



## Medical Education Program Policy

<b>Policy Name:</b>	Student Information Technology Advisory Committee Charter				
<b>Policy Domain:</b>	Administrative	<b>Refers to LCME Element(s):</b>	5.9		
<b>Approval Authority:</b>	CEPC	<b>Adopted:</b>	8/7/2017	<b>Date Last Reviewed:</b>	
<b>Responsible Executive:</b>	Assoc. Dean for Med Ed	<b>Date Last Revised:</b>			
<b>Responsible Office:</b>	Office of Med Ed	<b>Contact:</b>	Mirjana Babic, M.P.A. mbabic@ttuhsc.edu		

1. **Policy statement:** The attached document titled “Student Information Technology Advisory Committee Charter” (as approved by the Curriculum and Educational Policy Committee on August 7, 2017) is adopted as medical education program policy.
2. **Reason for policy:** The purpose of this policy is to clarify the roles and responsibilities of the Student Information Technology Advisory Committee (SITAC).
3. **Who should read this policy:**
  - Any student potentially interested in serving as a member of the SITAC.
  - Members of the Curriculum and Educational Policy Committee
  - The associate director for academic technology
4. **Resources:** The SITAC is sponsored by the Office of Medical Education.
5. **The policy:** See the policy statement and the attached document as described.

# Student Information Technology Advisory Committee Charter

**Charter:** The SITAC is a student organization sponsored by the Office of Medical Education. This committee's major purpose is to assist in the gathering and interpretation of student perspectives and recommendations in support of the Paul L. Foster School of Medicine's (PLFSOM's) efforts related to Information Technology improvement.

The SITAC:

- Advises the associate dean for medical education, the assistant deans for medical education, the director of assessment and evaluation, and the course/clerkship directors regarding the design and implementation of information technology within the medical school curriculum based on student experience.
- Seeks to provide balanced representation of student perspectives regarding the technical aspects of the educational program and to offer constructive recommendations for improvement.
- Supports broad student participation in the technical implementation of course and faculty evaluations to maximize reliability and credibility of the results.
- Meets with Information Technology staff and academic leadership several times throughout the year to maintain communication and address student body concerns.
- Maintains communication with the student body on technical concerns addressed by SITAC.
- Provides representation to the CEPC in accordance with the PLFSOM Faculty Bylaws.

**Membership:** SITAC will be represented by at least one student from each class. SITAC will include at least one member from the Student Curriculum and Evaluation Committee (SCEC), and one member from the Medical Student Council (MSC) of any class year. New members will apply and will be selected by the current SITAC members. SITAC members may serve for the remainder of their medical school careers; however, membership is voluntary, and members may resign at any time. Service on SITAC is dependent on compliance with the PLFSOM's standing academic policies. Members who resign or who are determined to be at academic risk shall be replaced by the committee as it deems necessary. SITAC membership shall be limited to 12. If the number of members falls below six, the committee will be considered defunct, unless reactivated by at least six interested students in consultation with the associate dean for medical education.

**Staff liaison:** The associate director for academic technology will collaborate with SITAC and facilitate communication and cooperation between SITAC, academic technology, and the Office of Medical Education.