

STANDING COMMITTEES - LIST OF CHARGES

2025-2026

Academic Occupational Health and Safety Committee (AOHSC)

Charge: To protect students, faculty and staff through policies and procedures involving occupational and environmental hazards. We strive to ensure appropriate and timely responses to all injuries, illnesses, and exposures involving occupational & environmental hazards. This includes, but is not limited to, advising on health surveillance and other occupational issues, as well as providing increased safety health awareness through campaigns and drives on campus. Collectively, the committee reviews safety and health policies and procedures in a broad spectrum of risks facing the Macon & Joan Brock Virginia Health Sciences at Old Dominion University (VHS) campus. In addition, we will coordinate activities with and advise other VHS health and safety committees regarding federal, state and local regulatory bodies to ensure compliance and make written recommendations to the Executive Vice President of Health Sciences regarding occupational health and safety issues.

Meetings:

Frequency: Quarterly on 2nd Wednesday of the month (or other date that allows for needed quorum) for the months of February, May, August and November.
Location: Andrews Hall and/or Electronic meeting format
Duration: Approximately 1 hour from 12:00PM-1:00PM, unless otherwise noted

Member Criteria: Members should be from various areas of the school to provide committee with a broad insight into occupational health and safety needs and issues. Members should have interest or experience with occupational health and safety issues for students and employees. Recommend representation from (but not limited to) the following areas: Basic Sciences; Comparative Medicine; the Macon & Joan Brock Virginia Health Sciences EVMS Medical Group at Old Dominion University; Environmental Health & Safety; Graduate Medical Education; Human Resources; Medicine/Infectious Diseases; Occupational Health; Office of Research; Medical Education; Risk Management, Health Professions.

Appointments and Promotions Committee

Charge: To periodically review and recommend criteria for faculty appointments and promotions and to evaluate EVMS Legacy faculty's achievement and scholarly work for appointment and promotion at the rank of Associate Professor and Professor.

Meetings:

Frequency: First Tuesday of the month between September-June
Location: Waitzer Hall, Room 1031 or Virtual
Duration: Approximately 1 hour from 4:00PM-5:00PM

Member Criteria:

- Members should be at the rank of Associate Professor or Professor;
- Members should be available to attend monthly meetings;
- New members are required to attend a training session;
- All members are required to sign a confidentiality agreement annually.

Chemical and Environmental Safety Committee

Charge: To manage institutional practices and policies promoting health and safety as related to environmental management and chemical hazards that comply with current regulations for the welfare of our students, faculty, and staff. The committee pursues and endeavors to instill institutional practices that will lead to ecologically responsible decisions concerning sustainability, recycling, pollution prevention, and greenhouse emissions. Members will develop written recommendations for laboratory safety and report annually to the Executive Vice President of Health Sciences.

Meetings:

Frequency: At least quarterly, generally, July, October, January, and April
Location: Web-based video conference
Duration: Approximately 1 hour from 3:00 PM - 4:00 PM

Committee Criteria/Scope: Review, develop, and promote practices and policies that improve health and safety

- Safe laboratory design, engineering, and ventilation
- OSHA Laboratory Standard compliance
- Chemical inventory and reporting
- Laboratory and chemical security
- Sanitation district permit compliance
- Review, develop, and promote institutional policies and procedures that encourage or require sustainability goals
- Review the committee charge, not less than every three years, to ensure its continued relevance

Member Criteria:

Faculty and staff from Macon & Joan Brock Virginia Health Sciences:

- EVMS School of Medicine
- EVMS School of Health Professions
- the Macon & Joan Brock Virginia Health Sciences EVMS Medical Group at Old Dominion University
- Three members of VHS Environmental Health & Safety

[CIHE Internal Collaborative Committee](#)

Charge: The goal of CIHE is to improve health equity in the region by developing structure and processes necessary to meaningfully incorporate community feedback into decision making. The committee helps guide this work by serving as a liaison between the CIHE community advisory board and the Macon & Joan Brock Virginia Health Sciences Eastern Virginia Medical School and EVMS School of Health Professions at Old Dominion University (VHS) campus community.

