

## **ACOM Compliance and Policy Committee Charter**

### **Purpose**

The Alabama College of Osteopathic Medicine Compliance and Policy Committee (“CPC”) assists ACOM in maintaining an effective compliance program by ensuring that College policies are reasonably designed, implemented, and generally effective in detecting and preventing risks or compliance violations. The CPC works collaboratively to ensure the coordination of compliance and policy activities across the College. The CPC will recommend necessary actions to promote a culture of ethical conduct and commitment to compliance with ACOM policies and with all laws, policies, and regulations.

### **Functions of the CPC**

- Facilitates compliance by serving as an informational and advisory resource for the Institutional Compliance Officer.
- Assists in assessing proposed and existing policies and procedures designed to address the internal and external environment, regulations governing ACOM, and specific risk areas.
- Serves as a communication link between employees and the compliance function.
- Assists in developing appropriate solutions for compliance issues.
- Assists in compliance training and education for employees.
- Endeavors to foster and maintain a culture of compliance throughout the College.

**Chair:** Institutional Compliance Officer

**Vice-Chair:** Director of Human Resources

### **Members:**

- Chair of the ACOM Board of Directors or designee
- President of the ACOM Faculty Assembly or designee
- Assistant Dean of Academic and Career Support
- Director of Campus Safety
- Director of Information Systems
- Director of Financial Aid
- Title IX Coordinator
- Institutional Controller
- VP of Institutional Effectiveness or designee
- Associate Dean of Student Services or designee
- Associate Dean of Anatomical Sciences, MM, R&G or designee
- Associate Dean of Clinical Sciences or designee



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- Associate Dean of Clinical Resources or designee
- Director of Communications & Marketing



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**Operations**

- The CPC meets quarterly, or more frequently as circumstances dictate.
- CPC members submit to the Chair ideas, concerns, questions, or discussion topics in advance of meetings.
- CPC members review and analyze proposed and existing compliance-related issues, policies, or procedures potentially impacting the College.
- The CPC reports appropriate issues to the Dean's Cabinet. The Dean's Cabinet evaluates strategic compliance issues and makes decisions regarding policies and/or action plans.
- The CPC reports regularly to the ACOM Board of Directors.