

Goals for 9/13:

- Clarify level of faculty / staff involvement within each committee below
 - To be included in description
- Discuss including Student Conduct Committee in the below groups
- Discuss opportunities for student mentorship program
 - To occur through DOCS program
- Discuss event planning committee; possibly combining it with White Coat Ceremony committee?
- Establish timeline for choosing LCME and AAMC
 - Impact on the below committees
 - Per Steve: Will be same 2 people on LCME and AAMC. Plans to have people selected by end of week.
- Present drafts of description of each of the below committees and finalize descriptions
- Present proposed student application for the below committees. Confirm plan with Tamara and Steve
 - Ask Tamara very nicely to organize Qualtrics
- Revisit Constitution writing timeline and "Purpose of The Senate"
- Talk about Mini Kahlon conversation.

Goals for 9/20:

- Revisit Mini Kahlon lunch
- Check on status of Committee applications
- Establish MSS representatives for the Student Organizations Committee - Juan
- Discuss opportunities for student mentorship program
 - To occur through DOCS program
- Revisit Constitution writing timeline and "Purpose of The Senate"

Template for descriptions

Time Commitment:

Number of Positions:

Description:

1. Graduate Student Assembly

- a. Time Commitment: Two hours a month
- b. Number of Positions: 1
- c. Description: The Graduate Student Assembly (GSA) is the official representative body for graduate students at UT Austin. The GSA meets bimonthly in the SAC on Wednesday evenings. Pizza dinner starts at 5:30p, and the meeting is from 6-7pm. It's at least a 2 hour a month commitment, but can be more if the person wants to be more involved. GSA has committees that reps can join and holds events throughout the year, but those are voluntary so if they don't work for the person or their schedule, they don't have to go. The purpose and role of GSA can be found here: <http://catalog.utexas.edu/general-information/student-services/graduate-student-assembly/>
More details can be found here: <http://www.utgsa.net/>

2. Orientation

- a. Time Commitment: 1-2 hours every 2 weeks
- b. Number of Positions: 2
- c. Description: Will **meet with Steve** every other week for a while to help create a revised and improved orientation experience. Will help recruit and coordinate the roles of upper level students in the implementation of orientation (i.e. panels, small group discussions, etc.).
Committee members need not be present during orientation week.

3. Admissions

- a. Time Commitment: 1 hour every other week, excluding interview days

- b. Number of Positions: 2
 - c. Description: Will work with Joel to coordinate the student informal event night before social and scheduling student guides on interview days. May meet with Joel intermittently to help plan and coordinate other training or roles for students and troubleshoot any problems that arise.
4. ***Undergraduate Medical Education Committee (UMEC)**
- a. Time Commitment: 1 hour meeting twice/month plus small amount of work outside of meeting; currently on Tuesday mornings
 - b. Number of Positions: 2
 - c. Description: Serve as student representative on UMEC, which is the central curriculum authority. Aids in planning, design, and implementation of all components of the curriculum and its integration, and monitors the effectiveness of the curriculum. Student representatives are voting members of UMEC. To do a good job in this role will require 'keeping a finger on the pulse of the class' in social media, personal conversation, attentiveness to others.
5. **Assessment/Evaluation sub-committee of the UMEC**
- a. Time Commitment: 1 hour monthly meeting on Thursday afternoons and a small amount of outside work.
 - b. Number of Positions: 2
 - c. Description: Serve as a student representative on the assessment/evaluation subcommittee reporting to the undergraduate medical education committee. Involved in analysis and discussion of how both students and faculty (guest and permanent) are assessed - methodologies, how often, by what metric, etc. Student reps will be expected to contribute thoughtfully and constructively on how feedback is gathered and used by the UMEC.
6. **MS-1 sub-committee of the UMEC**
- a. Time Commitment: 1 hour meeting monthly plus small amount of work outside of meeting; currently on Tuesday mornings
 - b. Number of Positions: 2
 - c. Description: Serve as student representative on UMEC sub-committee: Scientific Foundations/MS1 curriculum. Provides close monitoring and recommendations for modifications of MS1 objectives and curriculum.
7. **IPE sub-committee of the UMEC**
- a. Time commitment: 1 hour monthly meeting (Wednesday lunch) plus small amount of work outside of meeting
 - b. Number of positions: 2
 - c. Description: Student representatives will provide feedback and insight into the student experience of the Interprofessional Education portion of our undergraduate medical education. Students should add a voice to the committee that advocates for usefulness across all the disciplines and constructively works for benefit to the medical students as their representative.
8. **Special Events Committee**
- a. Time commitment: meetings monthly, with increased frequency around event time
 - b. Number of positions: 2
 - c. This committee will plan special events throughout the year, including White Coat. For White Coat representatives will work with Steve, Sue Cox and others to evaluate the 2016 White Coat ceremony and plan for next year. For all events, representatives will be encouraged to think outside the box.
9. **Student Wellness committee**
- a. Time Commitment: 1 hour meeting every other week to begin; fluctuation throughout year
 - b. Number of Positions: 3
 - c. Description: These students will work with Steve, UT Counseling and Mental Health Center, the department of psychiatry, and the department of population health to develop a co-curricular course on medical student wellness, with a focus on stress reduction. There is a chance the content could become curricular at certain points at least... perhaps even in total. This role is also open to your own interpretation; the core purpose is to promote student wellness, which could be executed in a number of ways.