Meetings:

Frequency: Monthly on 1st Tuesday of the month.
 Location: Meetings are currently virtual with in-person/hybrid meetings in Waitzer Hall.
 Duration: One hour, beginning at 12PM.

Committee Criteria/Scope:

- Serves as a liaison between the CIHE community advisory board and the VHS campus community
- Establish curriculum for continuing education
- Identifying new opportunities to include community voices in departments throughout the VHS campus
- Providing input on support for community engagement efforts offered across the VHS campus
- Taking up other issues related to community, inclusion, and health equity as they arise

Member Criteria:

- CIHE IC membership is open to faculty and staff from any VHS departments or programs.
- VHS management/staff is also represented.

[Committee on Committees](#)

Charge: To recommend annually to the Executive Vice President of Health Sciences, the names of faculty members (or in some cases other than faculty) to serve on Standing Committees of Macon & Joan Brock Virginia Health Sciences at Old Dominion University.

Meetings:

Frequency: Once a year, typically at the end of April
 Location: Virtually
 Duration: Approximately 1.5 hours, time is TBD

Member Criteria: Membership of the Committee on Committees should reflect the composition the EVMS Legacy faculty. Members should include basic science, clinical, full-time, full-time non-salaried, community, and health professions faculty.

Continuing Medical Education Committee

Charge: To advocate for and support professional development of physicians and other health care professionals by assessing needs, planning and reviewing educational programs, and designating credit. The Continuing Medical Education (CME) Office offers a range of evidence-based educational activities that enhance a practitioner's level of knowledge, competence and performance/skills to improve patient outcomes. Outcome measures will assess how these activities influence professional behavior for the purpose of improving health care outcomes and patient care.

Meetings:

Frequency: Every other month; 4th Tuesday
Location: Hybrid
Duration: Approximately 1 hour - 8:00AM-9:00AM

Committee Criteria/Scope:

- Identify healthcare areas that should be addressed by our educational programming;
- Establish curriculum for continuing education;
- Serve as a resource for practicing physicians and other health care professionals.

Member Criteria:

- Physicians, health care professionals, and leaders in medical education
- Stakeholder in CME (quality officer, distance learning, graduate program);
- Membership to consist of our course directors (for regularly scheduled programming) and representation from all our VHS programs and schools.

Faculty Achievement Awards Committee

Charge: To identify, recommend, and present to the Executive Vice President of Health Sciences (or designee) EVMS Legacy faculty who have achieved significant accomplishments for institutional, state and national awards.

Meetings:

Frequency: Monthly on the 3rd Wednesday
Location: Virtually
Duration: Approximately 1 hour from 4:00PM-5:00PM, unless otherwise noted

Committee Criteria/Scope:

- Requests and receives EVMS Legacy faculty nominations for select external awards and helps with creation of nomination packets for these awards. Awards include, but not limited to,
 - o State Council for Higher Education for Virginia (SCHEV) – Outstanding Faculty Awards
 - o Science Museum of Virginia - Virginia Outstanding Scientist
 - o American Association of American Colleges Awards
- Reviews EVMS Legacy Service and Recognition Awards (Faculty) nominations and recommends winners

Member Criteria: Usually reserved for those who have previously won an award. Committee membership will strive to reflect the balance and diversity of EVMS Legacy faculty and include faculty members from the following list:

Academic Mission Area:

- Administration
- Clinical
- Education
- Research

School:

- Macon & Joan Brock Virginia Health Sciences Eastern Virginia School at Old Dominion University
- Macon & Joan Brock Virginia Health Sciences EVMS School of Health Professions at Old Dominion University

Institutional Animal Care and Use Committee (IACUC)

Charge: To assure that the Macon & Joan Brock Virginia Health Sciences at Old Dominion University (VHS)'s program for the humane care and use of animals meets and adheres the criteria established by federal and state regulatory agencies and private accrediting bodies. This includes semiannual inspections of the program and animal facilities, using the Institute for Laboratory Animal Research (ILAR) Guide for the Care and Use of Laboratory Animals (the Guide) as a basis for the evaluations; approval of protocols that use animals or animal tissues for research, training, experimentation, or testing; ensuring that animal users are properly trained in animal care, treatment, and use; and advising the administration on the resources needed to adequately maintain the program and the animal facilities.

