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**SUBCOMMITTEE ON ACADEMIC LEARNING  
MANAGEMENT SYSTEM CALENDAR CHARTER****A. Purpose**

The Subcommittee on Academic Learning Management System Calendar is charged with maintaining the integrity of the academic calendar for OMS years I-IV. The Subcommittee will function as an approving authority and the advisory/recommending body to the Curriculum Committee with regards to the academic year.

**B. Membership**

The Subcommittee was formed by the Curriculum Committee with members being appointed by the Chair of the Curriculum Committee and the Vice President of Institutional Effectiveness. The subcommittee will contain eight (8) members including the Chair. Membership will include:

- a. Chair of the Curriculum Committee, voting member and shall serve indefinitely by virtue of the position.
- b. Minimum of one clinical faculty member, voting member.
- c. Minimum of one academic support member, voting member.
- d. Minimum of one basic science faculty member, voting member.
- e. Clinical Curriculum Manager, voting member and shall serve indefinitely by virtue of the position.
- f. Pre-Clinical Curriculum Manager, voting member and shall serve indefinitely by virtue of the position.
- g. Director of Financial Aid, voting member and shall serve indefinitely by virtue of the position.

**C. Membership Terms**

Members will be appointed for a term of three (3) consecutive years unless they are serving by virtue of their position.

**D. Responsibilities**

The Subcommittee on Academic Learning Management System Calendar will meet with pre-clinical course directors by June 1st for the upcoming fall semester and Dec 1st for the upcoming spring semester of each year to plan/coordinate the academic calendar.

The clinical clerkship rotation calendar for the upcoming academic year will be finalized and approved during the preceding fall semester and be published in the following spring semester.

All changes/adjustments to the calendar will be complete once the academic goes live.

The academic calendar will be finalized and go live two weeks prior to the start of each semester.

Go live dates will be provided to all course directors in advance.

Any change/adjustments to the calendar after this deadline must be approved by the at least two members of the calendar committee.\*

\*Course directors are only able to make sick/emergency faculty changes/adjustments with less than 48-hour notice without the approval of the subcommittee; however, course directors must still provide notice to the subcommittee of the change as soon as possible.

A quorum is met when at least two-thirds of the voting membership is present. In the case of a vote, majority vote will win.