

Council on Epidemiology and Prevention (EPI)
LIFELONG LEARNING PROGRAM COMMITTEE COMMISSION

NUMBER OF MEMBERS:14-16, plus a member(s) from that Council's science subcommittee(s) that is responsible for programming

Each Council Lifelong Learning Program Committee is responsible for providing strategic direction to AHA for Scientific, clinical and other professional content relevant to their council's specific discipline areas. In addition, the Council's Lifelong Learning Program Committee creates and/or supports the development of this content, provides review and assures its accuracy and currency. The typical channels or venues for this content include but are not limited to: AHA Scientific Sessions, AHA Specialty Meetings, other AHA meetings, programs or events (both live and on-line), accredited continuing education, certification activities, the Professional Online Network (PON), and other AHA activities where professional learning occurs. The structure of the Council's Lifelong Learning Program Committee is designed to support the above learning functions.

The Committee shall be made up of a Chair, Vice-Chair, and Chair of the Specialty Conference(s) all of whom will take responsibility for one of the responsibilities listed below. The Council Lifelong Learning Program Committee Chair will also serve as the Council Program Chair on CSSP representing content relevant to the Council's specific discipline areas and as such will serve as a member of CSSP. The balance of the members of the council program committee shall represent the listed competencies below including Early Career and underrepresented minorities. If a council needs a larger number of CSSP Members-at-Large and cannot fulfill this within their Program Committee, the Council Program Committee Chair may appoint the representatives to serve on CSSP.

The following competencies will be represented on the Committee (It is acceptable to have a volunteer that has the expertise that falls within the scope of 2 competencies, i.e.: if a volunteer is a career adult educator and specializes in program evaluation, then both positions do not need to be filled separately by 2 volunteers.)

- Content expertise from the council's science areas, including understanding of clinical, basic or population science implications (at least 4 members)
- Adult education (2 members who are career adult educators)
- Program evaluation (1 member)
- Business and governance expertise (Chair's responsibility) Knowledge of technology and its application to learning (2 members)
- For clinical councils, understanding of MOC implications (1 member)
- Dissemination/translation expertise (1 member)
- Ability to identify, enhance, disseminate the "best of"

from specialty meetings and Sessions using virtual channels to support 365 presence (1 member)

- Early career representatives (2 members)

METHOD OF APPOINTMENT: The Council Chair shall appoint the Lifelong Learning Program Committee Chair. The Council Chair shall appoint Committee members as terms expire.

TERM OF OFFICE: Appointments shall be staggered and shall be for three years. Committee Chair and Vice-Chair shall serve three-year terms beginning July 1 and ending June 30, and shall serve no more than one term. Committee Members-At-Large shall serve three-year terms beginning July 1 and ending June 30, and shall serve no more than two terms.

FREQUENCY OF MEETINGS: The Program Committee will meet via teleconference as needed. It is recommended that the Program Committee meet in December immediately following Scientific Sessions to develop strategy for the coming year. The time commitment will vary, but should not exceed an average of one to three hours per month. Special projects may require an additional time commitment.

RESPONSIBILITIES:

Committee Responsibilities:

- Provide strategic science direction to AHA's Science and Clinical Education Lifelong Learning Committee (SCILL) for scientific, clinical and other professional content relevant to the Council's specific discipline areas.
- Create and/or support the development of above-mentioned content, providing review and assuring its accuracy and currency.
- Solicit and develop plans for AHA scientific and educational programs. Annually identifies the items in the AHA's core curriculum to address each year and sends to the SCILL Committee for prioritization.
- Content dissemination responsibilities extend to but are not limited to the typical channels or venues for content include but are not limited to: AHA Scientific

Sessions, AHA Specialty Meetings, other AHA meetings, programs or events (both live and on-line), my.americanheart.org, accredited continuing education and certification activities, the Professional Online Network (PON) and other AHA activities where professional learning occurs.

- The structure of the Council's Lifelong Learning Program Committee is designed to support these above learning functions, which encompass science, clinical and career development.
- This committee shall know about and provide input to all science and AHA departments which are conducting any learning related to their discipline and help with greater dissemination and ownership.
- Conduct annual and on-going evaluations of the Council's programming activities and report results to the council and to the SCILL Committee bi-annually. This should include but is not limited to reviewing and providing feedback on:
 1. All programming initiatives in the Council i.e. specialty conferences and sessions, myamericanheart.org and PON activities, professional education, etc.
 2. Trends in abstract submissions related to specialty content
 3. Trends in Council member attendance patterns
 4. Individual programs or initiative participant evaluations
- Annually plan, execute, evaluate and report to the SCILL Committee at least two innovative programming ideas at AHA's scientific meetings, online programs, or other types of educational programs.
- Assists in obtaining funding for ideas for educational programming, enduring products, Apps, etc.
- Review applicants for Council awards to junior investigators/clinicians presented at Scientific Sessions, specialty conferences. Oversee other Council award processes to ensure congruence across the Council for all awards. Provide consultation to Council Chair on succession planning with input from AHA staff.

Committee Chairperson's Responsibilities:

- Serve as the lead volunteer who can communicate to other groups in the organization the status of education and learning for their discipline.
- Provide business and governance expertise to the Committee, including ensuring that Committee has fulfilled its core curriculum, 365 presence and other learning-related responsibilities annually.
- Assist Council Chair and the AHA in managing the

taxonomies that describe the breadth of science and clinical content relevant to AHA's 16 councils.

- Preside over Committee meetings and monitor activities.
- Attend Leadership Committee meetings and present Committee report.
- Attend the January and July CSSP meetings.
- Ensure that Council provides abstract graders to AHA Staff for Sessions.
- Ensure that the programming is submitted by deadlines for various AHA initiatives, i.e. Sessions, other requests, etc...
- Present Committee report at the Annual Business meeting.
- Work with AHA staff to develop meeting agendas and minutes.
- Work with Committee and AHA staff to develop an annual plan.
- Assign responsibilities as needed.

Vice Chair's Responsibilities:

- Assist the Chair in planning and monitoring activities.
- Preside over Committee meetings in the absence of the Chair.
- Attend Leadership Committee meetings and present Committee report in the absence of the Chair.
- Attend CSSP meetings as needed.
- Assume role of Chair at the end of term as Vice Chair.

Becomes effective fiscal year 2016/17. Final transition for those already serving shall complete their assignments which may cause a temporary increase of number of members on the committee until 2017/18.