

UNM Combined BA/MD Degree Program Bylaws
(Initial Bylaw Approval: 07/16/2019 New Bylaw Approval: 00/00/0000)

The Combined BA/MD Degree Program is a partnership between the College of Arts & Sciences (A&S) and School of Medicine (SOM). It is designed to help address the state's physician shortage by assembling a class of diverse students who are committed to practicing medicine in New Mexico's medically underserved communities. Each year, twenty-eight students, who are highly accomplished and broadly diverse, are admitted from high school into the Program and receive provisional admission to the School of Medicine. The BA/MD Program is funded by the New Mexico State Legislature. This is an eight year, two-stage, dual degree program, in which participating students first complete a Baccalaureate degree from the College of Arts & Sciences, and then complete a Doctor of Medicine degree at the School of Medicine.

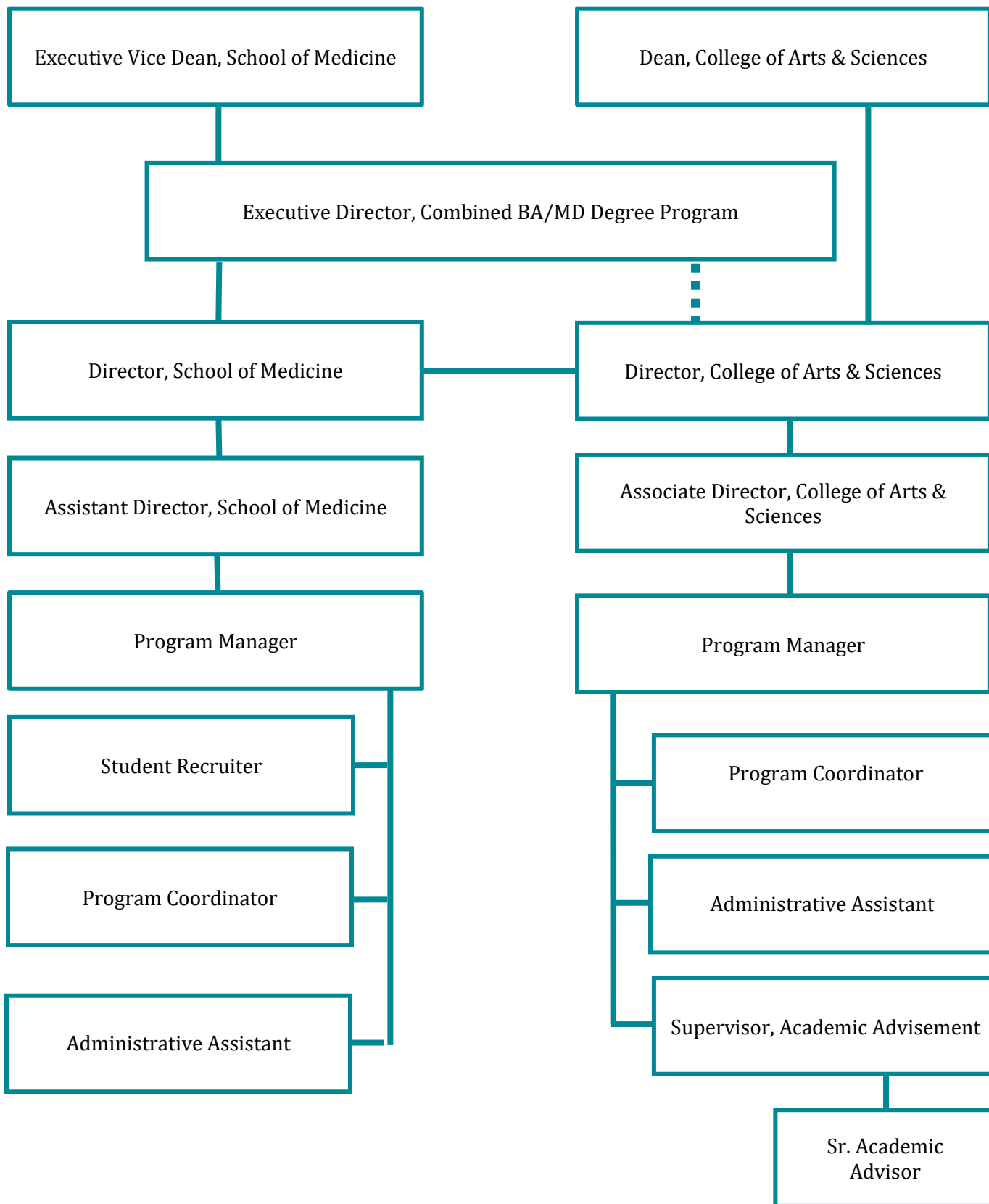
Organizational Structure and Governance

Administration of the BA/MD Program is shared between the School of Medicine and College of Arts & Sciences. The BA/MD Undergraduate Program reports directly to the Dean of the College of Arts & Sciences. The School of Medicine BA/MD Program structurally falls within the SOM Office of the Executive Vice Dean, while also reporting to the Vice-Chancellor for Diversity.

