



Admissions Committee

Charter



WAYNE STATE
School of Medicine

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Section 1: Power and Authority

Charge

Charge of the Admissions Committee in accordance with LCME Standard 10.2 (Final Authority of Admissions Committee*). The final responsibility for accepting students to a medical school rests with a formally constituted admission committee. The selection of individual medical students for admission is not influenced by any political or financial factors. Its authority originates by delegated powers from the School of Medicine Faculty Executive Committee (by-laws of the Faculty: Article IV. Committees, Section II. Standing Committees**), who confers the final responsibility for accepting students to SOM to the formally constituted AC. The Admissions Committee is an oversight and decision-making entity. The selection of individual medical students for admission is not influenced by any political or financial factors.

Role

The major responsibility of the committee is to identify and select applicants who demonstrate the ability to fulfill the purpose of the M.D. and M.D./Ph.D. programs at the Wayne State University School of Medicine. (Once admitted to the M.D. program, by authority of the Admissions Committee, applicants are able to apply for M.D./M.B.A, M.D./M.P.H. and the Three-Year programs.) . The committee ensures the admission process is applied equally and consistently to all applicants. The Committee reviews all applicants in terms of their potential academic success in medical education programs and in terms of their potential contribution to the greater healthcare community.

* <https://lcme.org/publications/#Standards>

** https://facultysenate.med.wayne.edu/pdfs-new/som_faculty_senate_by-laws_feb_2020.pdf

Section 2: Committee Purpose

The Admissions Committee (AC) is the body that is responsible for the assessment of the individual applicant in the pool of all of the applicants. In addition to a review of the files and interview comments of each of the interviewed applicants, the AC has the final decision-making authority and follows this policy on Admissions Status <https://med-wayne-student.policystat.com/policy/17346794/latest/> to take one of the following actions on each interviewed applicant: 1) Approved to Offer Admission 2) Reject Applicant 3) Move Applicant to Alternate List 4) Rescind Admission Offer.

The Admissions Committee:

- Reviews and approves policies and procedures for admission to the School of Medicine.

- Evaluates the qualifications of applicants and determines final selection.
- Evaluates the various tools, criteria, and procedures used in the process of appraisal and selection of applicants; studies the trends of applications and admissions to medical schools.
- Participates, as may be appropriate and feasible, in visits to other colleges and universities, in conferences relating to admission, and in other appropriate activities related to recruitment.
- Coordinates and guides the activities of faculty members and students who serve on the various admissions sub-committees

Section 3: Officers of the Committee

The chairmanship (appointed by the School of Medicine Dean) is the responsibility of the Associate Dean of Admissions. This individual is expected to chair the committee throughout his or her tenure. If the chair is not available to chair the committee, the Dean of the SOM will appoint a new chair.

Section 4: Membership

1. Membership Numbers

- Eighteen (18) (as of 10/28/2024) faculty voting members, elected by the School of Medicine's Faculty Senate at large.
- In addition to the Associate Dean of Admissions, Ex-officio (non-voting) members include:
 - Vice Dean for Medical Education
 - Assistant Dean of Admissions and Enrollment Management
 - Director of Admissions
 - Program/Project Coordinator who is charged with displaying data and keeping meeting minutes.

2024-25 Admissions Committee Members

Name	Membership	Voting	Term Limit	Start Year	End Year
Chair of Admissions Committee					
Patrice Harold, MD	Administrator	Chair		2024	
Faculty Senate Appointees					
Avril Genene Holt, PHD	Faculty	Voting	3	2017	2026

Kevin Grady, MD	Faculty	Voting	3	2010	2025
Fabian Fregoli, MD	Faculty	Voting	3	2022	2025
Jambunathan Ramanathan,MD	Faculty	Voting	3	2022	2025
Herbert Smitherman, MD,MPH	Faculty	Voting	3	2022	2025
Mahir Elder , MD	Faculty	Voting	3	2023	2026
Lobna Fakih, MD	Faculty	Voting	3	2023	2026
Michael Carron, MD	Faculty	Voting	3	2023	2026
Alfred Baylor, MD	Faculty	Voting	3	2023	2026
Geoffrey Potts, <u>MD</u>	Faculty	Voting	3	2023	2026
Ashok Kumar	Faculty	Voting	3	2023	2026
Rebecca Klisz-Hulbert	Faculty	Voting	3	2023	2026
Rhonda Dailey	Faculty	Voting	3	2024	2027
Vijaya Kumar	Faculty	Voting	3	2024	2027
Tamam Mohamad	Faculty	Voting	3	2024	2027
Kaladhar Reddy	Faculty	Voting	3	2024	2027
Shunbin Xu	Faculty	Voting	3	2024	2027
Deepti Zutshi	Faculty	Voting	3	2024	2027

2. Nominations

The call for nominations for open seats on committees occurs late March or early April. This allows for candidates to self-nominate or be nominated.

Qualifications

- Committee membership must include a minimum of one faculty representative from the following: Ascension-Henry Ford Health, Corewell, DMC, Henry Ford Health, Trinity, VA, and one alumni.
- Must have served on the interview sub-committee of admissions for a minimum of 1 year prior to the nomination.
- Must be an M.D. or a D.O, Ph.D., or other terminal degree with a faculty

appointment at WSUSOM.

