Master Committee List

Updated September 2017
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):**
Vance, Steve (Chair)  
Pandey, Joystna  
Hochgeschwender, Ute  
Haupt, Marilyn (Vice-Chair)

**Assistant Professor (2):**
Clements, John  
Morales-Dopico, Lourdes

**Dean Appointed Members (2):**
Perzhinsky, Juliette  
Simmons, Paul

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

**Roles and Responsibilities:**
The Faculty Council of the CMED 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 CMED Bylaw Committee function and procedures, and the election process
- Changes in the requirements for admission or graduation
- Approval of candidates for receipt of the MD degree
- Student disciplinary action which may include suspension and dismissal
- Setting agendas for the meetings of the Faculty of Medicine
- Other decisions which are considered by the dean to warrant a vote of the Faculty of Medicine
Dean’s Cabinet

Bylaw Committee

Bi-weekly; Monday, 8:30-9:30am; CMED Building, Long Conference Room

Staff: Shannon Browne

Dean Kikano               Dean/ College of Medicine
Forsythe, David           Assistant Dean/ Finance
McKee, Ed                 Senior Associate Dean/ Research
Thompson, Tina            Senior Associate Dean/ Academic Affairs
Wagner, Mary Jo           Chief Academic Officer/ Designated Institutional Official
Creighton, Fred          Assistant Dean/ Clinical Education
Shaheen, Sam              Professor of Surgery
Stouffer, Vicki           Assistant Dean/ Medical School Development
Reddy, Sethu              Chair/ Medical Discipline
Blebea, John              Chair/ Surgical Discipline
Petersen, Bob             Chair/ Foundational Sciences
Churchill, Jennifer       Director/Marketing & Communications
Russell, Georgette        Assistant Dean/Faculty & Staff Affairs

Roles and Responsibilities:
The Dean’s Cabinet has primary responsibility for advising the dean on major operational and management issues, as well as operational and 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, 4:00pm-6:00pm; CMED South

Staff: Sarah Creswell

Elected Members (8):

Associate Professor or Above (8):
Haupt, Marilyn Program Director/ Internal Medicine
Pandey, Jyotsna (Chair) Professor of Pathology
Hochgeschwender, Ute Professor of Neuroscience
Wagner, Mary Jo Chief Academic Officer/Designated Institutional Official
Kohtz, Stave Professor of Pathology
Dhar, Pat Associate Professor of Internal Medicine
Rosca, Mariana Assistant Professor of Physiology
Cowling, Kathleen Assistant Professor of Pathology

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

Ex-Officio Members:
McKee, Ed Senior Associate Dean/ Research
Peterson, Robert Foundation Science Discipline Chair
Reddy, Sethu Medical Discipline Chair
Blebea, John Surgical Discipline Chair
Thompson, Tina Senior Associate Dean/ Academic Affairs

Community Educator Physicians:

Minnick, Steve Clinical Professor of Internal Medicine
Base, Cathy

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):

Rossignol, Julien  
Alan, Jamie  
Rosca, Mariana  

Assistant Professor of Neuroscience  
Assistant Professor of Pharmacology  
Assistant Professor of Physiology

Faculty Elected Members (4):

Clements, John  
DeSantis, Mark (Chair)  
Conway, MJ  
Pruitt, Delicia  

Assistant Professor of Education  
Assistant Professor of Gross Anatomy  
Assistant Professor of Microbiology  
Assistant Director of Family Medicine

Ex-Officio Voting Members:

Brown, Rachel  

Senior Associate Dean/Student Affairs

CMU Faculty:

Caspari, Rachel  
Gorsich, Steve (Chair)  

CMU Chair – Sociology, Anthropology & Social Work  
CMU – Biology Faculty

Community Representative/Alumni:

Daigle, Scott  
Richards, Marie

Student Representative/Resident:

Skurya, Jonathan  
Aljadah, Michael  
Vacant or N/A  

M1 Student Representative  
M2 Student Representative  
Resident CMU Affiliate

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 4th Week; Wednesday, 5:00pm-7:00pm; CMED South

Staff: Alana Fields

Foundational Sciences Faculty (4):

Bell, Harold (Chair)  Assistant Professor of Physiology
Rosca, Mariana  Assistant Professor of Physiology
Spencer, Mark  Assistant Professor of Gross Anatomy
Elftman, Michael  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
Vanderlaan, Zachary  M4 Student

Community Educator Faculty (2):
Starbird, Bill  Assistant Clinical Professor
Schmidt, Michael  Assistant Clinical Professor

