

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER  
SCHOOL OF MEDICINE**

**Job Description: Student EPC Representative MSI-MSIV**

**Role of the Student EPC Representative**

- 1) Represent student concerns to the faculty members of the EPC and report EPC updates to the TTUHSC School of Medicine students at least quarterly if not monthly.
- 2) Attend EPC functions and meetings and vote on EPC issues and concerns.
- 3) Participate in the Triennial Review process and direct methodology for student responses.
- 4) Communicate and disseminate appropriate information back to their constituents.

**Qualifications of the Student Representative**

- 1) Must be a currently enrolled SOM student and maintain a good academic standing according to the Office of Student Affairs.
- 2) Elected during the MSI year via a regularly scheduled general election held within the MSI class no later than September 1 each academic year. An alternate will also be chosen via an identical process.
- 3) Adheres to the functions and responsibilities outlined below and conducts other EPC related assignments during the course of the year.
- 4) Has good literary and communication skills both in written and verbal media and conveys student thoughts and opinions effectively to the EPC membership.

**Term of Service**

- 1) There will be five (5) voting members of the EPC elected from the student body. The breakdown of representation will be one (1) voting member from the MS1 class, one (1) voting member from the MS2 class, and one (1) each voting member from the three regional campuses.
- 2) Student EPC representatives shall be elected for a term of four years. In the circumstance where an elected representative resigns, a new member will be elected at the beginning of the academic year. Between the time of the resignation and the next scheduled election, the alternate will serve as the voting representative.
- 3) Each MS1 and MS2 class will have a primary (voting) representative to the EPC and an alternate.
- 4) During the MS3 and MS4 years, alterations to the service structure will be employed to maintain a total of one (1) MS3 and one (1) MS4 representative from each regional campus.
- 5) As stated in #1 above, each of the three regional campuses will have a one (1) primary (voting) representative and one alternate.
  - a. The MS3 member will serve as the primary representative
  - b. The MS4 member will serve as the alternate representative.
- 6) Unless both MS 2 EPC representatives are attending the same campus and they choose not to resign their position they will both be moved to the MS 3 representative position for their respective regional campus.

- 7) Each regional campus constituency will conduct an election at the regularly scheduled time to "fill" any "unfilled" vacancies (either primary or alternate) such that at the beginning of the academic year all regional campus student representative positions are "filled".
- 8) In the circumstance where both MS 2 student representatives are moving to the same regional campus and both representatives desire to remain on the EPC, both will be listed on the ballot during the regularly scheduled election.

### **Functions and Responsibilities**

- 1) The student EPC representative (SEPCR) attends all monthly EPC general membership meetings. If the main SEPCR cannot attend, the alternate is expected to attend.
- 2) The SEPCR also attends other EPC initiated meetings such as summits and other general membership functions. It is understood that classes and other academic functions will take precedence over EPC functions.
- 3) The SEPCR should review meeting agenda items prior to attendance.
- 4) The SEPCR discusses and votes on agenda items while attempting to represent the majority interests of their representative MS I-IV class.
- 5) At various times, the SEPCR participates in surveys and other special interest projects conducted by the EPC general assembly. These generally include but are not limited to:
  - a. Triennial review projects – this encompasses a student and peer led review of individual curriculum blocks. The student led portion of this generally consists of student surveys and other interpretive tools used to evaluate curricular material.
  - b. EPC Summits – these sessions will be formed in response to system-wide concerns and issues that must be addressed by a diverse audience of SOM representatives. Attendance at all or part of these sessions is encouraged.

### **Essential Resources**

- 1) The respective SEPCR should work closely with their representative Year Subcommittee Chair to assist in project development and triennial review.
- 2) The SEPCR has available a multitude of IT and facilities resources for performance of EPC related business. The Office of Facilities Services should be contacted when room and other AV type arrangements need to be made. The IT liaison for the SOM, presently Victor Gonzales, should be approached with IT based needs for surveys, etc.
- 3) Time management skills are the most important aspect for the student EPC Representative. In general, EPC duties will not occupy much total time but in certain circumstances projects will be very specific in terms of their due date and thus should be planned for accordingly.