- Must complete onboarding training as well as annual training requirements.

Process

- Nominations can come from anyone, and the person nominating does not need to be a member of faculty senate.
- Nominees will be reviewed by the Vice Dean for Medical Education, and the Associate Dean for Admissions to ensure compliance with the outlined qualifications and then submitted to the Faculty Senate Executive Committee in time for election in early spring of each year.
- Letters notifying any Admissions Committee members of expiring terms go out annually in March.
- If additional clinical affiliations are added, they will be added to the charter in the next voting cycle.

3. Membership Categories, Voting Privileges, and Terms

Membership Category	Appointment	Voting Privileges	Terms and Term Limits
Define the category of members and how many members fit into this category.	Describe if this category is elected, selected by virtue of job title, or appointed (e.g., DEI, administrative) and by whom.	Does this category have voting privileges? If there are circumstances where they may but don't normally, describe those.	How long is a term, and how many terms are they allowed to serve.
Officio - Eighteen (18) (as of 10/28/2024) faculty voting members, elected through the Faculty Senate Election process	There's an election process through Faculty Senate.	Yes	Members serve a three-year term and are eligible for re-election by the Faculty Senate. There is no limit on the total number of terms anyone can serve.
Ex-officio - 5	By job title	No	As long as holding title

4. Vacancies and Terminations

Voting Admissions Committee members whose term is expiring may be re-elected, and there is no limit on the total number of terms anyone can serve.

Voting committee members who are on sabbatical leave, resign from the committee, or who leave the University will be replaced for the period of that leave or for the remainder of their term, as applicable. The committee shall submit to the Executive Committee of the Faculty Senate a request for appointment of a replacement. The name(s) of the remaining nominee(s) from the same cohort who received the highest number of votes at the last election will serve until the next committee election cycle, if available. If unavailable a new election will be held. Any membership filled by an immediate replacement member shall be considered a vacant seat with respect to nomination and voting at the next election cycle with the Executive Committee of the Faculty Senate.

Non-faculty voting members and ex-officio members who are on leave, resign from the committee, or who leave the University will be replaced for the period of that leave or for the remainder of their term, as applicable with the new interim replacement.

Section 5: Meetings

1. Agenda and Minutes

Admissions Committee agendas are developed under the direction of the Associate Dean for Admissions and provided to the Committee members at least two days prior to each meeting. Minutes are logged in the Committee's virtual online confidential platform, OnBoard, and are accessible in a meeting minutes archive. The agendas and meeting minutes are only accessible to committee members.

2. Meeting Frequency

Meetings are held twice per month or as needed.

3. Location

Meetings are held in OnBoard, a virtual meeting platform.

4. Quorum

A quorum shall be constituted when a simple majority of the voting faculty members are present for AC business.

*A simple majority vote is necessary to approve any motion reviewed by the Admissions Committee. The Chair is a non-voting member unless there is a tie. In this situation, the Chair shall have the tie- breaking vote. The Admissions Committee has the final vote on matters related admissions.

5. Voting

Voting occurs electronically in the Committee's OnBoard platform.

In-person or Virtual

- The AC uses a simple majority vote. In the event of a tie, the chair is the deciding vote. The method of voting is a rising vote using meeting technology, a show of hands or verbal articulation during the in-person, phone, or virtual conference medium.
- A motion passes based upon a simple majority vote of all voting members present who are eligible to vote on that motion. In the event of a tie, the chair is the deciding vote. When a voting member present recuses themselves, the voting member does not count as a participant in the current motion being voted on. A recusal counts as a non-vote for the motion up for a vote.
- Abstentions count as a vote to abstain. Thus, the determination of eligible voting members includes a yes, nays, and abstentions from all voting members present and participating in the vote.

Voting by email

- Action without a meeting of the AC can include an offer of admission to the school, alternate list or other committee business.
- All communications will be sent from the Chair of the AC or his/her designee.
- The sender of the email messages will include his/her name at the end of the message.
- Any member who has voting rights can make a motion, the second should be made within 72 hours. The motion should be approved by a simple majority vote within the timeline designated by the committee chair.
- Only one motion can be debated during the timeline.

Section 6: Policies & Procedures

Admissions policies

- <https://med-wayne-student.policystat.com/search?category=104761>

Section 7: Charter Review

This charter may be amended by and approval of the EC. It is reviewed every 3 years.

Section 8: Subcommittees

- As sub-committees of the AC, representation includes members of the AC, staff, and faculty. All subcommittees are advisory only to the Admissions Committee. Membership to the AC subcommittees are appointed the Chair of the Admissions Committee. The majority of subcommittees members must hold a faculty appointment with the exception of the student interviewer sub-committee. The responsibility of each of the committees are defined in their respective charters and in the of the membership section of this document. As of the 2025-2026 application year, available sub-committees include:

1. Interviewer Subcommittee

Charge

The charge and authority of the Interviewer sub-committee is delegated by the AC.

