



## **APGO Undergraduate Medical Education Committee (UMEC)**

*Rev March 2011*

The APGO UMEC chair is appointed by the APGO president. Members are appointed by the APGO President with input from current UMEC members and approval of the APGO Board of Directors. UMEC members will rank the top five applicants during the July meeting. Following the meeting, the UMEC Chair will conduct personal interviews with the top five candidates to discuss their qualifications and interest. The UMEC Chair will submit the final rankings and a report of the personal interviews to the APGO Board for review and approval. The 10-member Undergraduate Medical Education Committee appointment is for two (2) years with the opportunity for two (2) two-year reappointments, for a total of six (6) years of service. One senior member is appointed Chair every two (2) years, after serving a six-year (6) term, for a total term of 8 years. (Reports to APGO Board of Directors). **All documents must be submitted electronically to [apgoadmin@apgo.org](mailto:apgoadmin@apgo.org).**

### **Job Description/Charge:**

To improve undergraduate medical education in obstetrics and gynecology by:

1. Providing consultation service to departments with respect to undergraduate education programs
2. Sponsoring and implementing faculty motivational and developmental programs
3. Proposing basic knowledge and skill requirements for undergraduates
4. Identifying, developing and evaluating content of learning materials
5. Identifying, developing and evaluating testing instruments to assess fulfillment of knowledge and skill requirements
6. Promoting production of quality instructional materials
7. Disseminating appropriate programmatic materials and information where indicated and feasible
8. Developing and evaluating innovative teaching and learning techniques

### **All UMEC members are expected to:**

1. Attend and participate in the scheduled UMEC meetings\*
2. Make a strong commitment to fulfilling the goals of the committee
3. Complete the tasks/projects they volunteered to do on time
4. Fully attend programs with which UMEC is involved

*\*Standing UMEC meetings occur three times a year. The first meeting of each calendar year is held in conjunction with the January APGO Faculty Development Seminar. The second meeting is held in conjunction with the CREOG & APGO Annual Meeting. The third meeting is a three to four-day working retreat held in late July or early August, where much*

*of the committee work is done. Work continues on projects between meetings with a significant time commitment especially just prior to the UMEC meetings and APGO conferences where UMEC presents workshops and sessions. Committee members are expected to attend the January Faculty Development Seminar and the CREOG & APGO Annual Meeting at their own expense. The summer UMEC working retreat expenses will be covered by APGO. The cost to attend other meetings for liaison activities is also the responsibility of the individual UMEC member.*

The fellowship and collegiality of the committee are central to the successful achievement of its goals. Meeting attendance and participation are therefore extremely important. Recurrent absences from and/or non-participation in meetings may constitute grounds for dismissal at the discretion of the UMEC Chair and APGO President. It is important and expected that your department chair will be supportive of your committee involvement. Your chair will be asked to sign a letter of support that includes agreement for adequate release time.

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### 2011-2012 Committee Membership

**Chair:** Nadine T. Katz, MD, Chair

**Members:** Jodi F. Abbott, MD  
Petra M. Casey, MD  
Alice W. Chuang, MD  
John L. Dalrymple, MD  
Katrina R. Davis, MD  
Lorraine Dugoff, MD  
Nancy A. Hueppchen, MD  
Francis S. Nuthalapaty, MD  
Archana Pradhan, MD  
Ex-Officio:  
Joseph M. Kaczmarcyk, DO (ACCOG Representative)  
Amie J. Cullimore, MD (APOG Representative)

**APGO Staff:** Donna D. Wachter (APGO Executive Director)  
Michelle N. Kobryn (APGO Communications Specialist)