The Program has operations on both the Health Sciences Center (HSC) campus and main campus. The HSC campus serves as the fiscal agent, and is the recipient of annual funding, which it allocates, consistent with the Program's goals and mission. Key aspects of the Program are split between both sites. The College of Arts and Sciences staff and faculty teach, mentor and advise students in each of the four undergraduate years of the Program. A&S also has primary responsibility for the curriculum, program advisement, scholarship allocation, and other components of the undergraduate component of the BA/MD Program.

The School of Medicine has primary responsibility for the recruitment and admission of high school seniors into the BA/MD Program, as well as the transition, matriculation, and medical education in the School of Medicine.

Figure 1: UNM Combined BA/MD Degree Program Organizational Structure



Committee Structure

Students are admitted to the Combined BA/MD Degree Program through the BA/MD Subcommittee of the School of Medicine Admissions Committee.

After admission, there are three committees that govern the undergraduate portion of the Combined BA/MD Degree Program:

- BA/MD Leadership Committee
- Student Petition Committee
- Committee on Curriculum and Student Progress, which has three subcommittees
 - Health, Medicine & Human Values subcommittee (HMHV)
 - Basic Science & Math subcommittee (BSM)
 - Eligibility & Professionalism subcommittee (E&P). The E&P recommends students to the School of Medicine Admissions Committee for transition to the School of Medicine in the senior year of their undergraduate degree.

Each committee’s by-laws are described following Figure 2 below.

Figure 2a: UNM Combined BA/MD Degree Program Committee Structure Governing the Admission to the Program and to the School of Medicine.