Policy

The Interviewer Subcommittee was formed to interview prospective applicants that are selected by the admission committee for interview each application cycle and provide recommendations based on a predetermined rubric that was created and voted on by the AC for their medical student candidacy to the AC.

- Membership will be sufficient to interview the 1200-1500 applicants interviewed each year. Members may be current or retired faculty members, attending physicians, residents, officers, physicians from affiliated institutions, alumni, or staff of the WSUSOM.
- Nominations for the Admissions Interviewers will be solicited from Departmental Chairs, current members of the AC, the leadership of the medical school, the leadership of affiliated health systems, and the faculty at large.
- Individuals selected to join the Admissions Interviewers will be provided with specific instructions and guidelines regarding the policies and procedures of the AC and the interview process. In addition, each new member of the Admissions Interviewers will observe a limited number of interviews with an experienced faculty committee member.

- Admissions Interviewers whose actions are not in accordance with the Admissions Policies and Procedures will be counseled by the Associate Dean for Admissions or the Director of Admissions and may be recommend for removal from the roster by the Associate Dean for Admissions if necessary.

Term Limits

- WSUSOM faculty and alumni are appointed to the committee annually. Each interviewer is expected to participate in a minimum of eight interview day sessions during each year. This is subject to change based on the number of participants and the number of interviews expected.

2024-2025 Interviewer Sub-Committee Members

Name		Membership	Voting	Year Onboarded
Chair of Admissions Committee				
Dr. Patrice Harold		Administrator, Chair of Committee*	Chair	2024
Non-Voting Administrators				
Kristin Copenhaver		Administrator	Ex-officio	2023
Interviewers				
Last	First	Membership		Voting
Abrahamson	Anne	Alumnus		Voting
Aho	Todd	Voluntary Faculty		Voting
Aized	Majid	Alumnus		Voting
Alangaden	Keith	Faculty		Voting
Altairy	Fadia	Voluntary		Voting
Andrade	Rodrigo	Faculty		Voting
Artalejo	Cristina	Faculty		Voting
Asbahi	Redwan	Alumnus		Voting
Bahu	Sam	Alumnus		Voting
Bak	Sean	Alumnus		Voting
Balboul	Rana	Voluntary Faculty		Voting

Barad	Anjana	Alumnus	Voting
Basha	Maysaa	Chair	Voting
Beal	Eliza	Faculty	Voting
Berger	Elizabeth	Faculty	Voting
Berry	Neesha	Alumnus	Voting
Bhavsar	Janak	Voluntary Faculty	Voting
Brown	Sandra	Alumnus	Voting
Butler	Jennifer	Alumnus	Voting
Carron	Michael	Faculty	Voting
Chaldecott	Lance	Alumnus	Voting
Chaudhry	Khawar	Alumnus	Voting
Cheng	Hao	Not Faculty	Voting
Chuang	Chih	Faculty	Voting
Dabaja	Ali	Voluntary	Voting
Dailey	Rhonda	Faculty	Voting
Day	Charles	Affiliate Faculty	Voting
Deol	Abhinav	Faculty	Voting
Deol	Bibban	Voluntary Faculty	Voting
Devara	Anupama	Faculty	Voting
Dickerson	Dionne	Voluntary Faculty	Voting
Ding	Yuchuan	Faculty	Voting
Doshi	Pranav	Voluntary Faculty	Voting
Dowers	Caroline	Voluntary Faculty	Voting
Dunbar	Joseph	Vice Dean	Voting
Duong	Jacky	Voluntary	Voting

Eilender	Lawrence	Voluntary Faculty	Voting
Eisenbrey	Brad	Voluntary Faculty	Voting
Elder	Mahir	Voluntary Faculty	Voting
Elsayed	Mona	Faculty	Voting
Gencyuz	Charisse	Alumnus	Voting
Gilmer	Holly	Voluntary Faculty	Voting
Goldfaden	Amy	Alumnus	Voting
Goldfarb	Robert	Voluntary Faculty	Voting
Goldstein	Ethan	Alumnus	Voting
Grady	Kevin	Voluntary Faculty	Voting
Grey	David	Alumnus	Voting
Grossman	Lawrence	Faculty	Voting
Gupta	Arielle	Voluntary Faculty	Voting
Hamner	Jewell	Voluntary Faculty	Voting
Hanna-Johnson	Melanie	Faculty	Voting
Harold	Patrice	Voluntary Faculty	Voting
Hasnain	Homa	Voluntary Faculty	Voting
Hass	Daniel	Voluntary Faculty	Voting
Hazin	Ribhi	Alumnus	Voting
Herman	Mark	Voluntary Faculty	Voting
Hettiarachchi	Malitha	Voluntary Faculty	Voting
Hilu	John	Voluntary Faculty	Voting
Holland	Deborah	Staff	Voting
Holt	Avril	Faculty	Voting
Ibrahim	Ahmed	Faculty	Voting