Meetings:

Frequency: Monthly on the first Thursday of the month, unless otherwise determined; specially convened meetings may be required periodically to carry out the Committee's mandate.

Location: Hybrid platform via in-person attendance and tele/videoconference via Zoom; in-person meetings are held in Waitzer Hall, Room 989, unless otherwise determined.

Duration: Approximately 2-3 hours from 2:00PM-5:00PM

Call meetings are scheduled, as needed, to accommodate research needs or to address concerns regarding the animal care and use program; however, such meetings are rare.

Semi-annual animal facility inspections and program review meetings:

Frequency: February, April, August, and October

Location: TBD; the location of in-person meetings depends upon room availability; virtual attendance via Zoom is an option for semi-annual program review meetings; semi-annual facility inspections are conducted in-person

Duration: Typically noon or 1:00 pm; however, the start time may vary; the inspections/reviews typically last 1-2 hours

Semi-annual inspections of animal manipulation and surgery laboratories:

Frequency: March and September

Location: Various laboratories located across campus

Duration: TBD; start times are coordinated with research personnel; typically, inspections are conducted over a one or two-day period and usually last 1 hour/day

Notice concerning Meetings:

- Semi-annual laboratory on-site inspections; more frequent inspections may occur, as needed
- Comparative Medicine animal facility inspections;
- Semi-annual program review meetings;
- Protocol compliance adherence and investigations, as needed.

Member Criteria: Per federal regulations, the IACUC must consist of no less than 5 members and the following categories must be represented:

- One (1) Doctor of Veterinary Medicine with training or experience in laboratory animal science and medicine who has direct or delegated program authority and responsibility for activities involving animals at the institution (i.e., our Attending Veterinarian);
- One (1) practicing scientist experienced in research involving animals. No more than three (3) members from a particular department may serve as voting members;
- One (1) member whose primary concerns are in a non-scientific area (e.g., ethicist, lawyer, member of clergy, etc.);
- One (1) individual who is not affiliated with the institution in any way other than a member of the IACUC and is not a member of the immediate family of a person who is affiliated with the institution. This person represents the general community interests in the proper care and use of animals used in research;
- No problematic animal activist record (postings, demonstrations, protest, arrest); animal advocates do not present an issue to serve as members.

Special Requests:

- Individual(s) who meet the requirements of more than one category may fulfill more than one requirement; however, the committee must consist of at least five (5) members;
- All IACUC members are required to complete training on the charge/function of the committee, federal regulations, institutional policies, procedures, and guidelines, and the VHS occupational health and safety program (OHSP);
- Members are encouraged to attend animal care and use seminars, workshops, and conferences;

- In addition to the five (5) required members, IACUC also consists of consultants with expertise in various areas. These consultants may be assigned to the committee as voting members or they may serve as non-voting members. The current IACUC consists of consultants in the following areas: Environmental Health and Safety (EH&S), Library Services, and Occupational Health and Safety.

Institutional Biosafety Committee

Charge: To ensure that: (a) registrations involving human and animal pathogens, tissues, and toxins are reviewed and found to comply with all federal, state, and local requirements; (b) all recombinant and synthetic nucleic acid registrations and research are in compliance with the National Institute of Health's *Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules* (NIH Guidelines) and establish policies and procedures ensuring biological materials are handled and disposed of safely and in the proper manner.

