilities:
The Student Performance and Conduct Committee (SPCC) shall be responsible for the monitoring and review of the academic performance of all students including recommendation of students for graduation. The committee shall also be responsible for the review of student conduct. The committee is charged with making recommendations to the dean on student advancement as a consequence of:

- failure to meet the academic standards as defined by the faculty
- accusation of unprofessional conduct including any unethical, illegal behavior or activity
- violation of the CMU integrity and related policies or the CMU College of Medicine Student Compact or Code of Conduct
CMU Academic Senate

Bi-Weekly; Tuesdays, 3:30 pm-5:30 pm; Pearce Hall, Room 138

CMED Elected Members (3):

Reddy, Sethu  
Medical Discipline Chair

Bakke, Jesse  
Foundational Sciences Faculty

Vacant (Surgical)  
N/A
## COI Committee

### Ad Hoc Meetings

<table>
<thead>
<tr>
<th>Attendee</th>
<th>Title/Role</th>
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<tbody>
<tr>
<td>Petersen, Robert</td>
<td>Chair of Foundations</td>
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<tr>
<td>Reddy, Sethu</td>
<td>Chair of Medicine</td>
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<tr>
<td>Blebea, John</td>
<td>Chair of Surgery</td>
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<tr>
<td>Wagner, Mary Jo</td>
<td>Chief Academic Officer/ Designated Institutional Official</td>
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<tr>
<td>Clark, Michael</td>
<td>General Council – CMU Partners</td>
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<tr>
<td>Faculty Member</td>
<td>Vacant or N/A</td>
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Coordinating Committee for Diversity and Inclusion

Monthly; 3rd Monday, 12:00pm-1:00pm; Long Conference Room

Committee Members:

Austin, Chris  Director/Admissions
Johnson, Jade  Coordinator, Diversity and Inclusion
Rosca, Mariana  Assistant Professor of Physiology
Abinojar, Charmica  Executive Director/Student Affairs
Reynolds, Michele  Assistant Director/Student Affairs
Russell, Georgette  Assistant Dean/Faculty & Staff Affairs
Wright, Nicole  Coordinator, Training and Professional Development
Browne, Shannon  Director/Administrative Services & Governance
Zanone, Elizabeth  IPE, PA Program
Asuquo, Rita  M2 MSC Multicultural Coordinator
Patel, Megha  M3 MSC Multicultural Coordinator

Representatives of regional campuses, and CMU Partners will be invited to attend as appropriate, as will representatives of other health professions at CMU.

The Coordinating Committee for Diversity and Inclusion is charged with:

1. Exploring and defining what diversity and inclusion means, in all its forms, for Central Michigan University’s College of Medicine and CMU Medical Education partners.

2. Providing an opportunity for faculty, staff, students and others at the College of Medicine, CMU Education partners to communicate about concerns and issues that may arise with respect to diversity and inclusion.

3. Providing a venue to facilitate joint planning, review and support for diversity and inclusion related activities initiated across the organization.

4. Reviewing the proposed plan of action developed by the diversity and inclusion officer, and supporting operationalizing of the plan across all missions that support the College’s goals, and application of the plan to students, residents, faculty, staff, patients and community.

5. Developing and recording outcome measures for activities and resources across the College.

Supporting collaborative work with CMED’s educational partners, including CMU Partners, community faculty, and affiliated hospitals and health systems.
Graduation Committee

Ad Hoc Meetings

Attendees:

Flanagan, Mary  Executive Assistant to the President
Pybus-Jerome, Kyle  Commencement Coordinator
Vacant  Associate Dean/Student Affairs
Abinojar, Charmica  Executive Director/ Student Affairs
Browne, Shannon  Director/ Administrative Services & Governance
Neal, Ann  Executive Administrative Assistant
Yordy, Carolyn  Executive Administrative Assistant
Inter-Professional Education (IPE) Committee

Year 1 – Student Activities

Ad Hoc Meetings

Staff: Jade Johnson

Attendees:

Sansom, Jennifer                           Physical Therapy Faculty - CMU
Bahlke, Laurie                             Clinical Supervisor/ Speech Language Pathology - CMU
Ferguson, Nicole                           Audiology
McGuire, Beth                             Rehabilitation & Medical Sciences Faculty
Pandey, Jyotsna                            Professor of Pathology - CMED
Putnam, Allison and Susan Grettenberger    Social Work Field Director, Instructor - CMU
Salvati, Lisa                              Pharmacy Faculty – Ferris State University
Wieszciecinski, Barb                       Director/ Nursing - MMCC
Adado, April and Sharon Kahn               PA Program

Roles and Responsibilities:

Group Inter-professional education across healthcare professions from CMU, CMED, Ferris State and MMCC.
Inter-Professional Education (IPE) Committee

Years 2-4

**Staff:** Nicole Wright

**Attendees:**

- Pandey, Jyotsna (Chair)  Professor of Pathology
- Vance, Steve              Assistant Dean/ Clinical Education
- Bell, Harold             Assistant Dean/ Foundational Sciences Education
- Yonder, Sarah            Assistant Professor of Family Medicine
- Vacant                   Director of Assessment and Evaluation
- Sasso, Bob               Director/ Simulation
- Hadden, Lisa             Executive Director/ Mid-Central Regional AHEC
- Dargis, Nhu              Director/ Simulation
Orientation Committee

Ad Hoc Meetings

Staff: Ann Neal

Attendees:

