

## ADMSEP Committees

A group of ADMSEP members who volunteer for completing specific tasks/projects/jobs on behalf the Executive Council for ongoing work of the organization. The chair or co-chairs will be appointed by the Executive Council for a period of two years, with the option to renew terms.

Expectation for Chairs include providing the leadership for the committee to complete its work through scheduled meetings at the Annual Meeting and conference calls, take minutes at meetings/conference calls and submit those minutes to the Administrative Coordinator via email in order to maintain a centralized record, submit detailed twice- yearly reports to the Executive Council, and provide a summary article of the year's activities for the annual newsletter. The ADMSEP Administrative Coordinator is responsible for setting up Doodle polls and conference calls.

- **Research:** Develops an annual survey of the ADMSEP membership and review additional surveys by members to determine inclusion; reviews and selects research grant awards; develop workshops for the Annual Conference; review posters at the annual meeting, selecting the recipients for the Research and Innovations Posters Awards. Co-chairs: Richard Balon (rbalon@wayne.edu) and Jeffrey Rakofsky (jrakofs@emory.edu)
- **Membership Engagement:** Actively recruits new members, especially from medical schools not currently represented; develops program/activities for new members at the Annual Conference; survey first time attendees/new members as necessary for feedback. Co-chairs: Dana M. Raml (dana.bell@unmc.edu) and Pierce W. Johnston (johnstpw@ucmail.uc.edu)
- **Awards:** Reviews all nominations and selects award recipients on a yearly basis; reviews ADMSEP awards processes for recognizing the accomplishments of ADMSEP members. Chair: David Schilling (dschil1@lumc.edu) and Jonathan Findley (Jonathan.C.Findley@uth.tmc.edu)
- **Clinical Simulation Initiative:** Develop high quality electronic/media based patient cases to be used in teaching for the ADMSEP membership and select the CSI Project Development Grant Awardees, as well as provide mentorship to the awardees. Co-chairs: Derrick Hamaoka (derrick.hamaoka@usuhs.edu) and Mary E. Steinmann (Mary.Steinmann@hsc.utah.edu)
- **Clerkship Administrators:** Recruit clerkship administrators to ADMSEP and present workshops at the annual meeting. CoChairs: Kevin Maccarthy (kevin.maccarthy@unmc.edu) and Althea Scott (althea.scott@usuhs.edu)
- **Faculty Development:** Assess faculty development needs of the ADMSEP membership and develop workshops for the annual meeting (and other opportunities as identified) to further the development of ADMSEP members, including opportunities for mid-career members. Co-chairs: Laura Cardella (laura\_cardella@urmc.rochester.edu) or Riley Machal (riley.machal@unmc.edu)
- **Diversity, Equality, Inclusion and Access :** Potential goals for the upcoming year include standardizing DEIA objectives, developing DEIA trainings and evaluating

ADMSEP's learning objectives. We will also continue to work on a comprehensive way to survey the demographic makeup of the ADMSEP membership. Any interest in joining the DEIA Committee, please contact CoChairs: Rodney Villanueva (Rodney.Villanueva@Atriumehealth.org) or Melanie Gentry (gentry.melanie@mayo.edu )

7/2023