Resident Physician (1):
Zandri, Jess

Ex-Officio Members (5):
Griffin, Dan  Assistant Dean/ Foundational Sciences Education
Vance, Steve  Associate Dean/ Distributed Education
Matte, Marie  Associate Dean/ Compliance, Evaluation & Assessment
Brown, Rachel  Associate Dean/Student Affairs
Griffin, Dan  Assistant Dean/ Foundational Sciences Education
Wagner, Mary Jo  Chief Academic Officer/ Designated Institutional Official
Thompson, Tina  Senior Associate Dean/ Academic Affairs
Vacant or N/A  CCC Director

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 South

Staff: Rebecca Bogin

Foundational Science Faculty (4):

- Spencer, Marc: Assistant Professor of Gross Anatomy
- Griffin, Dan: Assistant Dean/ Foundational Sciences Education
- Alan, Jamie (Chair): Assistant Professor of Pharmacology
- Conway, MJ (Vice Chair): Assistant Professor of Microbiology

Clinical Faculty (4):

- Sundstrom, Renee: Assistant Director/ Ob-Gyn
- Shaheen, Sam: Professor of Surgery
- Alali, Samhur: Assistant Professor of Pediatrics
- Simmons, Paul: Professor of Internal Medicine

Elected Students (4):

- Vacant or N/A: M1 Student
- Dobrusin, Avi: M2 Student
- Vacant or N/A: M3 Student
- Verhey, Leonard: M4 Student

Resident Physician (1):

- Vacant or N/A

Distributed Campus Representatives (2):

- Vashista, Ashok: Clinical Assistant Professor of Internal Medicine
- McConnon, Michael: Clinical Assistant Professor of Medicine

Ex-Officio Members (6):

- Abinojar, Charmica: Executive Director/ Student Affairs
- Matte, Marie: Associate Dean/ Compliance, Evaluation & Assessment
- Slenski, Brian: Assistant Registrar/ CMED
- Brown, Chris: Senior Associate Director/ Financial Aid
- Austin, Chris: Director/ Admissions
- Brown, Rachel: Senior Associate Dean/ Student Affairs
- Vacant or N/A: CCC Director
- Vacant or N/A: CMU Representative from Multicultural Affairs

Roles and Responsibilities:

The Student Performance and Conduct Committee (SPCC) shall be responsible for quarterly and annual review of the academic performance of all students including approval of student promotion. The committee shall also be responsible for the review of student conduct. The purview of the committee includes but is not limited to:
- Poor academic performance and failure to achieve a grade of “successful”
- Unprofessional conduct
- Behavior that may jeopardize the safety or well-being of any patient or others
- Demonstration of any unethical or illegal behavior or activity
- Violation of the CMU integrity and related policies or the CMU College of Medicine Student Compact or Code of Conduct
- Formulation and recommendation of policies regarding student performance and conduct

The Student Performance and Conduct Committee shall recommend to the dean, via the Faculty Council, candidates for the receipt of the MD degree, and disciplinary action which may include, but not limited to, suspension and dismissal.

Admin Finance Committee
Monthly; 2nd Wednesday, 3:00pm-4:00pm; CMED South
**Staff**: Angela Stillwagon

**Attendees:**

- McKee, Ed (Chair)
- Browne, Shannon
- Robinette, Erik
- Forsythe, David
- Russell, Georgette
- Appold, Angie
- Molter, Mike
- Smith, Kurt
- Wright, Nicole

- Senior Associate Dean/ Research
- Director/ Administrative Services & Governance
- Director/ Healthcare Logistics & Planning
- Assistant Dean/ Finance
- Assistant Dean/ Faculty & Staff Affairs
- Administrative Coordinator/ Distributed Campus
- Associate Director/ Healthcare IT Operations
- Assistant Dean/ Healthcare IT
- Training & Professional Development Coordinator

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**CMU Academic Senate**

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

**CMED Elected Members (3):**

Vacant (Medicine)
Griffin, Dan  
Assistant Dean/ Foundational Sciences Education  
Vacant (Surgical)

COI Committee

Ad Hoc Meetings

Petersen, Robert  
Chair of Foundations

Attendees:
Reddy, Sethu  
   Chair of Medicine
Blebea, John  
   Chair of Surgery
Wagner, Mary Jo  
   Chief Academic Officer/ Designated Institutional Official
Clark, Michael  
   General Council – CMU Partners
Faculty Member  
   Vacant or N/A

