

DIGITAL EDUCATION COMMITTEE CHARGE

Number of Members Up to 12

Composition

Members shall consist of a Chair, Vice Chair and up to nine at large members, including up to three Allied and one Early Career Professionals. The Chair may invite guests as needed to expedite Committee activities.

Method of Appointment

The Committee Chair, Vice Chair and members shall be appointed by the President and/or Vice President, in consultation with the Chief Executive Officer.

Term of Office

One year. Reappointment for two additional consecutive one-year terms is permissible.

Accountability

Reports to: Education Council

Key Relationships: All committees, subcommittees, and planning teams involved in the creation of digital educational content.

Purpose

To develop diverse, innovative, engaging, user-friendly online content for the Society that is global in scope and embraces year-round learning.

Responsibilities

- Work collaboratively with the Education Council and the Committee staff liaison to set the Committee's annual work plan, timeline, budget (if any) and meeting schedule consistent with the Committee's overall priorities and agenda.
- Maintain open communications with the Education Council via regular reports and two-way communications on issues of mutual interest.
- Regularly review program effectiveness evaluation data presented by the Accreditation and Assessment Committee regarding digital educational content and, when appropriate, incorporate findings in digital program development going forward.
- Ensure all digital offerings are tagged to the Curriculum Frameworks for physicians and Allied Health Professionals.
- Develop customized digital learning paths to help learners meet individual gaps and needs
- Manage the delivery of all online offerings including but not limited to subscriptions, webinar series, micro-learning, AR, skills learning, HRS journal-based activities, and user-generated content.
- Explore opportunities to introduce new and innovative digital delivery methods to new and existing content.

- Provide learners with the potential to pursue individualized learning, providing each learner with targeted content that address specific deficiencies or areas of interest.
- Work collaboratively with content developers to select and build the digital program that best serves the needs of learners.
- Review market assessments and financial analyses to identify new opportunities to increase margin on digital products through recommending new products, repurposing, or bundling existing content, new marketing strategies, and through other means.
- Ensure fiscal responsibility within approved budgets and for digital program development.

Decision-Making Authority

- Establish committee procedures.
- Make recommendations to the Education Council.

Meeting Frequency

At least three Education Council Core Committee meetings annually by teleconference.

At least two Education Council meetings annually in-person or by teleconference.

Additional meetings as needed.

Estimated Time Commitment

Scheduled

Education Council Meeting (2 times/year; in-person or by teleconference; May and November; 60 to 90 minutes each)

Education Council Core Committee Meetings (4 times/year; by teleconference; July, September, January, March; 60 minutes each)

Committee Conference Calls (3-6 times/year as needed: February, April, June, August, October, December)

Ad Hoc

Committee Conference Calls (as needed)

Busiest Times of the Year

Prior to Education Council Meeting (May and November)

Prior to Committee meetings

Varied throughout the year based on projects

Limitations

Owners and employees of ineligible companies* may have no role in the planning or implementation of accredited education and therefore are not eligible to serve on this committee.

* as defined by ACCME as organizations whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.