

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

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

AGENDA ITEM	DISCUSSION	FOLLOW-UP
Opening Comments-Dr. Shapiro	<p>Dr. Shapiro discussed and reviewed the current accreditation position of JCESOM and seriousness of Probation</p> <p>Current Challenges:</p> <ol style="list-style-type: none"> 1. Engagement of all students, faculty, staff, and administration in the process. 2. Dissemination of LCME information to students, faculty, administration and staff. 3. Preparation of students, faculty, administration and staff for the accreditation process and responsibilities. 4. Demonstration of competency with cited standards and transition items 5. 	
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/	

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 Meetings -will 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

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