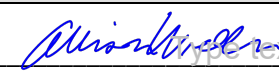


# UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET

## University of Louisiana at Monroe

|  |   |             |   |
|--|---|-------------|---|
| <b>Committee/Council Name:</b>   | Premedical/Pre dental Advisory Committee  |             |   |
| <b>Committee Type:</b>   | <input checked="" type="checkbox"/> Standing <input type="checkbox"/> Ad Hoc  |             |   |
| <b>Reports to:</b>   | Provost & Vice President for Academic Affairs   |             |   |
| <b>Term/Date formed:</b>   | First documentation in VPAA Office is 1996-1997   |             |   |
| <b>Membership (Describe in general terms who should serve on the committee/council): Total = 9</b>   |   |             |   |
| <i>Faculty Senate Member(s):</i>   | N/A   |             |   |
| <i>Staff Senate Member(s):</i>   | N/A   |             |   |
| <i>Faculty/Staff Members:</i>  | CAES-4; CBSS-1; CHS-1; CPY-1; VPSA-1 (ULM Career Center Director); Community-1  |             |   |
| <i>Student Members:</i>  | N/A   |             |   |
| <i>Ex Officio Members:</i>   | N/A   |             |   |
| <b>Officers (Describe in general terms who should serve as officers):</b>  |   |             |   |
| <i>Chair:</i>  | Premedical/Pre dental Advisor(s)  |             |   |
| <i>Secretary:</i>  | Elected from the committee members  |             |   |
| <b>Charge (Describe the charge or purpose of the committee/council):</b>   |   |             |   |
| To interview and evaluate premedical and pre dental students for the purpose of writing a committee-based recommendation for each student's application. |   |             |   |
| <b>Rotation Rules (List the rules that govern how committee/council membership changes with time):</b>   |   |             |   |
| Does not rotate  |   |             |   |
| <b>Duties of Members (Describe the duties expected of each committee member)</b>   |   |             |   |
| <i>Chair:</i>  | The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed. |             |   |
| <i>Secretary:</i>  | Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.   |             |   |
| <i>Faculty/Staff Members:</i>  | Participate in committee responsibilities.  |             |   |
| <b>Last updated</b>  | <input checked="" type="checkbox"/>   | Date: _____ | Signature: <u></u> type text here |
| <b>Last reviewed</b>   | <input checked="" type="checkbox"/>   | Fall 2023   | Chair Allison Wiedemeier  |