JCESOM LCME Steering Committee Meeting Minutes

July 3, 2012

Present: Aaron McGuffin, MD, Chair; Brian Dzwonek, EdD; Carl Gruetter, PhD; Paul Ferguson, MD; Karen Bledsoe, MA; Shelvy Campbell, PhD; Jennifer Plymale, MA; Darshana Shah, PhD; Matt Straub, CPA; Marie Veitia, PhD; Joseph Shapiro, MD; Amy Smith, BSN

Absent: Richard Niles, PhD; Wade Douglas, MD

AGENDA ITEM	DISCUSSION	FOLLOW-UP
Opening Comments-Dr. Shapiro	 Dr. Shapiro discussed and reviewed the current accreditation position of JCESOM and seriousness of Probation Current Challenges: Engagement of all students, faculty, staff, and administration in the process. Dissemination of LCME information to students, faculty, administration and staff. Preparation of students, faculty, administration and staff for the accreditation process and responsibilities. Demonstration of competency with cited standards and transition items 	
Changes in Membership	Shelvy Campbell, PhD will replace Darshana Shah, PhD as a co- chair with Wade Douglas, MD for IS-16 and ED-21.	LCME Website will be changed accordingly
Review of LCME June 22, 2012 Letter	Dr. McGuffin reviewed the letter received from LCME dated June 22, 2012. LCME has approved the JCESOM Action Plan that was submitted on April 9, 2012.	
Review of LCME 9 citations, 1 area of in compliance with monitoring and 3 areas of transition	Please find all JCESOM citations on the JCESOM LCME Website is located off the main webpage or http://musom.marshall.edu/lcme/	

Meeting Called to Order: 12pm Dean's Conference Room

Review of limited focus review	The LCME will conduct a limited focus review within the next	
	year. JCESOM will receive a six month advanced notice on the	
	intentions of the site visit. A written document will be submitted	
	to the survey team prior to the visit.	
LCME website	Please refer to the LCME website at www.lcme.org for more	
	reference materials "Connections" and other information.	
JCESOM LCME website	JCESOM now has a LCME Information website available to anyone. This provides a timeline of actions and information for students, faculty, staff and administration. Please review and refer to this website at http://musom.marshall.edu/lcme/	Minutes to all meetings will be placed on this website as well as important information.
		Dr. McGuffin will email all students, faculty, staff and administration of website availability
Introduction of LCME Connections	Dr. McGuffin introduced the LCME Connections as a valuable resource for guiding centers through the accreditation process.	
Steering Committee Membership	Member list are noted on the JCESOM LCME Website	
Future Meetings: Roles responsibilities and expectations	Faculty Meetingswill occur every month through December and may increase as time of the accreditation site survey approaches. These mandatory meetings will be held in the Harless Auditorium and organized by Drs. McGuffin and Shapiro. The objective of these meetings is to increase communication and knowledge of the LCME accreditation process.	Faculty meeting date pending

	Standard Committee Meetings-all standard committees will meet to review their standard(s), the action plans, and all details of the plan including deadlines and measures set. Meetings should be held as often as needed to achieve results. All meetings need to have attendance taken and minutes recorded.	Please inform Dr. McGuffin when meetings are scheduled. Forward all minutes to Dr. McGuffin for posting to the website.
	<u>Steering Committee Meetings-</u> will meet approximately every two weeks. Standard Committee chairs should use this venue to address issues noted in standard committee workgroups.	Next Steering Committee Meeting is scheduled for July 19, 2012 in the Dean's Conference Room.
Further Discussions:		
Marie Veitia	Does the OME want past meeting minutes or future meeting minutes only?	Future meeting minutes will be posted to website.
	All activities of standard committee meetings to come to the steering committee meetings?	Yes, email Dr. McGuffin with agenda items several days prior to scheduled meetings.
	Can students go to the JCESOM LCME website?	Yes, website is not password protected and available to everyone.
Dr. Joseph Shapiro	Discussion was held that encourages members to hold discussions with other institutions. Other places have faced similar problems and have had great success with LCME. They can assist in the learning process without having to recreate the processes. It has been experienced that other institutions enjoy sharing of ideas and collaborations. Diversity is only one example where centers across the nation have struggled. Find those resources and utilize their knowledge	Dr. Shapiro discussed that he is very optimistic that JCESOM team can turn the issues around and experience a great accreditation process.

Karen Bledsoe	Ms. Bledsoe expressed that it would be helpful to hold a faculty meeting soon.	Meeting date pending
	Discussion held with members and Dr. Shapiro about past practice of faculty meetings and challenges for attendance.	Drs. Shapiro and McGuffin will highly encourage faculty to attend these informational meetings.
		Goal is to get as many of the faculty together as often as possible to communicate effectively on the LCME.

Meeting adjourned: 12:55pm

Respectfully submitted, Amy Smith, RN, BSN Assistant Director of Medical Education Joan C. Edwards School of Medicine at Marshall University 7/9/2012