Ichinose	Tomomi	Faculty	Voting
Irby Johnson	Nijuanna	Alumnus	Voting
Jaffar	Muhammad	Affiliate Faculty	Voting
Kabbani	Loay	Affiliate Faculty	Voting
Kachroo	Naveen	Voluntary Faculty	Voting
Kalabat	John	Alumnus	Voting
Kanwar	Mamta	Alumnus	Voting
Katzman	Gary	Alumnus	Voting
Kayali	Foaz	Voluntary Faculty	Voting
Khraizat	Essam	Alumnus	Voting
Kingzett	Kristen	Alumnus	Voting
Klisz-Hulbert	Rebecca	Faculty	Voting
Komnenov	Dragana	Faculty	Voting
Kothari	Sandip	Alumnus	Voting
Kouyoumjian	Sarkis	Faculty	Voting
Kowalczyk	Carole	Voluntary Faculty	Voting
Kozak	Elizabeth	Alumnus	Voting
Kumar	Ashok	Faculty	Voting
Kumar	Vijaya Arun	Faculty	Voting
Lamb	Tim	Alumnus	Voting
Lanier	Stephen	Faculty	Voting
Lerchin	Cheryl	Alumnus	Voting
Lewalski	Philip	Faculty, Medical Student Simulation and BLS Coordinator	Voting
Lin	Ho-Sheng	Chair	Voting
Listello	Dave	Alumnus	Voting

Liu	Youcheng	Faculty	Voting
Lorenz	Brigitte	Voluntary Faculty	Voting
Lundahl	Leslie	Faculty	Voting
Malach	Ashley	Affiliate Faculty	Voting
Marawar	Rohit	Faculty	Voting
Markowitz	Andrew	Voluntary Faculty	Voting
Mathew	Trini	Voluntary Faculty	Voting
McCormick	Sean	Faculty	Voting
McGee	Jessica	Faculty	Voting
McGrath	Eric	Faculty	Voting
Meehan	Robert	Alumnus	Voting
Mendez	Jennifer	Emeritus	Voting
Meri	A	Voluntary Faculty	Voting
Michalopoulou	Georgia	Faculty	Voting
Miks	Veronica	Voluntary	Voting
Minster	Glenn	Voluntary Faculty	Voting
Mishulin	Svetlana	Alumnus	Voting
Mitra	Bharati	Faculty	Voting
Mohamad	Tamam	Voluntary Faculty	Voting
Murdoch	William	Alumnus	Voting
Murphy-Knight	Laurrie	Alumnus	Voting
Nantwi	Kwaku	Faculty	Voting
Nasser	Sam	Voluntary Faculty	Voting
Pansare	Milind	Voluntary Faculty	Voting
Park	Joongkyu	Faculty	Voting

Pasley	Jason	Affiliate Faculty	Voting
Patri	Murali	Voluntary Faculty	Voting
Paxton	James	Faculty	Voting
Peruzzi	William	Voluntary Faculty	Voting
Philip	Philip	Faculty	Voting
Pierson	Chris	Alumnus	Voting
Potts	Geoffrey	Faculty	Voting
Pukhrambam	Lalit	Faculty	Voting
Purzycki	Peter	Alumnus	Voting
Raheem	Shaheena	Faculty	Voting
Ramanathan	Jambunathan	Affiliate Faculty	Voting
Reddy	Kaladhar	Faculty	Voting
Rehman	Mohammed	Affiliate Faculty	Voting
Reiners, Jr.	John	Emeritus	Voting
Roy	Kristin	Alumnus	Voting
Rustom	David	Affiliate Faculty	Voting
Sadasivan	Sushma	Voluntary Faculty	Voting
Sankari	Abdulghani	Faculty	Voting
Seidel	Paola	Voluntary Faculty	Voting
Simone	Piero	Alumnus	Voting
Singh	Nikhlesh	Faculty	Voting
Smitherman	Herb	Faculty	Voting
Sobh	Ali	Alumnus	Voting
Sooch	Ruby	Alumnus	Voting

Spitz	Daniel	Voluntary Faculty	Voting
Steinle	Jena	Faculty	Voting
Suvas	Susmit	Faculty	Voting
Taylor	Dan	Voluntary Faculty	Voting
Thipparthi	Raghavendar	Faculty	Voting
Thomas	Michele	Alumnus (residency)	Voting
Todi	Sokol	Chair	Voting
Varner	Stacy	Voluntary Faculty	Voting
Walczak	Steve	Alumnus	Voting
Walsworth	Despina	Voluntary Faculty	Voting
Weinberger	Jarrett	Faculty	Voting
Weingarten	Brenda	Voluntary Faculty	Voting
White	Jennell	Faculty	Voting
Wilkerson-Uddyback	Patricia	Voluntary Faculty	Voting
Woodcock	Eric	Faculty	Voting
Worthy	Deniese	Alumnus	Voting
Xu	Shunbin	Faculty	Voting
Young	Joel	Voluntary Faculty	Voting
Young	Mala	alumnus	Voting
Zaman	Iram	Voluntary	Voting
Zestos	Maria	Chair	Voting
Zutshi	Deepti	Faculty	Voting

2. Medical Student Interviewer Subcommittee

Charge

The charge and authority of the Medical Student Interviewer sub-committee is delegated by the AC.

Role

The Medical Student Interviewer sub-committee was formed to annually revise policies and procedures used by the medical student interviewers to evaluate prospective applicants to WSUSOM. Updates are provided to the AC for review and approval.

