

## JCESOM Curriculum Committee Meeting

October 11, 2012

Present: Elizabeth Evans, Ph.D., Paul Ferguson, M.D., Dilip Nair, M.D., Jonathan Seibert, MSII, Tigran Garabekyan, M.D., Joe Russo, MSII, Nancy Webb, Amy Smith, Laura Richardson, Ph.D., Elaine Hardman, Ph.D., Will McCumbee, Ph.D., Susan Jackman, Ph.D., Nancy Norton, M.D., Carl Gruetter, Ph.D., Bobby Miller, M.D., Sean Loudin, M.D., Charles Clements, M.D., Paul Viscuse, MSI, Hisham Keblawi, M.D., Farid Mozaffari, M.D., Piyali Dasgupta, Ph.D., Becca Hayes, MSIII, Aaron McGuffin, M.D.

Absent: Wesam Bolkhair, M.D., Richard Egleton, Ph.D.

Meeting was called to order at 4:30pm

AGENDA ITEM	DISCUSSION
Approval of Minutes	Changes to the minutes were only the addition of Paul Viscuse, MSI to the present list. Minutes were then reviewed and approved by the committee
Action Plan and Timeline	Dr. Miller presented and reviewed the LCME correction action plan timeline. He reported that the Executive Committee of the Curriculum Committee met to review the timeline that will determine priorities of the Curriculum Committee retreat scheduled for 10/17/12.
Retreat Information and Agenda	Dr. Miller reported that the Executive Committee of the Curriculum Committee met to discuss the Curriculum Committee retreat agenda and timeline. The retreat is scheduled for 10/17/12 1:30pm-5pm in the MUMC G403. Dr. Miller advised all members of the committee to complete a course assessment that was sent via email to the members prior to the retreat. During the retreat, the curriculum will be reviewed for gaps and redundancies. OME will be responsible for categorizing the reviewed curriculum into USMLE Step 1 & 2 categories.
Competency Committee Proposal	Dr. Miller presented the final version of the Competencies. He reported that the competencies will be used as a framework for identifying and labeling curricular information through the four years of medical education. This task will of assessing vertical and horizontal information in the curriculum will be completed by 8 Integration Subcommittees leaders and members.
Integration Sub-committees, Leaders and Members	Dr. Miller presented a document (Appendix D) proposing leaders and members of the new JCESOM Integration sub-committees. The leaders and members were originated by the Executive Committee and consist of faculty representing all fours years of undergraduate

	medical education. The objectives of this committee are to review and label all sessions within the curriculum using the approved competencies.
Proposal for 4 <sup>th</sup> year electives: Pediatric Research and Pediatric/Adolescent GYN	Dr. Loudin presented information for a Pediatric Research elective to be offered in the MSIV curriculum. The objective of the course would be for the student to develop a research topic and conduct a literature review, prepare an introduction, IRB approval and a formal presentation to the Clerkship Chairperson. <ul style="list-style-type: none"> <li>Committee requested a copy of the course syllabus. Dr. Miller will email information to committee members, item tabled.</li> </ul>
2013-2014 Syllabi	Nancy Webb outlined the timeline and requirements for submitting new course syllabi. She reported that the deadline for completion of templates must be in her office no later than December 14, 2012. <ul style="list-style-type: none"> <li>Drafts of syllabi for new 2013-2014 blocks needs to be brought to the 11/8/12 meeting. Final versions to be submitted at the 12/13/12 meeting.</li> </ul>
New Business	None noted
Next regular meeting	October 25, 2012 4pm-5pm. G403 Curriculum Retreat scheduled for 10/17/12 1:30pm-5pm.

Meeting adjourned: 5:17pm

Respectfully Submitted  
Amy Smith, RN, BSN  
Assistant Director of Medical Education  
Joan C. Edwards School of Medicine

## Curriculum Committee Retreat Minutes

October 17, 2012

**Present:** Chuck Clements, Piyali Dasgupta, Brian Dzwonek (Secretary), Richard Egleton, Elizabeth Evans, Paul Ferguson, , Carl Gruetter, Elaine Hardman, Rebecca Hayes, MSIII, Susan Jackman, Sean Loudin, Will McCumbee, Bobby Miller (Acting Chair), Nancy Norton, , Dilip Nair, Laura Richardson, Jonathon Seibert, Amy Smith, Paul Viscuse, Aaron McGuffin

**Absent:** Wesam Bolkhair, Tigran Garabekyan, Charles Giangarra, Hisham Keblawi, Farid Mozaffari , Justin Tolbert, Nancy Webb, Sasha Zill