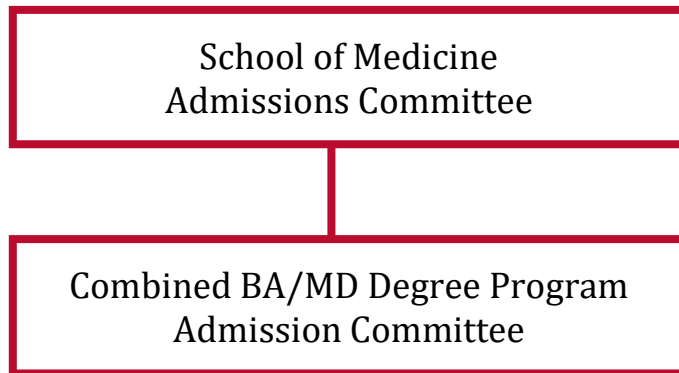
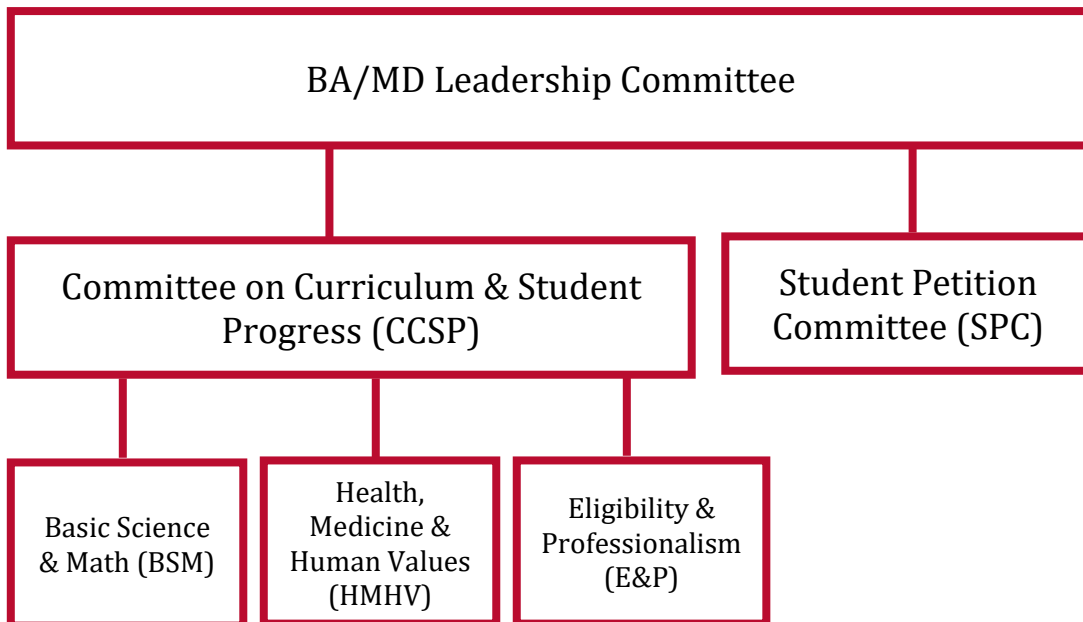


Figure 2b: UNM Combined BA/MD Degree Program Committee Structure Governing the Undergraduate Portion of the Program



Professionalism and Confidentiality

It is expected that members of all committees and subcommittees conduct themselves with professionalism and tact during meetings as well as outside of meeting times when representing the Program. Members are also expected to honor the confidentiality of all students and should refrain from discussing any student matters outside of committee meetings or other official communications pertaining to student issues.

School of Medicine Admissions Committee

The Committee on Admissions is a standing committee of the Faculty of The University of New Mexico School of Medicine (UNM SOM), and is composed of School of Medicine faculty members nominated by department chairs, volunteer faculty who serve as local community physicians and are nominated by either a member of the Committee on Admissions or other UNM SOM faculty members, medical students elected by their peers, and residents nominated by either a member of the Committee on Admissions or other UNM SOM faculty members. The Committee on Admissions shall have full authority to select members of the medical school entering class and to fill vacancies that may occur in any of the medical school classes. It shall also be the duty of this committee to review the requirements for admission and recommend revisions if necessary to the faculty.

BA/MD Leadership Committee

Committee Charge

The BA/MD Leadership Committee oversees all aspects of the Program. The Leadership Committee works to create and maintain a program that serves students by offering an enriched, pre-medical liberal arts education that prepares students for their transition to the four-year medical school component. Any substantial modifications to the BA/MD Program will be reviewed and assessed by the Leadership Committee. Day-to-day operations shall be conducted by the BA/MD A&S Program Office in consultation with the BA/MD SOM Program Office.

Membership and Voting roles

- Membership of the BA/MD Leadership Committee is composed of College of Arts and Sciences and School of Medicine faculty and staff who serve as voting members and include the following representation:
 - Executive Vice Dean, School of Medicine, advisor and ex-officio/non-voting
 - Dean, College of Arts and Science, advisor and ex-officio/non-voting
 - Executive Director, School of Medicine
 - Director, School of Medicine
 - Director, College of Arts & Sciences
 - Assistant Director, School of Medicine
 - Associate Director, College Arts & Sciences
 - Program Manager, School of Medicine
 - Program Manager, College of Arts & Sciences
- Voting members will serve on the committee for the duration of their position in the BA/MD Program.

Voting

- A quorum is defined as five voting members, these individuals must be present at any meeting for the relevant discussion before any binding action may be taken. If a voting membership position is vacant (i.e. employable position not filled or temporary absence due to leave) at the University, the

number of voting members and the required quorum will be reduced by the vacant position until the position is filled.