Diversity Task Force

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

Staff: Nicole Wright

Attendees:
<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Alan, Jamie (Co-Chair)</td>
<td>Assistant Professor of Pharmacology</td>
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<tr>
<td>Austin, Chris (Co-Chair)</td>
<td>Director/ Admissions</td>
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<tr>
<td>Rosca, Mariana</td>
<td>Assistant Professor of Physiology</td>
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<td>Abinojar, Charmica</td>
<td>Executive Director/ Student Affairs</td>
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<tr>
<td>Russell, Georgette</td>
<td>Assistant Dean/ Faculty &amp; Staff Affairs</td>
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<tr>
<td>Browne, Shannon</td>
<td>Director/ Administrative Services &amp; Governance</td>
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<tr>
<td>House, Nina</td>
<td>Resident – Emergency Medicine</td>
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<tr>
<td>Carter, Jennifer</td>
<td>M4 Student</td>
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<tr>
<td>Fields, Brittany</td>
<td>M3 Student</td>
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<td>Thomas, Terace</td>
<td>M2 Student</td>
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<tr>
<td>Lyons, Maryssa</td>
<td>M2 Student</td>
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<tr>
<td>Polina, Aws</td>
<td>M2 Student</td>
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<tr>
<td>Pinnamaneni, Manasvi</td>
<td>M1 Student</td>
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<tr>
<td>Iredia, Idi</td>
<td>M1 Student</td>
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<tr>
<td>Killingsworth, Jordan</td>
<td>M1 Student</td>
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<tr>
<td>Cureg, Sapphire</td>
<td>CMU Diversity Representative</td>
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<tr>
<td>Brown, Rachel</td>
<td>Diversity and Inclusion Officer/College of Medicine</td>
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</table>

**Roles and Responsibilities:**

The Group is charged with exploring and defining what diversity and inclusion means to CMED, in all its forms, for Central Michigan University’s College of Medicine (CMED) and CMU Medical Education Partners. Changes in demographics of available workforce, student and resident populations and CMED’s staged in development, offers a key opportunity to establish CMED’s reputation as an organization that is committed to improving and increasing diversity in all activities touched by our mission. The Diversity & Inclusion Task Group will propose a plan of action that will be operationalized across all missions that support CMED’s goals and apply to all CMED students, residents, faculty, staff, patients and community.

**Graduation Committee**

Ad Hoc Meetings

**Attendees:**

Flanagan, Mary

Executive Assistant to the President

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Master Committee List

CMU College of Medicine
Humiston, Jon  
Special Assistant to the Provost

Pybus-Jerome, Kyle  
Commencement Coordinator

Brown, Rachel  
Associate Dean/Student Affairs

Abinojar, Charmica  
Executive Director/Student Affairs

Browne, Shannon  
Director/Administrative Services & Governance

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Inter-Professional Education (IPE) Committee

Year 1 – Student Activities

Ad Hoc Meetings
**Staff:** Janet Gabel

**Attendees:**

- Mostrom, Elizabeth: Physical Therapy Faculty - CMU
- Bahlke, Laurie: Clinical Supervisor/ Speech Language Pathology - CMU
- Armstead, Teresa: Executive Secretary – CMU PA Program
- McGuire, Beth: Rehabilitation & Medical Sciences Faculty
- Pandey, Jyotsna: Professor of Pathology - CMED
- Putnam, Allison: Social Work Field Director, Instructor - CMU
- Salvati, Lisa: Pharmacy Faculty – Ferris State University
- Wieszciecinski, Barb: Director/ Nursing - MMCC

**Roles and Responsibilities:**

Group Inter-professional education across healthcare professions from CMU, CMED, Ferris State and MMCC.

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**Inter-Professional Education (IPE) Committee**

**Years 2-4**

Monthly: 4th Wednesday, 12:00pm-1:00pm; Long Conference Room
**Staff:** Alana Fields

**Attendees:**

Pandey, Jyotsna (Chair)
Vance, Steve
Griffin, Dan
Yonder, Sarah
Matte, Marie
Sasso, Bob
Hadden, Lisa
Gabel, Janet
Dargis, Nhu

Professor of Pathology
Assistant Dean/ Clinical Education
Assistant Dean/ Foundational Sciences Education
Assistant Professor of Family Medicine
 Associate Dean/ Compliance, Evaluation & Assessment
Director/ Simulation
Executive Director/ Mid-Central Regional AHEC
Coordinator/ Longitudinal Education
Director/ Simulation