10. Student Handbook Committee

- a. Time Commitment: 1 hour meeting, 2-4 times between now and November.
- b. Number of positions: 2
- c. Description: Student representatives will work with Steve to determine the content, organization and dissemination of a Student Handbook. This handbook is to serve as a go-to guide that outlines all Dell Med policies as well as helpful tips to help future classes thrive. Having successfully gone through Dell Med's first academic block, your input is invaluable in supplementing the experience and academic success of classes to come.

11. CD Doyle Committee

- a. Time Commitment: 11 hours per month average: 4 hour clinics two Sundays per month, up to three additional hours of organizational, outreach, and logistical commitments per month.
- b. Number of Positions: 2
- c. Description: Two students to serve as main drivers of DMS integration at clinic and leaders in providing compassionate care to patients experiencing homelessness. These two students will devise and execute a strategy for transitioning all clinic operations from a UTMB supported clinic to a DMS supported clinic. Main requirement for application is a firm commitment to enjoy investing the time and effort into clinic and its patients. The time commitment for this role is significant, but the opportunity to lift up a population who needs it the most and to practice your skills is invaluable.

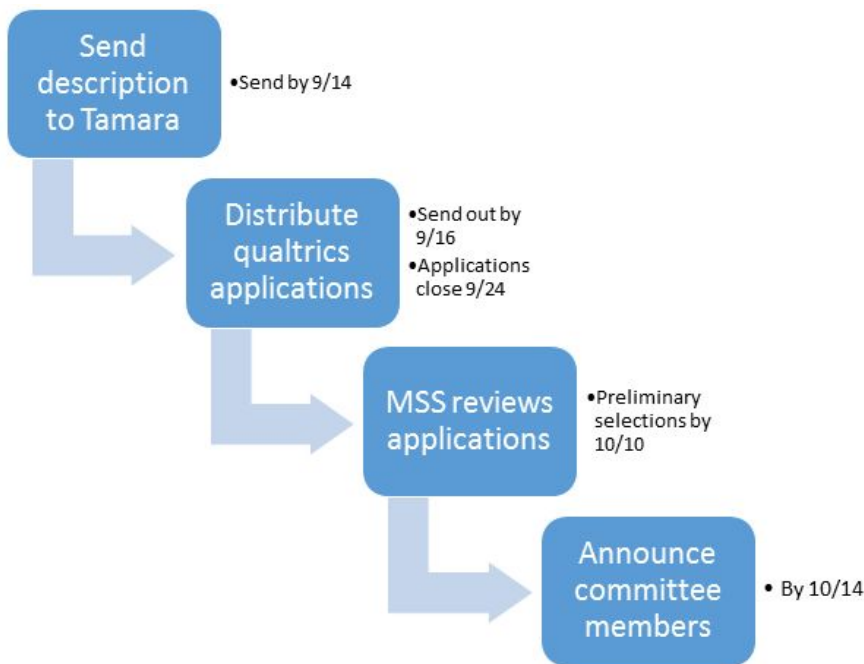
12. Specialty Exploration, selection, and matching oversight committee

- a. Time Commitment: 1 hour meetings every other week on average; more frequent meetings necessary at first
- b. Number of Positions: 2
- c. Description: Work with Steve to create a cohesive plan to make sure all students receive all the support they need in career decisions and success. May include coordinating programs such as how to evaluate clerkship experiences, self-reflective exercises to learn personal values affect career choice in medicine, and multi-specialty physician discussions. Includes oversight of all the specialty interest groups.

