

Appendix II

Education Committee Commission

Department of Physiology

College of Medicine

University of Kentucky

Committee Name

Physiology Education Committee

Purpose Statement

The purpose of this committee is to oversee the educational activities of the department including courses serving undergraduate, graduate and professional students coordinated or taught by our faculty.

Membership

The committee will be composed of the following members:

Director of Education. This individual will be an Associate or Full Professor with a primary appointment in the department. They will be appointed by the Department Chair and will serve as the Committee Chair. The Chair may serve a term of 3 years which may be renewed.

Committee Members. The committee will consist of at least 6 primary appointed faculty of the department. Members may serve a term of 3 years which may be renewed. The Departmental Chair will appoint members at the recommendation of the Committee Chair. Membership preference will be toward faculty with a specific interest in education and who are not committed to another departmental committee. Rotation of committee members will occur at the beginning of each academic year.

The committee will be supported by a department administrative staff member. The staff member will be responsible for distributing agendas ahead of the meeting, taking minutes and facilitating the distribution of minutes within a week of the meeting.

The Vice Chair will serve on the committee to assist in coordinating the overall educational commitments of the Department.

Frequency of Meetings

As frequently as needed, but no less than once per semester

Responsibilities

- (i) Each semester, oversees and approves course offerings; Reviews registrars course listings for accuracy; Makes changes as needed
- (ii) Coordinates teaching responsibilities including the creation of slide banks and a contingency plan for each course
- (iii) Ensures faculty are up to date with knowledge of the latest teaching methods and trends including the use of appropriate technology

- (iv) Oversees the development of new departmental offerings including new classes, certificate programs, minors, etc.
- (v) Coordinates the Dan Richardson Lecture each Spring semester
- (vi) Works with the Graduate Affairs Committee to support departmental requirements for graduate training
- (vii) Provides support to TEAM, teaching certificate program, PEPP and the Outreach Center.
- (viii) Nominates faculty for teaching awards at the college, university or national level.
- (ix) Works with department administrative staff to maintain and renew Education tab of the Physiology webpage
- (x) Contributes to the planning and execution of the biennial Education Retreat.

Faculty Approval Date:

February 20, 2018

DRAFT