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**Orientation Committee**

Ad Hoc Meetings

**Staff:** Ann Neal
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>Brown, Chris</td>
<td>Senior Associate Director/ Financial Aid</td>
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<td>Griffin, Dan</td>
<td>Assistant Dean/ Foundational Sciences Education</td>
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<td>Mower, Lyman</td>
<td>Assistant Director/ Admissions &amp; Financial Aid</td>
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<tr>
<td>Alan, Jamie</td>
<td>Assistant Professor of Pharmacology</td>
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<td>Bogin, Becca</td>
<td>Administrative Secretary</td>
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<tr>
<td>Clements, John</td>
<td>Assistant Professor of Education</td>
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<td>Abinojar, Charmica</td>
<td>Executive Director/ Student Affairs</td>
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<td>Drake, Eron</td>
<td>Director/ Academic Success</td>
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<td>Reynolds, Michele</td>
<td>Assistant Director/ Student Affairs</td>
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<td>Elftman, Michael</td>
<td>Medical Director – UHS</td>
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<tr>
<td>MacGregor, Jody</td>
<td>Executive Office Specialist</td>
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<tr>
<td>Fields, Alana</td>
<td>Administrative Secretary</td>
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<tr>
<td>Bailey, Jean</td>
<td>Director/ Educator Development Programs</td>
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<tr>
<td>Molter, Mike</td>
<td>Associate Director/ Healthcare IT Operations</td>
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Program Evaluation Committee (PEC)

**Staff:** Becky Getchell

**Attendees:**
Clements, John (Chair)
Rossignol, Julien (Vice-Chair)
Bailey, Jean
Matte, Marie

- 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

Vance, Steve

Attendees:
Surgical Discipline
Alan, Jamie
Huckins, Kendra
Gilbert, Becky
Russell, Georgette
Jorkos, Bobbi

Foundations Discipline
Faculty Personnel Services Representative
Payroll Representative
Assistant Dean/ Faculty & Staff Affairs
Assistant Professor of Internal Medicine

Year 1 & 2 Committee

Every 4th Week; Thursday, 5:00pm-7:00pm; CMED South

Staff: Alana Fields

Attendees
Griffin, Dan (Chair)  Assistant Dean/ Foundational Sciences Education

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CMU College of Medicine
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<tr>
<td>Alani, Firas</td>
<td>Adjunct Faculty - Cardiology</td>
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<td>Bell, Harold</td>
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<td>Conway, MJ</td>
<td>Assistant Professor of Microbiology</td>
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<td>Jackson, Matthew</td>
<td>Medical Director/ CMU Athletics</td>
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<td>Johansen, Jamie</td>
<td>Assistant Professor of Neuroscience</td>
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<td>Ragina, Neli</td>
<td>Assistant Professor of Genetics; Director/ Research &amp; Clinical Trials, Saginaw</td>
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<td>Yonder, Sarah</td>
<td>Assistant Professor Family Medicine</td>
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**Ex-Officio Members:**

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<td>Thompson, Tina</td>
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<td>Coordinator/ Longitudinal Education</td>
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<td>Gabel, Janet</td>
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**Year 3 & 4 Committee**

Monthly; Second Tuesday, 4:00pm-5:00pm; CMED Saginaw, CMEDSEB 2015
Virtually, CMED Long Conference Room & Detroit Conference Room

**Staff:** Juliet Nicholls
Attendees

Vance, Steve (Chair)  
Matte, Marie  
Dhar, Pat  
Griffin, Dan  
Canales, Erica  
Marteja, Iris  
Morales-Dopico, Lourdes  
Paulus, Liz  
Janssen, Furhut  
Thompson, Tina  
Schaller, Derek  
Stalin, Vasanth  
Minnick, Steve  
Molter, Becca  
Schultz, Tara  
Stockman, David  
Vance, Steve  
Yonder, Sarah  

Associate Dean/ Clinical Education  
Associate Dean/ Assessment, Compliance & Evaluation  
Program Director/ Internal Medicine Residency Program  
Assistant Dean/ Foundational Sciences Education  
Assistant Professor Ob-Gyn  
Associate Clinical Professor of Internal Medicine  
Assistant Professor of Pediatrics  
Assistant Professor of Surgical Oncology  
Associate Professor of Psychiatry  
Senior Associate Dean/Academic Affairs  
Assistant Professor of Emergency Medicine  
Assistant Professor of Surgery  
Clinical Professor of Internal Medicine  
Coordinator/ Comprehensive Community Clerkship  
Program Assistant/ Distributed  
Assistant Professor of Pathology  
Associate Dean/ Clinical Education  
Assistant Professor Family Medicine

Occasional Attendees:

Bailey, Jean  
Drake, Eron  
Vacant  

Director/ Educator Development Programs  
Director/ Academic Success  
Coordinator/ Programmatic Evaluation & Assessment