Membership Appointments

- The student senate solicits applications from the M1 class for medical student interviewers.

Term Limits

- After onboarding to the Medical student interviewer sub-committee as M1s they are then required to continue to interview each year they are in the medical school (M1-M4).

Quorum

- A quorum shall be constituted when a simple majority of the voting student interviewer's subcommittee members are present for committee business.

*A simple majority vote is necessary to approve any motion reviewed by the Medical Student Interviewer Committee. The Chair is a non-voting member unless there is a tie. In this situation, the Chair shall have the tie-breaking vote. The Admissions Committee has the final vote on matters related admissions.

Voting Rules

- In-person or Virtual
 - The medical student interviewer sub-committee uses a simple majority vote. In the event of a tie, the subcommittee chair is the deciding vote. The method of voting is a rising vote using meeting technology, a show of hands or verbal articulation during the in-person, phone, or virtual conference medium.
 - A motion passes based upon a simple majority vote of all voting members present who are eligible to vote on that motion. When a voting member present recuses themselves, the voting member does not count as a participant in the current motion being voted on. A recusal counts as a non-vote for the motion up for a vote.
 - Abstentions count as a vote to abstain. Thus, the determination of eligible voting members includes a yes, nays, and abstentions from all voting members present and participating in the vote.

- Voting by email
 - All communications will be sent from the Chair of the medical student sub-committee or his/her designee.
 - The sender of the email messages will include his/her name at the end of the message.
 - Any member who has voting rights can make a motion, the second should be made within 72 hours. The motion should be approved by a simple majority vote within the timeline designated by the committee chair.
 - Only one motion can be debated during the timeline.
 - Amendments to the motion being debated can be made at any time during the designated debate period set forth by the committee chair.
 - A second to the amendment should be made within 72 hours.
 - The committee chair opens the seconded amendment for debate and reissues a new timeline for the simple majority vote if necessary.

3. Prerequisite Requirements Subcommittee

Charge

The charge and authority of the Pre-Requisite Requirements sub-committee is delegated by the AC.

Role

The Pre-Requisite Requirements sub-committee was formed to annually review and provide recommendations for pre-requisite requirements for undergraduate, graduate, and non-traditional students applying to WSUSOM to the AC for final approval.

Membership Appointments

- The committee includes representatives from medical education: namely the vice dean of medical education, the associate dean of student affairs, associate/assistant deans of admissions, dean of CQI & accreditation and compliance, staff, and faculty members.

Term Limits

- Faculty and administration who are involved in medical education and academic and student programs are appointed to the committee throughout his or her tenure at Wayne State University School of Medicine.

Quorum

- A quorum shall be constituted when a simple majority of the voting faculty members are present for pre-requisite requirements sub-committee business.

*A simple majority vote is necessary to approve any motion reviewed by the Pre-Requisite Review Sub-Committee. The Chair is a non-voting member unless there is a tie. In this situation, the Chair shall have the tie-breaking vote. The Admissions Committee has the final vote on matters related admissions.

Voting Rules

In-person or Virtual

- The pre-requisite requirements committee uses a simple majority vote. In the event of a tie, the chair is the deciding vote. The method of voting is a rising vote using a show of hands or verbal articulation during the in-person, phone, or virtual conference medium.
- A motion passes based upon simple majority of all voting members present who are eligible to vote on that motion. When a voting member present recuses themselves, the voting member does not count as a participant in the current motion being voted on. A recusal counts as a non-vote for the motion up for a vote.
- Abstentions count as a vote to abstain. Thus, the determination of eligible voting members includes a yes, nays, and abstentions from all voting members present and participating in the vote.

Voting by email

- All communications will be sent from the Chair of the sub-committee or his/her designee.
- The sender of the email messages will include his/her name at the end of the message.
- Any member who has voting rights can make a motion, the second should be made within 72 hours. The motion should be approved by a simple majority vote within the timeline designated by the committee chair.
- Only one motion can be debated during the timeline.
- Amendments to the motion being debated can be made at any time during the designated debate period set forth by the committee chair.
- A second to the amendment should be made within 72 hours.
- The committee chair opens the seconded amendment for debate and reissues a new timeline for the simple majority vote, if necessary.

2024-25 Pre-reg Requirements Sub-Committee Members

Name	Role	Membership Type
Dr. Patrice Harold	Ex-Officio, Non-voting	Administrator, Chair of Committee*
Dr. Christopher Steffes	Voting	Administrator

Dr. Margit Chadwell	Voting	Administrator
Dr. Paul Walker	Voting	Administrator
Dr. Avril Genene Holt	Voting	Faculty Member
Dr. Deepti Zutshi	Voting	Faculty Member
Dr. Shunbin Xu	Voting	Faculty Member
Dr. Rhonda Dailey	Voting	Faculty Member
Dr. Kaladhar Reddy	Voting	Faculty Member
Dr. Jason Booza	Voting	Administrator
Dr. Richard Baker	Ex-Officio, Non-voting	Administrator
Kristin Copenhaver	Ex-Officio, Non-Voting	Administrator

4. Technical Standards Subcommittee

Charge

The charge and authority of the Technical Standards sub-committee is delegated by the AC.