Meetings:

Frequency: Second Monday of each month
 Location: Waitzer Hall/Andrews Hall (in-person) or Tele/Video-Conference
 Duration: Approximately 1 hour from 12:00PM–1:00PM, unless otherwise noted

Committee Criteria/Scope: The committee executes its function in accordance with the principles and guidelines established by the U.S. Department of Health and Human Services (HHS), National Institutes of Health/Office of Biotechnology Activities (OBA), Centers for Disease Control/NIH Biosafety in Microbiological and Biomedical Laboratories (BMBL, 6th edition), VHS Biosafety Procedures Manual, and the VHS Exposure Control Plan.

Member Criteria: The IBC shall have at least six (6) voting members, including the Chair. These voting members are appointed because they collectively have the experience and expertise to evaluate and identify any potential risk to staff, public health and/or the environment. Voting members include the VHS Biological Safety Officer, the committee Chair (or Co-Chairs), Principal Investigators, Faculty and a minimum of two (2) members external to VHS or ODU (community members). Staff or faculty of VHS may be appointed to serve on the committee in a non-voting role should it be decided that such person(s) would be of assistance in conducting their duties. Non-voting members cannot vote, but can participate in discussions and deliberations.

Institutional Review Boards

Charge: The Macon & Joan Brock Virginia Health Sciences at Old Dominion University (VHS) Institutional Review Boards are responsible for protection of the rights and welfare of human research subjects, as defined in the regulations of the United States Department of Health and Human Services Office of Human Research Protections, the Food and Drug Administration and other local, state and federal agencies. The IRB also applies ethical principles found in the Belmont Report, the World Medical Association (WMA) Declaration of Helsinki - Ethical Principles for Medical Research Involving Human Subjects, and the Nuremberg Code. In addition to living human individuals, human subject research includes tissues, specimens, records and data sets from living human individuals. The VHS IRB will prospectively review all research activities with living human subjects, or their tissues, specimens, records or data, and also have responsibility for making determinations on whether some activities meet the constrained definition of "not human subject research." The VHS IRB will also serve as the VHS "Privacy Board" for the use of "Protected Health Information" for research purposes as established in the Health Insurance Portability and Accountability Act (HIPAA) and in accordance with the United States Department of Health and Human Services regulations which is applicable to both living and decedent individuals.

Institutional Review Board - 1st Thursday

Meetings:

Frequency: Meets once per month, on the first Thursday
 Location: Andrews Hall, Suite 128, IRB Office (Virtual option available: however, attendance in-person is preferred to facilitate discussions.)
 Duration: Approximately 2 hours, dependent on submissions

*Review of materials to prepare for a meeting may take 2-4 hours prior to a meeting and materials are distributed approximately one week before the monthly meeting on Blackboard. Other activities, such as meeting with investigators, may occur outside of the regular meeting dates.

Member Criteria:

Criteria for membership require the following:

- At least five members, with varying backgrounds to promote complete and adequate review of research activities commonly conducted by the institution. The IRB shall be sufficiently qualified through the experience and expertise of its members (professional competence), and the diversity of its members, and sensitivity to such issues as community attitudes.
- There must be at least one member whose primary concerns are in scientific areas;
- At least one member whose primary concerns are in nonscientific areas.
- At least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.

Special Requests: Members must be available to attend meetings and be willing to fully participate in review and discussion of protocols. Alternate members are needed as well to assist with having particular expertise available and ensuring quorum for meetings. The Board needs more full-time faculty to participate in the review of their colleagues research studies. Physician participation is also much needed.

Institutional Review Board - 3rd Tuesday

Meetings:

Frequency: Meets once per month, other on the third Tuesday.
 Location: Andrews Hall, Suite 128, IRB Office (Virtual option available: however, attendance in-person is preferred to facilitate discussions.)
 Duration: Approximately 2 hours, dependent on submissions

*Review of materials to prepare for a meeting may take 2-4 hours prior to a meeting and materials are distributed approximately one week before the monthly meeting on Blackboard. Other activities, such as meeting with investigators, may occur outside of the regular meeting dates.

Member Criteria:

Criteria for membership require the following:

- At least five members, with varying backgrounds to promote complete and adequate review of research activities commonly conducted by the institution. The IRB shall be sufficiently qualified through the experience and expertise of its members (professional competence), and the diversity of its members, and sensitivity to such issues as community attitudes.
- There must be at least one member whose primary concerns are in scientific areas;
- At least one member whose primary concerns are in nonscientific areas.
- At least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.