Topic	Discussion	Plan/Action
I. Review of the Action Plan and the LCME Citations ED-5a, ED-21 and ED-33	<p>Dr. Dzwonek distributed copies of the current Action Plans and provided subcommittee updates for LCME ED-5-A, ED-33, ED-21.</p> <p>There was a concern that the eight integration subcommittees do not line up with the existing curricular blocks. Dr. Gruetter clarified that the eight integration subcommittees are tasked to review the overall curriculum.</p> <p>Dr. Dzwonek indicated that the evaluation of the curriculum will be accomplished by the integration committee as per the Action Plan for ED-5A.</p> <p>Dr. Egleton suggested that the Action Plan should include a review of MSIV to assure that the Competencies are applied to all four years of the curriculum.</p>	No further action required
II. Complete a thorough evaluation of the curriculum of all required blocks and clerkships <ul style="list-style-type: none"><li>A. Review of content covered related to Step 1 outline</li><li>B. Review of content covered related to Step 2 outline</li><li>C. Review of the contact hours in the curriculum</li><li>D. Review of the pedagogies in the curriculum</li></ul>	<p>Dr. Dzwonek distributed a copy of the Step 1 and Step 2 content outline. Dr. Dzwonek indicated that these documents identify gaps and redundancies in the curriculum. It was noted that the Step 1 outline is incomplete.</p> <p>Dr. Dzwonek distributed course overviews from each of the MSI and MSII courses/blocks. These documents contain contact hours, pedagogies, teaching faculty, etc. These reports are the result of the direction and work of the MSI and MSII subcommittees, block/course directors. The collective reports address the ED-5A Action Plan item specific to the evaluation of the curriculum.</p> <p>Dr. Egleton introduced and summarized the course review documents.</p>	Dr. Dzwonek will present an updated Step 1 outline and assessment report at the October 25 <sup>th</sup> Curriculum Committee meeting.

<p>E. Review of the assessment tools in the curriculum</p> <p>F. Review of the competencies</p>	<p>This framework resulted from the work of the Pharmacology course redesign. This report consolidates course related information that can be shared with the members of the teaching faculty and provides a structure to the course/block including course objectives, pedagogies, contact hours, outcome measures, and teaching faculty. It was noted that these documents provide faculty with a list of contacts among and between years that can be used to horizontally and vertically integrate the curriculum.</p> <p>Dr. Dzwonek clarified that a review of both the Step 1 and Step 2 content outline will identify gaps and redundancies in the curriculum providing information that can be addressed as part of the overall core medical school curriculum review.</p> <p>Dr. Loudon indicated that all the Clerkship Directors reviewed the Step 2 outline and noted when and where each of the items are addressed in their clerkship. This report does not include MSIV Electives, Clerkships or Subinternships.</p> <p>Dr. Loudon distributed and discussed a document summarizing contact hours for the MSIII Clerkships, including pedagogies and assessment methods.</p> <p>Dr. Dzwonek distributed and discussed a spreadsheet containing contact hours, instructional strategies (pedagogies) for MSI and MSII courses.</p> <p>Dr. Dzwonek will present an assessment report at the October 25<sup>th</sup> Curriculum Committee.</p> <p>Dr. Gruetter requested that a standardized set of Assessment Strategies be provided to the Curriculum Committee. Dr. Dzwonek will provide a set of assessment strategies for pre-clinical and clinical medical education prior to the October 25<sup>th</sup> Curriculum Committee Meeting.</p> <p>Dr. Miller distributed an updated set of Competencies indicating that there have been minor edits and formatting per the request of the Curriculum Committee. There was discussion to clarify how the Competencies would be used, linked, and tracked.</p>	
<p>III. Integration subcommittees (8)</p>	<p>Dr. Miller introduced the organization and charge for the Integration</p>	<p>Dr. Miller will provide an</p>

<p>A. Charge: To review for the Curriculum Committee the vertical and horizontal integration of the entire required medical school curriculum in an effort to improve content delivery, identify curricular themes and content threads, fill curricular gaps, reduce curricular redundancy, enhance faculty communication, and improve student performance.</p> <p>B. Assign gaps and apparent unnecessary redundancies from Step 1 and Step 2 outlines to the appropriate subcommittees</p> <p>C. Assign leaders (PhD, MD) to eight subcommittees (8)</p> <p>-Brian Dzwonek, Bobby Miller</p>	<p>committee. Dr. Miller indicated that this subcommittee will meet every other week starting on October 30<sup>th</sup>, 2012. Dr. Miller indicated that the Block Leaders would ideally work in teams of an MD and a PhD. He indicated that members of the Curriculum Committee, Block Leaders and other teaching faculty could make up the membership of the committees.</p> <p>Dr. Miller requested names of faculty who could serve as leaders and members of the eight subcommittees. The members of the Curriculum Committee provided suggestions for each.</p> <p>Dr. Miller offered to chair the Integration Subcommittee as Dr. Gruetter will be returning to the role of Chair of the Curriculum Committee.</p> <p>Dr. Egleton requested that the charge of the committee be clarified and an agenda mailed to the leaders and members of the Integration Committee prior to the October 30<sup>th</sup> Integration Committee meeting.</p> <p>Dr. Hardman asked for clarification of the goal of the Integration Committee noting that it was her understanding that the goal of the work of the committee is to assimilate the content from the blocks, Competencies, and the Step 1 and Step 2 outline to assure that each of these items are accounted for in the curriculum. It was noted that this is an accurate assessment of the work of the Integration Committee.</p>	<p>updated Charge for the Integration Committee and agenda prior to the October 30<sup>th</sup> Integration Committee meeting.</p>
New Business	No new business	
Adjournment		Meeting adjourned at 3:57pm

## JCESOM Curriculum Committee

October 25, 2012

**Present:** Brian Dzwonek, Ed.D. (Secretary) Elizabeth Evans, Ph.D., Richard Eggleton, Ph.D., Jonathan Seibert, MSII, Nancy Webb, Amy Smith, Laura Richardson, Ph.D., Will McCumbee, Ph.D., Susan Jackman, Ph.D., Nancy Norton, M.D., Bobby Miller, M.D., Sean Loudin, M.D., Charles Clements, M.D., Paul Viscuse, Piyali Dasgupta, Ph.D., Becca Hayes, MSIII.