Brown, Chris  Senior Associate Director/ Financial Aid
Bell, Harold  Assistant Dean/ Foundational Sciences Education
Mower, Lyman  Assistant Director/ Admissions & Financial Aid
Bogin, Becca  Administrative Secretary
Abinojar, Charmica  Executive Director/ Student Affairs
Poku, Rosemary  Assistant Professor of Pharmacology
Johnson, Jade  Diversity and Inclusion Coordinator
Elftman, Michael  Assistant Professor of Immunology and Infectious Disease
MacGregor, Jody  Executive Office Specialist
Steffke, Jocelyn  Standardized Patient Program Training Coordinator
Molter, Mike  Associate Director/ Healthcare IT Operations
Program Evaluation Committee (PEC)

Attendees:
Vacant (Chair)                                      Director for Assessment and Evaluation
Curriculum Committee members as assigned

- Course directors attend when their course is being discussed.
- Two students from each of the completed courses attend at the specific time the course is being discussed.
Serious & Catastrophic Leave Committee (SCL)

Ad Hoc Meetings

Attendees:

Vance, Steve  Surgical Discipline
Huckins, Kendra  Faculty Personnel Services Representative
Gilbert, Becky  Payroll Representative
Russell, Georgette  Assistant Dean/ Faculty & Staff Affairs
Jorkos, Bobbi  Assistant Professor of Internal Medicine
Year 1 & 2 Committee

Every 4th Week; Thursday, 4:00pm-6:00pm; CMED LONG

Staff: Melanie Zalewski

Attendees

Bell, Harold (Chair)  Assistant Dean/ Foundational Sciences Education
Alani, Firas  Adjunct Faculty - Cardiology
Amaria, Noshir  Assistant Professor for Family and Sports Medicine
Clements, John  Assistant Professor of Education
Conway, MJ  Assistant Professor of Microbiology
Elftman, Michael  Assistant Professor of Immunology and Infectious Disease
Kohtz, Stave  Professor of Pathology
Layko, Shirley  McCabe, Richard
McKee, Ed  Pandey, Jyotsna
Petersen, Robert  Petersen, Robert
Pok, Rosemary  Assistant Professor of Pharmacology
Reddy, Sethu  Professor of Internal Medicine
Rosca, Mariana  Assistant Professor of Physiology
Rossignol, Julien  Assistant Professor of Neuroscience
Sasso, Bob  Tawfik, Huda
Yonder, Sarah  Assistant Professor Family Medicine

Non-Voting Members

Thompson, Tina  Senior Associate Dean for Academic Affairs
Vance, Steve  Associate Dean/ Clinical Education
Willy, Millie  Interim Associate Dean for Student Affairs
Year 3 & 4 Committee

Monthly; Second Tuesday, 4:00pm-6:00pm; CMED Saginaw, CMEDSEB 2015
Virtually, CMED Long Conference Room & Detroit Conference Room

Staff: Tara Schultz

Attendees

Vance, Steve (Chair)  Associate Dean / Clinical Education
Anderson, Kai  Physician – Psychiatry
Biggs, Wendy  Physician, Comprehensive Community Clerkship Director
Willy, Millie  Interim Associate Dean / Student Affairs

Bell, Harold  Assistant Dean/ Foundational Sciences Education
Morales-Dopico, Lourdes  Assistant Professor of Pediatrics
Paulus, Liz  Assistant Professor of Surgical Oncology
Thompson, Tina  Senior Associate Dean/Academic Affairs
Tuma, Faiz  Associate Professor of Surgery
Schaller, Derek  Assistant Professor of Emergency Medicine
Allen, Shelia
Minnick, Steve  Clinical Professor of Internal Medicine
Ortega, Sarah  Manager / Comprehensive Community Clerkship
Nicholls, Juliet  Coordinator / Distributed Clinical Education

Anderson, Kai  Physician-Psychiatry
Beatty, Andrea  Curriculum Coordinator
Blamoun, John  Clinical Assistant Dean
Churm, Sarah  Clerkship Assistant
Geyer, Katy  Clerkship Coordinator
Kichloo, Asim  Physician Internal Medicine
Oatey, Elena  Physician-Ob/Gyn
Petro, Tracy  Clerkship Coordinator
Raleigh, Betsy  Curriculum Coordinator
Scott-Brown, Cheryl  Clerkship Coordinator
Learning Environment Committee

Quarterly, as needed; CMED Main Campus and WebEx for members in Saginaw

Staff: Rebecca Bogin

Attendees

Willy, Millie  
Ashraf, Mahela  
Chippior, Jessica  
Clements, John  
Griffin Dan  
Minnick, Steven  
Reynolds, Michele  
Headrick, Clark  
Sullivan, Michael  
Thompson, Tina  
Vance, Steve  
Wagner, Mary Jo  

Interim Associate Dean for Student Affairs  
Resident Member/Psych 1  
M3 Student  
Assistant Professor of Education  
Assistant Dean/ Foundational Sciences Education  
Resident Member/OB  
Clinical Professor of Internal Medicine  
M4 Student  
Assistant Director/ Student Affairs  
Vice President of Medical Affairs/St Mary’s  
Vice President of Medical Affairs/Covenant  
Senior Associate Dean for Academic Affairs  
Associate Dean/ Clinical Education  
Chief Academic Officer/ Designated Institutional Official

This committee will be involved in evaluating the learning environment for residents and students and help identify the culture at locations. They will be responsible for reviewing processes that are in place and making sure that students are following the same procedures of CMU College of Medicine versus following the site’s rules. This committee will not be reviewing cases, only processes.