Role

The Technical Standards sub-committee was formed to annually review current standards and perform a gap analysis against AAMC benchmarks.

Membership Appointments

- The committee includes representatives from medical education: namely the vice dean of medical education, the associate dean of student affairs, associate/assistant deans of admissions, associate dean of academic and student programs, assistant dean of CQI & accreditation and compliance, staff, and faculty members.

Term Limits

- Faculty and administration who are involved in medical education and academic and student programs are appointed to the committee throughout his or her tenure at Wayne State University School of Medicine.

Quorum

- A quorum shall be constituted when a minimum of a simple majority of the voting faculty members are present for AC business.

*A simple majority vote is necessary to approve any motion reviewed by the Technical standards sub- committee. The Chair is a non-voting member unless there is a tie. In this situation, the Chair shall have the tie-breaking vote. The Admissions Committee has the final vote on matters related admissions.

Voting Rules

In-person or Virtual

- The technical standards sub-committee uses a simple majority vote. In the event of a tie, the chair is the deciding vote. The method of voting is a rising vote using a show of hands or verbal articulation during the in-person, phone, or virtual conference medium.

- A motion passes based upon a simple majority of all voting members present who are eligible to vote on that motion. When a voting member present recuses themselves, the voting member does not count as a participant in the current motion being voted on. A recusal counts as a non-vote for the motion up for a vote.
- Abstentions count as a vote to abstain. Thus, the determination of eligible voting members includes a yes, nays, and abstentions from all voting members present and participating in the vote.

Voting by email

- All communications will be sent from the Chair of the sub-committee or his/her designee.
- The sender of the email messages will include his/her name at the end of the message.
- Any member who has voting rights can make a motion, the second should be made within 72 hours. The motion should be approved by a simple majority vote within the timeline designated by the committee chair.
- Only one motion can be debated during the timeline.
- Amendments to the motion being debated can be made at any time during the designated debate period set forth by the committee chair.
- A second to the amendment should be made within 72 hours.
- The committee chair opens the seconded amendment for debate and reissues a new timeline for the simple majority vote, if necessary.

2024-26 Technical Standards Sub-Committee Members

Name	Role	Membership Type
Dr. Patrice Harold	Ex-Officio, Non-voting	Administrator, Chair of Committee*
Dr. Christopher Steffes	Voting	Administrator
Dr. Margit Chadwell	Voting	Administrator
Dr. Eva Waineo	Voting	Administrator
Dr. Paul Walker	Voting	Administrator
Dr. Avril Genene Holt	Voting	Faculty Member
Dr. Herbert Smitherman	Voting	Faculty Member
Charles Chung	Voting	Faculty Member
Rodrigo Fernandez-Valdivia	Voting	Faculty Member
Izabela Podgorski	Voting	Faculty Member
Dr. Deepti Zutshi	Voting	Faculty Member

Dr. Jason Booza	Voting	Administrator
Dr. Richard Baker	Ex-Officio, Non-voting	Administrator
Jamie Krueger	Ex-Officio, Non-voting	Administrator

5. Re-interview Subcommittee

Charge

The charge and authority of the Re-Interview sub-committee is delegated by the

AC. Role

The Re-Interview Subcommittee was formed to annually provide recommendations for revision to the AC's re-interview policy. This subcommittee annually reviews interviewer scores to evaluate if the re-interview policy should be updated. Membership Appointments

- The committee includes voting representatives from the admissions committee and non-voting representatives from the office of admissions administration.

Term Limits

- Faculty and administration who are involved in medical education and the office of admissions are appointed to the committee throughout his or her tenure at Wayne State University School of Medicine.

Quorum

- A quorum shall be constituted when a simple majority of the voting faculty members are present for AC business.

*A simple majority vote is necessary to approve any motion reviewed by the Re-Interview sub-committee of the AC. The Chair is a non-voting member unless there is a tie. In this situation, the Chair shall have the tie-breaking vote. The Admissions Committee has the final vote on matters related admissions.

Voting Rules

- In-person or Virtual
 - The Re-Interview sub-committee of the AC uses a simple majority vote. In the event of a tie, the chair is the deciding vote. The method of voting is a rising vote using a show of hands or verbal articulation during the in-person, phone, or virtual conference medium.
 - A motion passes based upon a simple majority vote of all voting members present who are eligible to vote on that motion. When a voting member present recuses themselves, the voting member does not count as a participant in the current motion being voted on. A recusal counts as a non-vote for the motion up for a vote.

- Abstentions count as a vote to abstain. Thus, the determination of eligible voting members includes a yes, nays, and abstentions from all voting members present and participating in the vote.

Voting by email

- All communications will be sent from the Chair of the sub-committee or his/her designee.
- The sender of the email messages will include his/her name at the end of the message.
- Any member who has voting rights can make a motion, the second should be made within 72 hours. The motion should be approved by a simple majority vote within the timeline designated by the committee chair.
- Only one motion can be debated during the timeline.
- Amendments to the motion being debated can be made at any time during the designated debate period set forth by the committee chair.
- A second to the amendment should be made within 72 hours.
- The committee chair opens the seconded amendment for debate and reissues a new timeline for the simple majority vote, if necessary.

