



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO

Paul L. Foster School of Medicine

Medical Education Program Policy

Policy Name:	LCME Leadership Advisory Group Subcommittee Policy				
Policy Domain:	Administrative Leadership Oversight for LCME Accreditation	Refers to LCME Element(s):	1.1, 1.2, 1.3, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 3.2, 3.4, 3.5, 3.6, 4.1, 4.3, 4.4, 4.5, 4.6, 5.1, 5.2, 5.3, 5.4, 5.7, 5.8, 5.9, 5.11, 5.12, 6.6, 6.7, 9.2, 10.1, 10.2, 10.3, 10.4, 10.6, 10.7, 10.8, 11.1, 11.2, 11.4, 12.1, 12.3, 12.4, 12.5, 12.6, 12.7, 12.8		
Responsible Executive:	Chair, Curriculum and Educational Policy Committee	Adopted:	September 2025	Date Last Revised:	
Responsible Office:	Office of Medical Education	Contact:	Mirjana Babic M.P.A. mbabic@ttuhsc.edu		

1. Policy Statement: The LCME Leadership Advisory Group Sub-Committee is a standing subcommittee of the Curriculum and Educational Policy Committee (CEPC) established per article X, subsection 2c of the PLFSOM Faculty Bylaws. The CEPC assigns limited operational responsibilities, while the subcommittee promotes institutional oversight of LCME accreditation by encouraging collaboration across departments that impact educational quality and LCME preparedness

2. Reason for Policy: To formalize the structure, membership, responsibilities, and authority of the LCME Leadership Advisory Group Subcommittee and ensure alignment with CEPC and LCME expectations

3. Who Should Read this Policy: CEPC members; members of the LCME Leadership Advisory Group Subcommittee; Office of Medical Education administrative staff; leadership from institution and school essential for LCME compliance

4. Resources: The subcommittee is supported by the Office of Medical Education

5. Definitions:

CEPC: The Curriculum and Educational Policy Committee, as defined in the PLFSOM Faculty Bylaws.

LCME: The Liaison Committee on Medical Education, the accrediting body for MD programs in the U.S. and Canada.

LCME Elements: specific areas of compliance required for accreditation. The LCME accreditation framework includes 12 comprehensive standards, each supported by multiple elements that collectively define the expectations for MD-granting institutions. These standards cover a broad range of categories, such as the institution's mission and governance, the academic environment, faculty and administrative support, curricular structure and content, and student services. The standards serve as benchmarks to ensure consistent quality across all accredited medical schools

6. The Policy:

a. Establishment and Reporting

This subcommittee was initially an ad hoc working group and was formally designated a standing subcommittee

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of the CEPC by appointment of the CEPC Chair. It operates under the CEPC's authority per Article X, subsection 2c of the PLFSOM Faculty Bylaws. The chair of the CEPC has delegated ongoing responsibility for monitoring LCME Elements that require collaboration across the school and institution to achieve and maintain compliance. The subcommittee will report to the CEPC.

b. Membership

Membership includes key representatives from institutional leadership and school's operational areas essential to LCME compliance. Members are appointed based on their role, and their service on the subcommittee will continue for the duration of their appointment in that role. Members may appoint a proxy to attend and vote in their place if they are unable to attend.

Membership consists of:

- Associate Dean for Office of Medical Education (Chair)
- Associate Dean for Graduate Medical Education
- Associate Dean of Student Affairs
- Associate Academic Dean for Admissions
- Assistant Vice President Student Services & Student Engagement
- Associate Dean for Faculty Affairs
- Associate Dean for Office of Finance and Administration
- Associate Dean for Faculty Development
- Vice President for Academic Affairs
- Associate Managing Director for Academic Programs
- Assistant Dean for Medical Education (Clinical Instruction)
- Assistant Dean for Medical Education (Basic Science Instruction)
- Assistant Dean for Student Affairs

Additional ex-officio, non-voting members of the subcommittee shall include:

- Director of Office of Medical Education,
- Associate Director for Accreditation
- Assistant Director for Student Experience and Continuous Quality Improvement.

Additional institutional and school leaders will be invited to participate on an as needed basis when LCME Elements in their area of authority and expertise are reviewed. This includes but is not limited to compliance, library services, information technology and research.

c. Meeting Frequency

The subcommittee meets quarterly and may convene more frequently based on school's needs or accreditation timelines.

d. Charge and Responsibilities

The subcommittee is responsible for:

- Monitoring school's readiness and performance with respect to LCME accreditation standards and elements, particularly those requiring cross-functional coordination
- Facilitating timely and collaborative responses to areas of concern or deficiency
- To review findings from CQI reports and make recommendations as needed to the appropriate leadership, other standing committees, and/or to the dean. These recommendations may involve changes to policies, procedures, processes, and/or programmatic modifications.
- The subcommittee ensures that outcome data is used consistently to support continuous quality improvement

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- Coordinating stakeholder engagement in support of accreditation-related planning, evaluation, and documentation
- Supporting the CEPC and Office of Medical Education in preparation for LCME site visits and submission requirements (e.g., DCI, Institutional Self-study, surveys)

e. Constraints

The subcommittee serves in an advisory and coordinating capacity and does not independently enact curricular or institutional policy changes. Recommendations for such changes are made through the CEPC or relevant executive bodies.

f. Reporting

The subcommittee reports to the CEPC at least annually, with ad hoc updates as needed. The associate dean for medical education serves on both the CEPC and the Leadership Advisory Group Subcommittee to coordinate activities across the groups.