

Leadership Structure of the LEC

1. Chair
 1. The associate dean of Accreditation, Quality Assurance, and Strategic Planning serves as the Chair of the LEC
2. Other Leadership
 1. A Deputy Chair may be appointed by the Chair
 2. A Secretary may be appointed by the Chair

Job Descriptions

1. Chair
 1. Leads the LEC and provides direction on the scope of activities, issues, resolution strategies, and execution of these strategies
 2. Sets the agenda and facilitates LEC meetings to discuss and address issues related to the learning environments of students
 3. Serves as a point of contact for student and faculty members regarding the learning environment
 4. Reviews annually the Committee bylaws (including membership, function, and composition), as well as any applicable policies that pertain to the learning environment
 5. Submits a semi-annual report to the dean of the School of Medicine and an annual report to the Curriculum Committee that:
 1. Summarizes the activities of the LEC
 2. Provides an assessment of the learning environments of students based on surveys and other input mechanisms
 6. Conducts an annual orientation for new and existing LEC members to disseminate LEC information and school updates regarding student issues
 7. Collaborates with the senior associate dean of clinical studies and the senior associate dean of basic sciences to ensure the sharing of information between the LEC and the administrative offices responsible for end-of-course/clerkship reviews and those responsible for the monitoring of courses and the curriculum
2. Deputy Chair (if appointed)
 1. Attends at least 50% of LEC meetings during the year
 2. Assists the Chair with leadership duties, including but not limited to:
 1. Leading meetings or parts of meetings
 2. Providing guidance concerning formation of ad hoc subcommittees, if formed, as needed
 3. Completing other duties as requested by the Chair
3. Committee Secretary (if appointed; otherwise, these become the duties of the Chair)
 1. Records meeting minutes (minutes must include a record of attendance and a voting record for each issue warranting a vote)
 2. Distributes minutes to appropriate people
 3. Writes LEC reports as required
4. Faculty member/administrator
 1. Attends at least 50% of LEC meetings during the year

2. Takes part in ad hoc committees, if formed, as appointed by the Chair
5. Student Member
 1. Attends at least 50% of LEC meetings during the year
 2. Reports news and updates to the Student Government Association as deemed appropriate
6. Postgraduate Member
 1. Attends at least 50% of LEC meetings during the year
7. Clinical Affiliate Representative
 1. Attends at least 50% of LEC meetings during the year
 2. Facilitates the mitigation and remediation of negative influences and the enhancement of positive influences on the learning environment at affiliate sites (after any recommended action has been approved by relevant administrators)