2025-26 Re-Interview Sub-Committee Members

Name	Role	Membership Type
Dr. Patrice Harold	Ex-officio	Administrator, Chair of Committee*
Dr. Kevin Grady	Voting	Faculty
Dr. Vijaya Kumar	Voting	Faculty
Kristin Copenhaver	Ex-officio	Administrator

6. Early Decision Program (EDP) Subcommittee

Charge

The charge and authority of the Early Decision Program (EDP) sub-committee is delegated by the

AC. Role

The EDP sub-committee was formed to annually provide recommendations to the AC for revision of the EDP policy that pertains to the minimum metrics that an applicant must apply to be considered for an early decision by October 1.

Membership Appointments

- The committee includes voting representatives from the admissions committee and non-voting representatives from the office of admissions administration.

Term Limits

- Faculty and administration who are involved in medical education and the office of admissions are appointed to the committee throughout his or her tenure at Wayne State University School of Medicine.

Quorum

- A quorum shall be constituted when a simple majority of the voting faculty members are present for AC business.

*A simple majority vote is necessary to approve any motion reviewed by the EDP sub-committee of the AC. The Chair is a non-voting member unless there is a tie. In this situation, the Chair shall have the tie- breaking vote. The Admissions Committee has the final vote on matters related admissions.

Voting Rules

In-person or Virtual

- The EDP sub-committee of the AC uses a simple majority vote. In the event of a tie, the chair is the deciding vote. The method of voting is a rising vote using a show of hands or verbal articulation during the in-person, phone, or virtual conference medium.
- A motion passes based upon simple majority vote of all voting members present who are eligible to vote on that motion. When a voting member present recuses themselves, the voting member does not count as a participant in the current motion being voted on. A recusal counts as a non-vote for the motion up for a vote.

- Abstentions count as a vote to abstain. Thus, the determination of eligible voting members includes a yes, nays, and abstentions from all voting members present and participating in the vote.

Voting by email

- All communications will be sent from the Chair of the sub-committee or his/her designee.
- The sender of the email messages will include his/her name at the end of the message.
- Any member who has voting rights can make a motion, the second should be made within 72 hours. The motion should be approved by a simple majority vote within the timeline designated by the committee chair.
- Only one motion can be debated during the timeline.
- Amendments to the motion being debated can be made at any time during the designated debate period set forth by the committee chair.
- A second to the amendment should be made within 72 hours.
- The committee chair opens the seconded amendment for debate and reissues a new timeline for the simple majority vote, if necessary.

2024-2025 EDP Sub-Committee Members

Name	Role	Membership Type
Dr. Patrice Harold	Ex-officio	Administrator, Chair of Committee*
Dr. Mahir Elder	Voting	Faculty
Dr. Rebecca Klisz-Hulbert	Voting	Faculty
Dr. Tamam Mohamad	Voting	Faculty
Kristin Copenhaver	Ex-officio	Administrator

7. Assessment Review Subcommittee

Charge

The charge and authority of the Assessment Review sub-committee is delegated by the AC.

Role

The assessment reviewer sub-committee was formed to annually review and provide recommendations to questions and rubrics for the faculty/alumni interview, secondary questions, application reading process, and MMI's to the AC. Admissions Committee members, application readers, faculty/alumni, MMI interviewers, and Office of Admissions staff make up the membership of this sub-committee.

Membership Appointments

- The committee includes voting representatives from the admissions committee and non-voting representatives from the office of admissions administration.

Term Limits

- Faculty, Alumni, and administration who are involved in medical education and the office of admissions are appointed to the committee throughout his or her tenure at Wayne State University School of Medicine.

Quorum

- A quorum shall be constituted when a simple majority of the voting faculty members are present for AC business.

*A simple majority vote is necessary to approve any motion reviewed by the ad-hoc assessment review sub-committee of the AC. The Chair is a non-voting member unless there is a tie. In this situation, the Chair shall have the tie-breaking vote. The Admissions Committee has the final vote on matters related admissions.

Voting Rules

In-person or Virtual

- The ad-hoc assessment review sub-committee of the AC uses a simple majority vote. In the event of a tie, the chair is the deciding vote. The method of voting is a rising vote using a show of hands or verbal articulation during the in-person, phone, or virtual conference medium.
- A motion passes based upon a simple majority vote of all voting members present who are eligible to vote on that motion. When a voting member present recuses themselves, the voting member

does not count as a participant in the current motion being voted on. A recusal counts as a non-vote for the motion up for a vote.

- Abstentions count as a vote to abstain. Thus, the determination of eligible voting members includes a yes, nays, and abstentions from all voting members present and participating in the vote.

Voting by email

- All communications will be sent from the Chair of the sub-committee or his/her designee.
- The sender of the email messages will include his/her name at the end of the message.
- Any member who has voting rights can make a motion, the second should be made within 72 hours. The motion should be approved by a simple majority vote within the timeline designated by the committee chair.
- Only one motion can be debated during the timeline.
- Amendments to the motion being debated can be made at any time during the designated debate period set forth by the committee chair.
- A second to the amendment should be made within 72 hours.
- The committee chair opens the seconded amendment for debate and reissues a new timeline for the simple majority vote, if necessary.

