

## Student Progress Committee Operating Document

### I. **Purpose and Responsibility**

The Student Progress Committee (SPC) is a standing committee of the School of Medicine which is responsible for monitoring the progress of all students through the curriculum. The SPC functions under the Student Progress System (SPS) as an advisory body to the Dean. The responsibilities of the Committee include monitoring student progress, identifying problem areas, assisting students in dealing with these problems, determining whether the established standards of Academic Conduct have been met, and taking other action, as appropriate, under the SPS. The SPC may delegate any or all of its responsibilities to an appointed subcommittee or subcommittees.

Problems may be identified and reported through such means as written evaluation by School of Medicine Departments and communications from individual members of the medical school community. Ordinarily such concerns are directed to the SPC Chair, who establishes the agenda for meetings and/or other proceedings as appropriate. The SPC shall have jurisdiction to consider all matters of Academic Conduct, to include Academic Performance and Professional Conduct. The SPC is responsible for conducting meetings and other proceedings in accordance with these procedures and the Student Progress System, making recommendations to the Dean of the School of Medicine as appropriate, and implementing final decisions of the Dean as appropriate. SPC recommendations may include but are not limited to the following:

Graduation	Formal Warning
Promotion	Probation
Remediation	Special Student Status
Counseling	Dismissal from the School of Medicine
Leaves of Absence	

### II. **Organization**

Faculty members of the committee are appointed by the Dean based on recommendations of the Faculty Council. The Dean also appoints the SPC Chair. The SPC Chair shall appoint a Vice Chair from among the voting members of the committee who will preside over meetings in the chair's absence. Multiple year terms are recommended, and acceptance of reappointment is encouraged. Student members are elected by their respective student governing bodies and approved by the Dean. They serve as class representatives until graduation. The composition of the Committee includes these members:

- Chair of the SPC, and
- 8 Springfield Faculty and/or Resident Members (one resident member allowed)
- 3 Carbondale Faculty Members
- Year One Curriculum Director (ex officio with vote)
- Year Two Curriculum Director (ex officio with vote)
- Year Three Curriculum Director (ex officio with vote)
- 1 Year One Medical Student
- 1 Year Two Medical Student
- 1 Year Three Medical Student
- 1 Year Four Medical Student
- 1 Representative from the Student National Medical Association (SNMA)

Senior Associate Dean for Education and Curriculum (ex officio without vote)  
Associate Dean for Student Affairs (ex officio without vote)  
Assistant Dean for Student Affairs/Carbondale (ex officio without vote)  
Associate Dean for Equity, Diversity and Inclusion (ex officio without vote)

### **III. Conduct of Meetings**

Meetings to review the progress of all students are regularly scheduled, generally the third Wednesday of each month. The agenda is established by the Chair. Special meetings and other proceedings are scheduled as needed.

### **IV. Procedure**

- Meetings are conducted using *Roberts' Rules of Order Newly Revised*.
- A simple majority of the voting members constitutes a quorum.
- Proxy attendance is not permitted.
- Formal meeting business may be conducted in lieu of a quorum, but formal votes will not be taken.
- All motions must be seconded before they can be discussed on the floor.
- All members of the SPC are eligible to make or second a motion. Formal votes are taken and recorded.
- A simple majority vote shall carry a motion, except a motion to amend or alter the Operating Paper which requires a two thirds majority.
- When ballots are used, the chair may vote before but not after ballots are counted. If a vote by ballot results in a tie, the vote is automatically lost.
- The chair may vote on motions recorded by hand raise. A tie vote automatically loses.

### **V. Staffing**

The SPC is staffed by the Year Three and Four Registrar in the Office of Education and Curriculum. The Registrar is responsible for recording and producing meeting minutes and agenda items, preparing reports as requested by the Chair, and handling correspondence and follow-up necessary to Committee business.

Approved by Student Progress Committee March 15, 1995

Revised and Approved February 21, 1996

Revised and Approved June 25, 1997

Revised and Approved May 30, 2001

Revised and Approved August 15, 2001

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