- Virtual voting is acceptable if the member is present on the phone for the relevant discussion
- In general, decisions will be made by consensus where possible, but in absence of consensus, a simple-majority vote will be used.
- In the event of a tie vote, the committee may decide to host a second meeting and revote.
- If still tied after the second meeting, the SOM, A&S and Executive Directors vote to attain final resolution.

Duties of Membership

- Each voting member is expected to attend each Leadership Committee meeting, participate in discussion and/or activities, and complete any assigned tasks. At a minimum, this includes preparing for meetings by reading all materials scheduled on the agenda, in advance, for discussion and voting.
- If a voting member is unable to attend a scheduled meeting, the member should notify the A&S Program Manager of the impending absence.
 - Substitutes are not permitted on a meeting-by-meeting basis, and because of the importance of the discussions, which occur at meetings, votes in absentia are not permitted.

Meetings

- The committee will meet on a quarterly basis in a pre-arranged location.
- Special meetings may be called by any member as necessary to conduct committee work.
- Members may attend by conference call by pre-arranging with staff A&S Program Manager person.

Student Petition Committee

Committee Charge

The Student Petition Committee is charged by the UNM Combined BA/MD Degree Program and is responsible for reviewing student petitions requesting special exceptions to Program policy and procedure. Petitions could be medical or non-medically related and can include, but are not limited to, those related to on-campus housing, allowance to work during first year, leave of absence, studying abroad, scholarship funding, etc.

Membership and Voting roles

- Membership of the BA/MD Leadership Committee is composed of College of Arts and Sciences and School of Medicine faculty and staff. The Committee has both voting members and ex-officio, non-voting members. The following is the Committee's composition:
 - Director, Arts & Sciences
 - Assistant Director, School of Medicine
 - Associate Director, College of Arts & Sciences
 - Program Manager, School of Medicine
 - Program Manager, College of Arts & Sciences
 - Supervisor, Academic Advisement, College of Arts & Sciences*
 - *Ex-officio, non-voting member
- Members will serve on the committee for the duration of their position in the BA/MD Program.

Voting

- A quorum is defined as three voting members present at any meeting before any binding action may be taken.
- Virtual voting is acceptable if the member is present on the phone for the relevant discussion.
- Decisions will be made by a simple-majority vote.
- In the event of a tie vote, the committee may decide to host a second meeting and revote.

Duties of Membership

- Each voting member is expected to attend each meeting, participate in discussion and/or activities, and complete any assigned tasks. At a minimum, this includes preparing for meetings by reading all materials scheduled on the agenda, in advance, for discussion and voting.
- If a voting member is unable to attend a scheduled meeting, the member should notify the A&S Program Manager of the impending absence.
 - Substitutes are not permitted on a meeting-by-meeting basis, and because of the importance of the discussions which occur at meetings, votes in absentia are not permitted.

Meetings

- The committee will meet regularly, estimated at two meetings per semester, in a pre-arranged location.
- Special meetings, or electronic review, may be called by the A&S Program Manager as necessary to conduct committee work.
- Members may attend by conference call by pre-arranging with A&S Program Manager.
- Student petitions will be sent in advance of the meeting by A&S Program Manager and must be password-protected to protect the privacy of the student, committee and Program.

Correspondence

- Correspondence related to the decisions/actions taken at the meeting is written by A&S Program Manager and distributed to the relevant parties (student, advisor, leadership, etc.).
- All official correspondence is electronically stored in the committee's and students' files.

Committee on Curriculum and Student Progress (CCSP)

Committee Charge

The Committee on Curriculum and Student Progress is charged by the UNM Combined BA/MD Degree Program to monitor student progress and eligibility for the Program, as well as to adjudicate policies, regulations, standards, and procedures that apply to the BA/MD Program and its students.

Committee, Subcommittees and Task Forces

There are three subcommittees of Committee on Curriculum and Student Progress: Health, Medicine & Human Values (HMHV); Basic Science & Math (BSM); and Eligibility & Professionalism (E&P).

