

## **SPH School-Wide Committees**

### **Administrative Council**

The Administrative Council convenes to develop and discuss administrative policies and procedures that inform the school's administrative functions. The committee is comprised of one senior staff member from all key operational units and autonomous projects at the school. This includes representation from each academic department and school-wide center, BEDAC, communications, development, and the dean's office, special projects (Activist Lab, Public Health Post, Population Health Exchange), educational units (Admissions, Graduate Student Life, Academic Affairs, Career & Practicum), research administration and faculty affairs, members of the school's Administrative Leadership Group, and a representative from the Staff Senate. This group meets approximately bi-weekly and is chaired by the Associate Dean of Administration.

### **Administrative Leadership Group**

The Administrative Leadership Group is tasked by the Administrative Council to implement many of the policies and procedures that are developed by the Administrative Council. This group comprises the staff leads for finance, administration, sponsored projects, people services, and facilities, and includes faculty representation from the Dean of Faculty. This group meets weekly and is chaired by the Associate Dean of Administration.

### **BUMC Student Services Committee**

The BUMC Committee on Student Services is a monthly meeting attended by faculty, administration and students representing each of the four schools/programs on the medical campus. The student services committee meets the third Thursday of each month in the Dean's Conference Room located in the School of Medicine building (R-112), 3:30pm-5:00pm. This committee serves for the improvement of student resources on campus. The intention behind the meeting is to be a voice of advisement to the Medical Campus Provost on the development and implementation of programming and facility resources on campus that are necessary to ensure the success of students here at BUMC.

### **Directors' Group**

The Directors' Group involves the lead staff member in each of the departments and centers of the school that have substantial budgetary and procedural responsibility for implementation of many of the school's administrative functions. This group comprises one representative from each academic department and school-wide center, a representative from BEDAC, from the Activist Lab, and members of the Administrative Leadership Group. This group meets bi-weekly and is chaired by the Associate Dean of Administration.

### **Education Committee**

The Education Committee is charged with overseeing all of the School's educational programs. It reviews proposals for new educational programs, competencies, and courses; oversees the student course evaluation process; and regularly reviews previously approved courses and curricula. The Education Committee evaluates the School's educational offerings both as individual pieces and, and as a whole, ensuring that the individual learning components result in cohesive educational programs.

### **Enrollment Committee (EC)**

The Enrollment Committee (EC) develops and implements strategies that help the School recruit diverse student cohorts to meet Institutional enrollment goals. The EC supports all stages of pipeline development, from early stage recruitment to yield strategies, in an increasingly competitive environment. Committee initiatives include collaborating on print, video, and digital enrollment marketing strategies, as well as Admissions Office outreach and event planning.

**Practice Committee**

The Practice Committee is comprised of faculty and staff from the Activist Lab, faculty representatives from each department, and at least three student representatives. It serves as the steering committee for practice Initiatives, community relations and outreach, and student staff service activities at the school. It is responsible for strengthening the school's networks with public health agencies, establishing new affiliations with external organizations, engaging the school with the global public health practice community, and promoting practice activities within the school. The committee meets bi-monthly and reports to the Governing Council.

**Research Committee**

The Research Committee makes recommendations regarding administrative policies to enhance the research environment and the research productivity of the faculty. The committee is also responsible for evaluating pilot grant applications from SPH faculty strategies for securing external funding, planning for seminars, and symposia and policy development.

**SPH Diversity & Inclusion Advisory Group Committee**

The Diversity & Inclusion Advisory Group (DIAG) serves as the coordinating body for affairs regarding the [SPH Diversity & Inclusion 11 point plan](#). The DIAG is comprised of senior administration, faculty, student representatives, and staff members. This group is charged with examining diversity and inclusion efforts within educational programs, student services, alumni relations and works to create advocacy and support in all of the School's programs and services.

**SPH Governing Council**

The Governing Council is the senior governance body for the school. The Governing Council is comprised of all associate deans, all department chairs, designated school-wide center directors, the elected Chair and a second designated representative of SPH Faculty Senate, a designated representative of the SPH student body. The Governing Council is responsible for planning, budgeting, space, school-wide policy setting, and other strategic activities.

**Sponsored Projects Operations Committee**

The SPOC involves the staff who are responsible for the implementation of policies and procedures around sponsored projects throughout the school. This group comprises the lead staff member as well as the grants managers from each department and school-wide center, BEDAC, and the Activist Lab, together with members of the Administrative Group. The Associate Dean of Research and Associate Dean of Administration also attend SPOC meetings. This group meets monthly and is chaired by the Director of Sponsored Research.

**Staff Senate**

The Staff Senate is an elected body that is responsible for representing staff concerns to all official committees and bodies at the school. By-laws dictate membership of the Staff Senate.

This structure will be revisited, and amended as needed, in a year's time. A list of members in all groups is attached.

**Student Life on Albany Committee (SLAC)**

The Student Life on Albany Committee (SLAC) is a platform where student representatives from the four schools on the Boston University Medical Campus (BUMC) collectively introduce the campus to the challenges as well as resources related to substance abuse, mental health, and homelessness, in and around Albany Street. SLAC works in conjunction with and has been instituted by the Life on Albany Committee (LAC)