13. *Student Organizations Committee [Internal to MSS]

- a. Time Commitment: 1 hour every other week
- b. Number of Positions: JUAN
- c. Description: Help coordinate, devise guidelines, apportion resources, and structure all student organizations that are NOT specialty selection related.

*Committees that *may* need a Delegate



1 - Graduate Student Assembly.

The GSA meets bimonthly in the SAC on Wednesday evenings, dinner (pizza) is served at 5:30 and our meeting starts at 6 and ends a little bit shy of 7 pm. We bring the leftover pizza to the meetings, so really only have to be there from 6-7pm. It's at least a 2 hour a month commitment, but can be more if the person wants to be more involved. We have committees reps can join and hold events throughout the year, but those are voluntary so if they don't work for the person or their schedule, they don't have to go. Importance of GSA can be found here:

<http://catalog.utexas.edu/general-information/student-services/graduate-student-assembly/> Here is our website to explore/get more details: <http://www.utgsa.net/>

2 – Orientation

Will meet with me every other week for a while to help create a revised and improved orientation experience. Will help recruit and coordinate the roles of upper level students in the implementation of orientation (i.e. panels, small group discussions, etc.)

2 – Admissions

Works with Joel to coordinate the student informal event night before and scheduling guides. May meet with Joel intermittently to help plan and coordinate other training or roles for students and troubleshoot any problems that arise. Joel notes that Ian and Audrey have sort of organically stepped into primary leadership roles, if you are concerned about ousting anyone already invested.

2- Undergraduate Medical Education Committee (UMEC)

1 hour meeting 2x/month on Tuesday mornings. Oversight of everything involving the curriculum. Grading, academic policies

2 – Assessment/Evaluation subcommittee of the UMEC

1 hour meeting monthly Thursday afternoon. Evaluates and gives feedback to the MEC on the performance of the curriculum, all faculty involved in the curriculum, and methods of grading/assessing student performance.

2 – MS-1 sub-committee of the UMEC -

1 hour meeting monthly (Tuesday am) provides close monitoring, and recommendations about the MS-1 curriculum (there is a clinical curriculum committee but we won't add a student to it for a while.

2 – IPE sub-committee of the UMEC -

1 hour meeting monthly (Wedn. lunch) it's role is pretty self-evident.

2 – White Coat Ceremony committee

will work with me, Sue Cox, and others to evaluate the 2016 ceremony and plan for next year. We will consider some very outside the box ideas. (Replacing it with a stethoscope ceremony. Doing something community health oriented with less Ceremony, etc.) Whatever this group decides on, they will then help us implement the event for the 2017 entering class. Time commitment will be cyclical, a couple meetings early, then not much for months, then more regular meeting in the late spring.

2 – Student Wellness committee

work with me, the Counseling Mental Health Center, the department of psychiatry, and the department of population health to develop a co-curricular course on medical student wellness, with a focus on stress reduction. (there is a chance the content could become curricular at certain points at least... perhaps even in total.

2 – Specialty Exploration, selection, and matching oversight committee

will coordinate with me to create a cohesive plan to make sure all students receive all the support they need in career decisions and success, including oversight of all the specialty interest groups. Surgery and Emergency at least are already, informally, forming.

2 – Student Handbook.

Needs 2-4 meetings between now and November. I just want formal student input into the content, organization and dissemination of a student handbook with all policies and all the handy tips needed to thrive.

2 – CD Doyle Committee.

Will help provide insight and planning for volunteer work now and eventual transition of "ownership" from UTMB to DellMed

2 – Student organizations.

Help coordinate, devise guidelines and structure for all student organizations that are NOT specialty selection related.

OTHER

2 – I have decided to invoke privilege and designate two students to be Organization of Student Representatives members to the AAMC. Will require travel and national networking with medical students all over the country. These two will also be given primary leadership for the Student Self Study portion of the LCME. We have decided to select these two as the time commitment will be pretty big and involve missing some classes.

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