In addition, the CCSP has the authority to create subcommittees and task forces to facilitate the accomplishment of the committee's charge. Any CCSP subcommittee or task force may develop their own set of by-laws (if applicable) and procedures related to their charge.

Membership and Voting roles

- Membership of the CCSP is composed of College of Arts and Sciences and School of Medicine faculty, staff that are voting members and ex officio, non-voting members.

- The CCSP will have two co-chairs that serve for the duration of the following Program leadership positions:
 - Assistant Director, School of Medicine
 - Director, College of Arts & Sciences
- In the event that a voting member's position is vacant (i.e. an employable position is not filled or temporary absence due to leave) at the University, the number of voting members and the required quorum will be reduced by the vacant position until the position is filled.

The voting membership of the CCSP subcommittees, unless otherwise specified, is as follows:

Health, Medicine & Human Values faculty who teach the following courses and have joint-appointments with the BA/MD Program and the faculty member's academic home department:

- HMHV 101
- HMHV 201
- HMHV 298
- HMHV 301
- HMHV 310
- HMHV 398
- HMHV 350/450
- HMHV 401

Basic Science & Math faculty who teach the following courses and hold joint-appointments with the BA/MD Program and the faculty member's academic home department:

- Biochemistry 423
- Biology 2110L
- Biology 2410L
- Chemistry 1215/1225
- Chemistry 301/302
- Math 1430
- Physics 1230/1240

The Eligibility & Professionalism subcommittee is comprised of faculty and staff from Arts & Sciences and the School of Medicine:

- SOM CCSP co-chair
- SOM Program Manager
- SOM PEAR
- SOM Office of Academic Support (OARS)
- A&S CCSP co-chair
- HMHV subcommittee leader
- HMHV faculty member
- BSM subcommittee leader
- BSM faculty member
- A&S Program Coordinator
- Ex officio (non-voting) membership of the E&P shall include the following representation:
 - A&S Program Manager – E&P A&S Program Manager
 - BA/MD Supervisor, Academic Advisement – student advocate
 - BA/MD Sr. Academic Advisor – student advocate

- In the event that the HMHV or BSM subcommittee leader is also the A&S CCSP co-chair, the individual shall have one vote and count as one person for purposes of quorum.
- Voting members will serve on CCSP, and HMHV and BSM subcommittees, for the duration of their joint appointment between the BA/MD Program and the academic home department.
- Voting members will serve on CCSP E&P subcommittee for a term of three years and can remain thereafter with the approval of the CCSP co-chairs.

Voting

- HMHV Subcommittee – A quorum is defined as seven voting members.
- BS&M Subcommittee – A quorum is defined as four voting members.
- E&P – A quorum is defined as seven voting members.
- Full CCSP – A quorum is defined as 50% of all voting members plus one, with at least two members representing each subcommittee (HMHV Subcommittee, BS&M Subcommittee and E&P).
- Virtual and electronic (email) voting is acceptable if the member is present for the entire meeting and/or review all the documentation.
- Decisions will be made by a simple-majority vote.
- In the event of a tie vote, the committee may decide to host second meeting and vote.

Duties of Membership

- Each voting member is expected to attend each meeting of the CCSP and subcommittee(s), participate in discussion and/or activities, and complete any assigned tasks. At a minimum, this includes preparing for meetings by reading all materials scheduled on the agenda, in advance, for discussion and voting.

Meetings

- The committee and/or subcommittees will meet regularly, estimated at two to three meetings per semester, in a pre-arranged location.
- Special meetings may be called by the co-chairs and/or subcommittee leader as necessary to conduct committee work.
- CCSP meeting and subcommittee topics may be sent in advance of the meeting by either co-chairs and/or A&S Program Manager (on behalf of co-chairs).
 - If sent in advance, CCSP E&P meeting materials must be password-protected to protect the privacy of the student, committee and Program.

Correspondence

- Any correspondence related to the actions taken at the meeting will be written by the co-chairs and/or A&S Program Manager and distributed to the appropriate person (student, advisor, leadership, etc.).
- All official correspondence is electronically stored in the committee's and students' files.

