

## **AAGL/CBGF Collaborative Education Committee Policies and Procedures**

### **Goals**

The primary goal of the Education Committee is to identify common gaps in CBGF education and to develop courses for both fellows and fellowship directors to improve educational effectiveness, consistency, skills, and assessment.

### **Charge of the Education Committee**

1. Create annual didactic experiences directed at current fellows, program directors, and interested residents.
  - a. Implement stand-alone courses including lectures and simulation/hands-on labs
    - i. Typically will include a fellow/resident CBG Bootcamp in the summer and post-graduate courses at the AAGL Global Congress.
2. Vetting and assembling resources to supplement/augment fellowship education
  - a. Examples include online resources, recommendations for courses and textbooks in epidemiology/research methods, how to create educational videos
3. Monitor influence of outside (industry) funding within educational events of the Fellowship
4. Ensure that goals and objectives are being covered in the extramural didactic programs/labs on a minimum two-year cycle
5. Make recommendations to the CBGF Board of Directors for potential educational opportunities.

### **Selection, Composition and Size of the Committee**

A. Committee Chair: The Chair will be appointed by the CBGF President and approved by the Board annually for a one-year term. The Chair can serve a maximum of three consecutive years in this position.

B. Committee Members: The President and CBGF Executive Director will serve on the Committee ex-officio. Additional members, derived from AAGL members with vested interest, will be added at the President's discretion, with input from the Committee Chair. The CBGF Board provides final approval of the Committee makeup. Preference in selection is given to AAGL members who have prior experience in the education of residents and fellows and those who are CBGF graduates. Knowledge of the history and the structure of CBGF will be considered in selecting members for the committee. One current and one recently graduated fellow will be considered for inclusion. Committee members are appointed annually and can serve a maximum of three consecutive years in their positions.

C. Committee Size: The committee size should not exceed ten members.

### **Committee Meetings**

It is recommended that the Fellowship Education Committee conduct quarterly conference calls to discuss education goals and review didactic programs' status and updates. The short- and long-term goals should be defined at the first meeting.

### **Financial Responsibility**

Any needs for financial support must be submitted to and approved by the CBGF Board of Directors.

### **History of the Committee**

The Education Committee has been in existence since CBGF inception.

### **2024 Goals:**

- Plan and execute 2024 AAGL CBGF Bootcamp
  - Design recurring 2-year curriculum
  - Recruit faculty who are CBGF graduates and have not previously had opportunity for participation
  - Monitor industry influence
- Plan and execute 2024-2025 webinar series
  - Design recurring 2-year curriculum in coordination with reading list
  - Define participation requirements (live v. asynchronous)
  - Define mode of webinars (discussion based, didactic/lecture, small groups, etc.)
  - Define timing and frequency
  - Recruit faculty who are CBGF graduates and have not previously had opportunity for participation
  - Monitor industry influence
- Design and execute course for PDs/APDs
  - Deciding timing (PG course at Congress v. during the year)
  - Deciding content and speakers