

Minutes of all meetings will be maintained. After review by Committee members, minutes will be circulated to Site CME Committees for information. Official approval of minutes will occur at the next COM committee meeting.

All Site CME Coordinators and members of all site committees are invited guests at all meetings of the College CME meetings.

An annual report to the faculty is made at the end of the fiscal year.

An Executive Committee of the College Committee on CME will meet monthly to review and certify activities recommended for approval by the site CME committees. The Executive Committee shall consist of the Chairs of each of the site CME committees, the COM Committee, and the Senior Associate Dean.

Minutes of the Executive Committee shall be circulated to the sites monthly. Following their approval, these minutes shall be kept in the College CME office.

The Executive Committee, through its minutes, shall report its activities to the College Committee on CME on a quarterly basis.