Role of A&S BA/MD Program Office, SOM PEAR & CCSP

Within the CCSP, the primary purpose of the A&S BA/MD Program office is to counsel and advise students, particularly those experiencing academic or personal difficulty that impacts their academic progress. The A&S BA/MD office will monitor the progress, counseling and advisement of students, and report to CCSP and subcommittees any unresolved issues and those requiring discussion/imposition of corrective or adverse action during the undergraduate portion of the program.

The School of Medicine Office of Program Evaluation, Education and Research (SOM PEAR) supports the Committee and subcommittees by providing Program evaluation and academic data. SOM PEAR also stores all Program data, from applicant to graduate training periods, therefore can provide data and assessment as requested by co-chairs for committee work.

The A&S BA/MD Program office, SOM PEAR and CCSP E&P collaborate to review/manage the following:

- Tracking students with academic difficulty
- Medical College Admission Test (MCAT) scores
- Emergency Leaves of Absence
- Leaves of Absence
- Student petition results that are relevant to committee work
- Degree certification
- Promotion for SOM transition
- Monitoring and enforcing Program Continuous Eligibility requirements that including the following:
 - Entry requirements
 - Student Progress and Evaluation Policy
 - Professionalism

Absence & Recusal Policy for all Committees & Subcommittees

Absences

The BA/MD Program understands that subcommittee and committee members are very busy and from time-to-time may not be able to present at a meeting. In the event that the member cannot physically be present at the meeting, but can participate virtually or telephonically, the member will be considered present and permitted to vote. This can be arranged in advance of the meeting with the BA/MD Program Manager.

In the event of a long-term absence, the member may work with the Program Manager to find a replacement for their membership while they are incapable of participating. Efforts will be made to find a replacement who is similarly employed at the University.

Recusal

The sub and subcommittees are obligated to act as neutral decision-making bodies, and their members should feel confident that they are able to review the information objectively and impartially. In order to maintain the integrity of the process, voting members must notify the co-chairs by the stated deadline of whether or not they are fairly able to participate in this process, or if they have already formed an opinion about this matter such that the student will have the obligation to change their opinion. Members in this position should also inform co-chairs if they believe that they may have a conflict of interest in participating in the committee for the student.

Some examples of experiences that could inhibit one's objectivity, resulting in a conflict of interest, include but are not limited to:

- Member has, or has had, a family relationship with the student;
- A private financial interest in the outcome of the student's matter;
- Member has provided health services to the student including medical and psychiatric care or psychological counseling;
- Member is aware of any prejudice, pro or con, that would impair his or her judgment of the student;

- Member is the instructor of record of a course in which a professionalism lapse occurred (i.e. academic dishonesty);
- Member has participated, or intends to participate, in deliberations about the questions at issue in the petition at another level of review;
- Member believes that his or her recusal is necessary to preserve the integrity of the review process.

When a conflict of interest is identified, the member must notify the co-chairs in writing of any conflict of interest with the student. The member should briefly specify the nature of the conflict of interest and indicate whether or not they believe that they can review the work impartially. The co-chairs will review and determine how to proceed. The presence of a conflict of interest by itself does not indicate impropriety.

The member must comply with the co-chairs' decision. Possibilities may include:

- Allowing the member to complete the review without limitation;
- Having the member recuse themselves from reviewing where a conflict of interest exists by allowing them to review all others; or
- Recusing the member from the entire meeting and replacing them with an alternate member based on membership role.

In the event that a subcommittee/committee member is recused, the BA/MD Program Manager may seek a substitute for the subcommittee/committee meeting, in consultation with UNM Counsel. Efforts will be made to find a replacement who is similarly employed at the University.

Amendments

These Bylaws may be amended at any regular meeting of the CCSP followed by approval from the Leadership Committee, both by a simple majority vote.

Initial Bylaws Approved by CCSP (**Initial Bylaw Approval: 07/16/2019 by CCSP until 02/29/2020**; and BA/MD Leadership Committees: 00/00/0000.

Initial Bylaws Revised and Approved by CCSP and BA/MD Leadership Committees: 00/00/0000.