Special Requests: Members must be available to attend meetings and be willing to fully participate in review and discussion of protocols. Alternate members are needed as well to assist with having particular expertise available and ensuring quorum for meetings. The Board needs more full-time faculty to participate in the review of their colleagues research studies. Physician participation is also much needed.

Library Advisory Committee

Charge: The Macon & Joan Brock Virginia Health Sciences at Old Dominion University (VHS) Library Advisory Committee is responsible for providing guidance on policy related to library function, facilities and resources, to support ongoing operation and long-term development of the Edward E. Brickell Medical Sciences Library.

Meetings:

Frequency: Up to once per month, depending on need, usually the 2nd Thursday
 Location: Virtual or in person-(location varies but usually in the Brickell Library)
 Duration: 4:00pm – 5:00pm

Member Criteria:

A broad representation of institutional functions is desired. The committee includes student representation. While no specific qualifications are required for membership an interest in supporting growth of the library is desired.

Doctor of Medicine (MD) Admissions Committee

Charge: The purpose of the Doctor of Medicine Admissions Committee hereinafter referred to as MD Admissions Committee, is to select the most holistic and academically prepared medical students to provide the Macon & Joan Brock Virginia Health Sciences Eastern Virginia Medical School at Old Dominion University (EVMS) with an excellent medical school class each year.

Meetings:

MD Admissions Committee:

Frequency: Meets twice per month on the 1st and 3rd Mondays during the interview season; Chair will run this meeting or the Vice Chair. In the event the chairs are unavailable, the Assistant Vice Dean of Admissions and Enrollment or Director of Admissions will conduct the meeting in their absence.

Location: 200 Brickell Mezzanine, Assistant Vice Dean of Admissions and Enrollment Conference Room (when in person) or virtual.

Duration: Approximately 2 hours from 5:00PM – 7:00PM

Member Criteria: A majority of the voting members must be full time faculty. The Assistant Vice Dean of Admissions and Enrollment, Director of Admissions and Assistant Dean of Diversity are ex-officio members without voting rights. Prospective MD Admissions Committee members (faculty, students, or community) must interview one (1) semester prior to consideration for committee membership, however under special circumstances shorter time periods may be permitted. Committee members should be:

- Full Time Faculty (Basic Science, Clinical, and Community Clinical Faculty)
- EVMS Residents and Medical Students (M2 and above)
- EVMS Alumni
- Community Representatives

MD Admissions Committee members are encouraged to interview at a minimum of (2) interviews/month.

Executive Committee: (Sub-Committee)

The Executive Committee makes recommendations to MD Admissions Committee (MDAC) and ranks applicants in regards to interview selection and priority on the acceptance list.

Frequency: Meets weekly on Wednesdays during the interview season and then as needed during the summer months. MD Admissions Committee Chair and/or Vice chair will run this meeting. In the event the chairs are unavailable, the Assistant Vice Dean of Admissions and Enrollment or Director of Admissions will conduct the meeting in their absence.

Location: 200 Brickell Mezzanine, Assistant Vice Dean of Admissions and Enrollment Conference Room (when in person) or virtual.

Duration: Approximately 2 hours from 11:00AM – 1:00PM

Member Criteria: Members come from the MD Admissions Committee. The Assistant Vice Dean of Admissions and Enrollment and Director of Admissions are ex-officio members. Prospective Executive Committee Members (Full Time Faculty (Basic Science, Clinical, and Community Clinical Faculty) must serve on MD Admissions Committee a minimum of one year prior to a nomination (and vote) from the MD Admissions Committee.

Medical Education Committee

Charge: The Medical Education Committee (MEC) is responsible for overseeing all aspects of the medical education curriculum including the objectives, content, structure, integration, sequencing and evaluation; to recommend, oversee and evaluate fundamental changes in the curriculum; and to develop and recommend and approve School of Medicine (SOM) policies and procedures for curriculum, student evaluation and grading.

