

Summary of Procedures

1. The LEC meets at least quarterly
2. Tasks for meetings include, but are not limited to, the review of learning environment data per its charge
3. The meeting quorum is greater than 50% of members
4. The LEC Chair keeps the minutes unless a secretary is appointed
5. The LEC reports to the dean of the School of Medicine at least semi-annually
6. The LEC provides a report of its activities to the Curriculum Committee at least annually
7. The Chair brings forth suggestions for improvements (both to augment positive influences and to mitigate negative influences on the learning environment) and other recommendations to the dean (or his/her designate) for operational changes and to the Curriculum Committee for curricular changes for review and approval