

**Medical College of Georgia Graduate Medical Education Committee**

**Diversity, Inclusion, Equity, and Health Disparities (DIE-H) Subcommittee Charter**

1. Purpose

Under the direction of the Medical College of Georgia (MCG) Graduate Medical Education Committee (GMEC), the DIE-H Subcommittee develops infrastructure, tools, policies, research, and curricula related to the implementation and initiatives within the graduate medical education (GME) programs. The Subcommittee ensures that all GME programs adhere to the institution's and ACGME guidelines to recruit and retain a diverse faculty and resident/fellow complement and foster a culture of inclusion. The Subcommittee will also oversee integration of GME DIE-H initiatives with the initiatives of the Sponsoring Institution (SI) through direct collaboration with the Medical College of Georgia and Augusta University Health representatives.

2. Members

- a. Program Directors: At least four program directors or their designees (e.g. Associate Program Directors, Program Coordinators, or other designated faculty or institutional officers) will volunteer or be assigned to the DIE-H Subcommittee by the Designated Institutional Official (DIO). These four will all be voting members of the Subcommittee.
- b. Residents/Fellows: At least four residents/fellows will be peer-selected to serve on the DIE-H Subcommittee. Resident/fellow members will be peer-selected based on level of commitment and to ensure a diversity of backgrounds, interests, and specialties are represented. These residents/fellows will all be voting members of the Subcommittee.
- c. Additional Permanent Members: Individuals from the Sponsoring Institution with leadership positions pertaining to DIE-H programs will be asked to participate by the Subcommittee Chair and the DIO. These individuals will not have a formal vote.
- d. Ad Hoc Members: Additional individuals, including Augusta University faculty and staff from outside the Sponsoring Institution, may be assigned to the Subcommittee on a temporary basis by either the DIO or the DIE-H Subcommittee Chair. These members may be assigned because they are subject matter experts in DEI-H or because they bring additional expertise to bear on a topic of interest to the Subcommittee. These individuals will not have a formal vote.

3. Subcommittee Chairperson

- a. The Chairperson of the DIE-H Subcommittee may be the Senior Associate Dean for Graduate Medical Education, the Associate Dean for Graduate Medical Education, or a Program Director.
- b. The Chairperson is appointed by the DIO.
- c. The Chairperson will be a voting member only in the instance of a tie among the rest of the Subcommittee members.
- d. The Chairperson will submit meeting minutes to the GMEC for review and approval.

4. Responsibilities

- a. Identify educational needs in the area of DIE-H among the GME program staff, GME faculty, and GME learners (residents/fellows). Identify resources to meet these needs and, if needed, seek support from the GME office, GMEC, GME Governing Body, or the SI for those resources.
- b. Oversee activities at the institutional level that address the DIE-H related educational needs of the MCG GME community.
- c. Ensure all GME programs participate in the GME/SI provided DIE-H training activities offered through the Office of Diversity & Inclusion.
- d. Foster an institutional culture that fully supports the tenets of DIE-H. Provide expert consultation for GME programs having difficulty with DIE-H culture and curricula.
- e. Work with the GME programs to keep a running list of GME DIE-H initiatives that are active in the SI.
- f. Oversee integration of GME DIEH initiatives with the DIEH initiatives of the SI.
- g. Monitor the Clinical Learning Environment and the Housestaff organization to assess and advise where improvements are needed as it relates to DIE-H.

5. Procedures

- a. Meetings
  - i. Scheduled, in-person meetings will be conducted at least six times a year Meetings may occur more frequently as needed.
  - ii. Quorum for in-person meetings will be 50% of voting members. At least one resident member must be present to achieve quorum.
  - iii. Additional discussion and dissemination of information may be conducted on an ad hoc basis via electronic communication.
- b. Voting
  - i. Votes will be determined by a simple majority.
  - ii. The Chairperson will cast a vote marked "Chair". This vote will only be counted in the event of a tie among the rest of the members of the Subcommittee.
  - iii. Votes may be conducted electronically in an ad hoc manner as long as 50% of voting members cast ballots and at least one vote is cast by a resident/fellow member.
  - iv. Items approved by the DIE-H Subcommittee will not be considered officially approved until the minutes of the Subcommittee are approved by the GMEC.
- c. Terms
  - i. Subcommittee members will serve on the basis of 1 year terms.
  - ii. There will be no term limit, and continued participation on the Subcommittee will be determined based on member activity level and ability to fulfill Subcommittee commitments (meeting attendance, task completion, etc.).
  - iii. Eligibility to continue on the Subcommittee for each term will be determined by the Subcommittee Chairperson and DIO.

6. Reporting

- a. The DIE-H Subcommittee reports directly to the membership of the GMEC, which will be responsible for reviewing, approving, and disseminating relevant information to all

Program Directors and enacting any policies developed through the work of the DIE-H Subcommittee.

- b. The DIEH Subcommittee may determine that an issue would be more appropriately handled by another GMEC Subcommittee, the GMEC itself, or another institutional committee altogether. In this instance, the Chairperson will work directly with the Chairperson of the alternative subcommittee or committee in question to refer the item.
- c. Minutes of every DIE-H Subcommittee meeting will be kept and submitted to the GMEC for approval.