



## **Statement of Organization and Purpose for the Advancing Holistic Principles Advisory Committee**

### AAMC Mission and Vision

*Mission:* The AAMC leads and serves academic medicine to improve the health of people everywhere.

*Vision:* A healthier future through learning, discovery, health care and community collaborations.

*Mission Areas:* The AAMC focuses on transforming health care in four primary mission areas: medical education, patient care, medical research, and diversity, inclusion, and equity in health care.

### Holistic Review Team Purpose

The Holistic Review Team shifts thinking on structures and processes to facilitate the creation of a more just, fair, equitable, and sustainable systems and cultures. We accomplish this by partnering with schools and institutions that are leading holistic innovations to produce scholarship and lift up, professionalize, systematize, and disseminate promising work for others to adopt and adapt. Through this collaborative approach, the team aims to create learner-centered, equity-driven, and asset-focused policies and practices in medical schools and teaching hospitals.

### Advisory Committee Mission

The Advancing Holistic Principles Advisory Committee provides a representative voice for the professionals working to advance holistic principles and practices across all academic medicine mission areas. This representative voice engenders change, promotes promising practice, advances awareness, and empowers medical schools and teaching hospitals to increase access, promote diversity, equity, and inclusion, and advance antiracist practices across academic medicine.

### Committee Charge

The Advancing Holistic Principles Advisory Committee is charged with making recommendations, providing consultation, and/or providing feedback to AAMC staff responsible for holistic review initiatives and advocacy efforts.

### Committee Membership Structure

The committee chair is responsible for:

- Leadership and vision – Providing leadership and conveying the Holistic Review team's vision to the committee and other stakeholders
- Authority – Having the ability to start and end all meetings on time and ensure that the agenda is followed throughout the meeting
- Discussions – Monitoring discussions to ensure that they are relevant and useful
- Conflict management – Mitigating any conflicts that occur during a meeting

- Continuous improvement – Giving input and dedicating time to the improvement of the processes and practices of the advisory committee

The committee vice-chair is responsible for:

- Performing the chair's responsibilities when he/she cannot be available
- Collaborating with the chair on committee agenda setting and coordination with AAMC Holistic Review Team
- Engaging periodically with members and working groups to gather updates and feedback to inform the direction of the AHPAC

The committee past chair is responsible for:

- Serving as a neutral sounding board for the team, chair and vice-chair to support them in their roles and responsibilities
- Providing coaching (as requested) to assist with discussions and conflict management

The role of committee members is to:

- Identify and discuss national issues related to holistic review
- Identify relevant potential projects that may address issues of national importance and interest
- Facilitate national dialogue about mission-based admissions, retention, and selection processes and new applications of these processes
- Serve as presenters and advocates on behalf of the AAMC Holistic Review Initiative for mission-based admissions and selection processes
- Share, identify, and recommend "effective practices" regarding mission-based admissions and selection processes and new applications of these processes
- Identify and serve on working groups dedicated to the development, implementation, evaluation, and dissemination of new tools, resources, systems and processes that will create change and improve holistic review practices across all AAMC mission areas
- Help socialize, advocate for, and gather feedback on mission-based admissions, support, and selection from their respective stakeholder communities
- Provide role-based perspectives in the areas of curriculum, residency, student affairs, admissions, DEI, institutional leadership, research, and faculty

Committee liaisons are defined and engaged as follows:

The Advancing Holistic Principles Advisory Committee will include liaisons from key AAMC and other affinity groups (e.g., OPDA, NAAHP), including the Group on Student Affairs (GSA), the Group on Diversity and Inclusion (GDI), the Organization of Student Representatives (OSR), and Medical Education Senior Leaders (MESL). Liaisons are full committee members.

Liaisons will:

- Relay pertinent information between the Advancing Holistic Principles Advisory Committee and their respective affinity groups
- Ensure that issues relevant to their stakeholder communities are presented and considered adequately with feedback from both entities
- Keep both committees/groups aware of each other's projects and "hot topics," and help identify opportunities for engagement and joint projects

While liaisons will have the option of participating on working groups, their primary responsibility in this area will be to help identify appropriate members of their affinity groups/communities to participate on these groups.

Liaisons will be aware of what is happening with their committee and be conversant with the minutes to ensure that they accurately reflect the respective committee discussions and actions.

#### Term of Office

##### Committee chairs:

The committee chair will serve a three-year term and will have served one three-year term as the vice chair. Upon moving from vice-chair to chair, a new vice chair will be selected through a call open to all current advisory committee members.

##### Committee members:

A committee member serves a three-year term. To enable new people to join, a member is typically elected to a maximum of two consecutive three-year terms but is eligible to serve successive terms after the second term at the discretion of the Senior Director and the AAMC Holistic Review Team. In rare circumstances a member might be asked to extend their term for an additional consecutive year(s) to retain special expertise on the committee. Additionally, a member may be asked to roll off the committee if they no longer provide needed role-based representation. To ensure continuity in the committee's work, terms will be staggered, requiring that on the current committee one-third of the members will serve one more year, one-third will serve two more years, and one-third will serve three more years. Members who roll off the advisory committee may retain their positions on working groups.

##### Liaisons:

Term of office dependent on liaison affiliation.

#### Committee Operational Structure

The Advancing Holistic Principles Advisory Committee is a standing committee that meets three times per year in 2-hour virtual sessions and one time per year for 1.5 days or the virtual equivalent spread over a 1-week period.

Advancing Holistic Principles working groups are special committees formed to serve for a limited amount of time with a designated purpose. Working groups will meet at a cadence determined by the working group members and chair. These groups will be evaluated annually by AAMC Holistic Review Team, the Advisory Committee Chair and Vice-Chair, and the Working Group Chair to assess progress, clarify goals, review membership, and determine if the workgroup should be dissolved, refined, or continued as originally envisioned.