**Absent:** Wesam Bolkhair, M.D., Aaron McGuffin, M.D., MSI, Hisham Keblawi, M.D., Farid Mozaffari, M.D., Tigran Garabekyan, M.D., Joe Russo, MSII, Paul Ferguson, M.D., Dilip Nair, M.D., Carl Gruetter, Ph.D., Elaine Hardman, Ph.D.

Meeting was called to order at 4:03pm

AGENDA ITEM	DISCUSSION	PLAN/ACTION
1. Approval of Minutes of Last Meeting - Appendix A (Vote)	Elizabeth Evans was present at the October 17, 2012 CC retreat.	October 11 minutes approved October 17 minutes approved
2. Review of the Action Plan and the LCME Citations ED-5a, ED-21 and ED-33 -Brian Dzwonek	Dr. Dzwonek provided an update on the LCME citations for ED-5-A, ED-33 and ED-21. Dr. Dzwonek indicated that the Curriculum Committee retreat on October 17, 2012 addressed a number of areas related to the ED-5-A and ED-33 action plans. The work of the Integration Committee will address the remaining action plan items for ED-33. Dr. Eggleton requested a meeting with students to provide an update on the LCME action plans. Dr. Dzwonek and Dr. Miller report that meetings will be scheduled with students, faculty, and staff to provide action plan updates.	There was a request that the LCME Secretariat visit itinerary be distributed to the Curriculum Committee.
3. Review of content covered related to Step 1 outline	No report	Update for the November 8 Curriculum Committee meeting
4. Review of the assessment tools in the curriculum -Brian Dzwonek	Dr. Dzwonek provided an updated spreadsheet containing the complete pedagogies, contact hours, and assessment methodologies for AY 2011-2012 and AY 2012-2013. There was a request to count the customized Step 1 exam as an NBME subject exam for all first year courses in the assessment methodologies report. Dr. Dzwonek distributed the <i>MedBiquitous Curriculum Inventory</i> as an example of a standardized set of assessment terms per the request of the Curriculum Committee. Dr. Dzwonek indicated that all assignments can now be designated	Dr. Dzwonek will count the NBME customized exam for all first year courses in the JCESOM assessment inventory.  Discussion of standardized versus non-standardized pedagogies and assessment

	and tracked on the curriculum map. There was a concern that not all forms of assessment were covered by the terms in the <i>MedBiquitous Curriculum Inventory</i> . It was suggested that there should be a review of the terms for omissions and clarification of the terms as they apply to existing assessment strategies.	methods across blocks will be added to the November 8, 2012 Curriculum Committee agenda.
5. Finalize and approve eight integration subcommittees Leaders - Appendix B -Bobby Miller	Leaders and Co-Leaders have been selected for the eight Integration Committees. It was recommended that Beverly Delidow be included in the Integration Committee membership.	The Eight Integration Committee leaders and co-leaders were approved.
6. Discussion and Vote on CC Approval of Fourth Year Away Rotations -Charles Clements	Dr. Clements requested an increase in the duration of away rotations from 12 to 16 weeks contingent on approval of away rotation and no more than eight consecutive weeks on an away rotation before returning for one month before any additional away rotations an international rotation would be considered an away rotation.	The proposal was tabled until the November 8, 2012 Curriculum Committee meeting.
7. Approval of: a. Revised Step 1 Policy; b. Reactivation of ACLS; c. Medical Career Development Course as required 4 <sup>th</sup> yr. course— Appendices C&D -Nancy Webb	<p>Dr. Clements provided an overview of a modification to the existing fourth year course requirements. The fourth year curriculum committee has proposed the utilization of EMS-720 and IDM-802 as required courses for the current fourth year students to be compliant with financial aid regulations and allow students to maintain full time status. The request is for the existing fourth year students and would be an acceptable solution for financial aid.</p> <p>For the 2013-2014 AY the fourth year subcommittee will increase the number of required weeks from 34 to 36 weeks of the available 44 weeks of the Academic Year. Ms. Webb provided an overview of the current and revised Step 1 Policy. The revision to the policy removes all references to being registered for the Independent Study course.</p> <p>There was a request to strike the term “compelling” from the revised proposal.</p>	<p>A motion to approve EMS-720 and IDM-802 as 4th year required courses passed with two opposed.</p> <p>A motion to change the required number weeks of instruction in the fourth year from 34 to 36 weeks year passed.</p> <p>The motion to approve the Revised Step 1 Policy was passed.</p>