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Meetings:

Frequency: 2nd Wednesday of every month and the 4th Thursday of every month (if needed)

Location: In person or virtual

Duration: No more than 2 hours from 5:00PM-7:00PM

Committee Criteria/Scope:

- Evaluate the effectiveness of the curriculum in its entirety including the evaluation of courses, clerkships and electives on a regular basis to ensure that they are in compliance with the Medical Education Program Objectives (MEPOs), and review quality and outcomes and consistency with approved policies
- Review and approve proposed new courses, clerkships and electives
- Propose, oversee and approve revisions to the MD Curriculum
- Establish, review and approve general educational policies and procedures for student evaluation and grading for the SOM.
- Ensure that current, revised, and new curriculum content and policies are in compliance with LCME accreditation requirements.
- Review metrics of student performance and satisfaction with the curriculum (e.g. surveys and GQ) and recommend modifications to improve performance and satisfaction.
- Review MEPOs to ensure consistency with the overall mission of the medical school and the qualities of our graduates.
- Advise the Vice Dean for Academic Affairs of its findings.
- Oversee standing MEC subcommittees: MEC Executive, Preclerkship Education, Clerkship Education, Elective Education, Curriculum Policy, MD Appeals, and Medical Education Outcomes.

Member Criteria: Knowledge of the MD curriculum is essential. The Committee also includes student members with representatives from each of the four years of the MD curriculum. In addition, the Committee includes educational experts (instructional designers, Academic Development), the Vice Dean for Academic Affairs, representatives from the Preclerkship Course Directors and the Clerkship Directors Committees.

Phoenix Committee

Charge: To provide effective prevention of student impairment through a well-publicized self-referral system whereby a student who thinks he or she is at risk can volunteer into the program. To provide assistance by early detection and referral for evaluation and/or treatment in such a way as not to endanger the student's career.

Meetings:

Frequency: 1st Tuesday of each month
 Location: Virtually
 Duration: Approximately 1 hour and 15 minutes from 5:15PM to 6:30PM

Member Criteria: We have need for as many therapist type faculty (psychologists, psychiatrists) as possible, but they need to commit to attending the meetings. Criteria for membership is based off the faculty's expertise in dealing with problems of impairment and their humanitarian concern for students.

Radiation Safety Committee

Charge: To provide oversight, regulation, and guidance of all aspects of radiation safety at the Macon & Joan Brock Virginia Health Sciences at Old Dominion University (VHS) according to the Virginia Administrative Code, and all other applicable regulations. This includes all concerns regarding radiation-producing devices, their safe handling, and other pertinent topics.

Meetings:

Frequency: At least quarterly, generally September, December, March, and June
 Location: By web-based video conference
 Duration: Approximately 1 hour from 2:30PM-3:30PM

Committee Criteria/Scope:

- Establish rules, regulations, policies, and overall guidance regarding VHS radiation safety and radiation- producing machines.
- Review and act upon all applications for possessing and using radioactive materials and radiation producing machines.
- Establish procedures to ensure adequate personnel and environmental protection for persons working with radioactive material and radiation-producing machines.
- Review and approve program procedural changes before implementation.
- Annually review the Radiation Safety program, activities of the RSO, and records that must be maintained to assure compliance with conditions of licenses with the Commonwealth of Virginia and Federal and Commonwealth regulations.

- Receive and review periodic reports from the Radiation Safety Officer.
- Review instances of non-compliance with procedures for use of radioactive materials or safety rules established by the Radiation Safety Office.
- Report annually to the Executive Vice President of Health Sciences.

Member Criteria: The RSC member shall be appointed by the Executive Vice President of Health Sciences and consist of the Associate Dean of Research Administration (or Alternate), the Radiation Safety Officer (RSO) (or Alternate), and one (1) or more faculty members engaged in work with radioactive material. Neither the Associate Dean of Research Administration (or Alternate), nor the RSO (or Alternate) is eligible to serve as permanent Chair of the Committee. A quorum shall consist of three (3) members: the RSC Chair (or Vice-Chair), the Associate Dean of Research Administration (or Alternate), and the Radiation Safety Officer (or designee).

