

Title: Policy on SCS Program Advisory Committee (PAC) Activities	 Statewide Campus System College of Osteopathic Medicine MICHIGAN STATE UNIVERSITY
Manual: Graduate Medical Education	Original Issue:
Category: Policies	Revision Date:
Document #: 10.0	Reaffirmed Date:
Approved by:	Revision #:
	Page #: Page 1 of 2

**Background:** MSUCOM Statewide Campus System (SCS)-affiliated Program Advisory Committees (PACs) serve within the consortium organizational structure as a forum for curricular planning, cross-program peer interaction, information sharing, and resolving issues pertaining to member residency or fellowship programs of the clinical specialty.

**Purpose:** To define functional roles and outline a decision-making process for curriculum development.

**Policy:**

Each SCS member program shall appoint a faculty representative, usually the Program Director or Associate Program Director, to represent the program on the SCS specialty PAC. Every individual of a PAC shares accountability for developing curricular content and maintaining the high quality of SCS specialty-specific educational initiatives. PAC members collectively recommend curriculum, participate in educational conferences and workshops as instructors or moderators, facilitate a meaningful educational experience for resident/fellow learners, and monitor educational quality.

PACs meet at least twice per academic year. PAC members will make every effort to attend these meetings or send a proxy to all PAC meetings when unable to attend. This proxy member should be a core faculty member.

As a function of MSUCOM SCS, PACs provide **input** on the following resident/fellow and faculty activities:

- Selection of SCS educational conference topics for specialty-focused educational days - Curricular topics must be geared toward filling gaps in program-based education and helping learners achieve ACGME and board eligibility competencies.
- Recommendation of potential presenters and/or instructors for educational conferences.
- Recommendation of resources and level of resident/fellow participation.
- Development and/or selection of SCS educational conference goals and objectives.
- Election of a PAC Lead Program Director (LPD). The PAC LPD will be selected by the Assistant/Associate Dean of SCS with approval of the Dean for MSUCOM. Any PAC members nominated and/or elected as LPD may decline to serve in the role. If employed by an SCS member institution, they must be familiar with their home institution's policies regarding outside work for pay.
- Recommendation of and vetting of commercial board review products.
- Recommendation of faculty development initiatives for the PAC and specialty/subspecialty faculty members.
- Recommend curricular changes to specialty-specific SCS educational conferences/workshops/labs guided by the PAC's data review, including annual in-training or in-service exam summary reports, board certification pass rate reports, and semi-annual resident assessment (e.g., Milestones progress), and other relevant indicators. Each year, PAC member programs will provide their program's three highest and lowest scored areas to the SCS Academic Specialist. This aggregated information will inform and drive curricular adjustments and improvements for the SCS program to address identified deficiencies

All PAC recommendations are to be discussed and submitted to the Academic Specialist and then to SCS leadership for review and approval of allocated funding for development and implementation.