2024-25 Ad-hoc Assessment Review Sub-Committee Members

Name	Sub-group	Role	Membership type
Dr. Elder	Faculty/alumni interviewer questions and rubrics	Voting	Faculty
Dr. Carron	Faculty/alumni interviewer questions and rubrics	Voting	Faculty
Dr. Dailey	Faculty/alumni interviewer questions and rubrics	Voting	Faculty
Dr. Potts	Faculty/alumni interviewer questions and rubrics	Voting	Faculty
Dr. Fregoli	Faculty/alumni interviewer questions and rubrics	Voting	Faculty
Cheryl Lerchin	Faculty/alumni interviewer questions and rubrics	Voting	Faculty
Dr. Mohamad	MMI Interviewer questions and rubrics	Voting	Faculty
Dr. Ramanathan	MMI Interviewer questions and rubrics	Voting	Faculty



Dr. Vijaya Kumar	MMI Interviewer questions and rubrics	Voting	Faculty
Dr. Xu	MMI Interviewer questions and rubrics	Voting	Faculty
Dr. Zutshi	MMI Interviewer questions and rubrics	Voting	Faculty
Sherry Luke	MMI Interviewer questions and rubrics	Non-voting	Staff
Dr. Klisz-Hulbert	Secondary questions and rubrics	Voting	Faculty
Dr. Harold	Secondary questions and rubrics	Ex-officio: Non-voting	Administrator
Dr. Baylor	Secondary questions and rubrics	Voting	Faculty
Dr. Reddy	Secondary questions and rubrics	Voting	Faculty
Dr. Fakih	Secondary questions and rubrics	Voting	Faculty
Jamie Krueger	Secondary questions and rubrics	Ex-officio: Non-voting	Administrator
Dr. Grady	Reader questions and rubrics	Voting	Faculty
Dr. Smitherman	Reader questions and rubrics	Voting	Faculty
Dr. Ashok Kumar	Reader questions and rubrics	Voting	Faculty
Dr. Baker	Reader questions and rubrics	Ex-officio: Non-voting	Administrator
Dawn Yargeau	Reader questions and rubrics	Non-voting	Staff
Dr. Holt	Alignment group	Voting	Faculty
Dr. Dunbar	Alignment group	Ex-officio: Non-voting	Administrator
Kristin Copenhaver	Alignment group	Ex-officio: Non-voting	Administrator

8. Pathways Subcommittee

Charge

The charge and authority of the Assessment Review sub-committee is delegated by the AC.

Role



The Pathways Subcommittee was formed to annually provide recommendations to the Dean of Admissions regarding pathway programs strategy and partnerships. This subcommittee annually reviews all pathway programs and criteria, and evaluates effectiveness of current pathway programs.

Membership Appointments

- The committee includes voting representatives from the admissions committee and non-voting representatives from the office of admissions administration.

Term Limits

- Faculty, Alumni, and administration who are involved in medical education and the office of admissions are appointed to the committee throughout his or her tenure at Wayne State University School of Medicine.

Quorum

- A quorum shall be constituted when a simple majority of the voting faculty members are present for AC business.

*A simple majority vote is necessary to approve any motion reviewed by the Pathways subcommittee of the AC. The Chair is a non-voting member unless there is a tie. In this situation, the Chair shall have the tie-breaking vote. The Admissions Committee has the final vote on matters related admissions.

Voting Rules

In-person or Virtual

- The Pathways sub-committee of the uses a simple majority vote. In the event of a tie, the chair is the deciding vote. The method of voting is a rising vote using a show of hands or verbal articulation during the in-person, phone, or virtual conference medium.
- A motion passes based upon simple majority of all voting members present who are eligible to vote on that motion. When a voting member present recuses themselves, the voting member does not count as a participant in the current motion being voted on. A recusal counts as a non-vote for the motion up for a vote.
- Abstentions count as a vote to abstain. Thus, the determination of eligible voting members includes a yes, nays, and abstentions from all voting members present and participating in the vote.

Voting by email

- All communications will be sent from the Chair of the sub-committee or his/her designee.
- The sender of the email messages will include his/her name at the end of the message.
- Any member who has voting rights can make a motion, the second should be made within 72 hours. The



motion should be approved by a simple majority vote within the timeline designated by the committee chair.

- Only one motion can be debated during the timeline.
- Amendments to the motion being debated can be made at any time during the designated debate period set forth by the committee chair.
- A second to the amendment should be made within 72 hours.
- The committee chair opens the seconded amendment for debate and reissues a new timeline for the simple majority vote, if necessary.

Name	Role	Membership Type
Dr. Patrice Harold	Ex-Officio	Administrator, Chair of Committee*
Dr. Kevin Grady	Voting	Faculty
Dr. Rhonda Dailey	Voting	Faculty
Dr. Michael Carron	Voting	Faculty
Dr. Tamam Mohamad	Voting	Faculty
Dr. Herbert Smitherman	Voting	Faculty
Jamie Krueger	Ex-Officio	Administrator
Kristin Copenhaver	Ex-Officio	Administrator