Research Advisory Committee

Charge: To assess the research environment of the Macon & Joan Brock Virginia Health Sciences at Old Dominion University (VHS) and recommend strategies for its improvement; facilitate research-related activities; review cores and the use of all VHS research funds and make recommendations for their distribution, including capital equipment requests; cultivate and update the Senior Associate Vice President of Research on research-related fund raising opportunities and communication of research advances to highlight VHS discoveries.

Meetings:

Frequency: Quarterly or as-needed basis
 Location: Waitzer Hall/Virtually
 Duration: Approximately 1 hour – times will vary

Committee Criteria/Scope: Reviews limited submission and internal funding applications, selects abstracts and presentations for research day and scores posters, among other responsibilities related to the enhancement of research at VHS. From time to time, work group task forces will be established for additional targeted reviews and discussions; examples include: Cores and infrastructure, capital equipment, research abstracts, internal grants, clinical research and outcomes research.

Member Criteria: Research experience, in basic or translational science or clinically oriented (outcomes) research.

Strategic Enrollment Committee

Charge:

To provide leadership for enrollment management of the academic programs and serve as the oversight body that sets the direction of enrollment management planning which guides the Macon & Joan Brock Virginia Health Sciences at Old Dominion University (VHS) Admissions and Enrollment. The SEC will establish enrollment and recruitment goals to ensure institutional sustainability. It is charged with developing comprehensive data-driven strategic enrollment planning to foster long-term enrollment and fiscal health.

Meetings:

Frequency: Quarterly on the third Thursday of the month
 Location: Virtually
 Duration: 1:00pm – 2:00pm

Committee Criteria/Scope: Evaluates enrollment trends, activities, and initiatives, monitors and evaluates the use of institutional fiscal resources used for enrollment management, assesses best practices to increase best enrollment outcomes for academic programs, collaborates with institutional stakeholders to develop, implement, and evaluate enrollment management goals and strategies that align with VHS Strategic Plan, and develops marketing strategies to recruit and attract academically qualified prospective students who fit the student profile.

Member Criteria

Collaboration and teamwork are necessary for institutional success; therefore, the SEC is comprised of members across many disciplines at VHS campus-wide. They can include but not be limited to: Program Faculty, Staff from Admissions and Enrollment, Alumni, Diversity, Finance and/or Research, Marketing and Student Affairs.

Student Affairs Committee

Charge: To serve in an advisory and support capacity to Student Affairs in the oversight and review of student services related to health and wellness, the learning environment, and academic development. The Committee will inform best practices developed by Student Affairs to maintain a supportive, professional, safe, and enriching experience for all students and to fulfill applicable accreditation requirements.

Meetings:

Frequency: Monthly (usually 4th Monday)
Location: Online via Zoom
Duration: Approximately 1 hour from 5:00PM-6:00PM Eastern Time

Member Criteria:

The following are expected qualifications to be considered for this committee:

- Desire to be involved in the review of Student Affairs (evidenced by 1st or 2nd choice on the Standing Committees survey results)
- Interaction with students on a regular basis in academic or clinical settings
- Time to devote to monthly meetings and focus groups
- Willingness to review and stay current on information and documents provided in preparation for or follow up to monthly meetings

Tenure Committee

Charge: To evaluate faculty at the Macon & Joan Brock Virginia Health Sciences Eastern Virginia Medical School and EVMS School of Health Professions at Old Dominion University for Tenure and Post-Tenure review.

Meetings:

Frequency: Quarterly meetings; July, October, January, April
Location: Virtually/In-person
Duration: Approximately 1 hour from 4:00PM– 5:00PM

Member Criteria:

- Members are legacy EVMS tenured faculty and serve for three-year terms;
- Attend quarterly meetings on a consistent basis;
- All members are required to sign a confidentiality annually.