

## JCESOM LCME Steering Committee Meeting Minutes July 19, 2012

Present: Amy Smith, BSN, Brian Dzwonek, Ed.D., Karen Bledsoe, MS, Marie Veitia, Ph.D., Carl Gruetter, Ph.D., Shelvy Campbell, Ph.D., Paul Ferguson, MD, Wade Douglas, MD, Matt Straub, Kelly Webster-Fuller

Absent: Richard Niles, PhD, Joseph Shapiro, MD, Aaron McGuffin, MD, Jennifer Plymale, MA

Meeting was called to order at 12:00 PM.

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>Review of Citations IS-16, ED-21 (Diversity)</p> <p>Report by Shelvy Campbell, Ph.D., Chair Wade Douglas, MD, Chair</p>	<p>Regarding IS-16, Shelvy reviewed the minutes from their last meeting (located on website). She shared with the group diversity details about the incoming class having less females/minorities than in previous years. There was discussion about preparing a document/report regarding the distribution of females/minorities of the incoming applicant pool as well as other ideas to determine why females/minorities are not committing to MUSOM. Regarding ED-21, Amy shared some ideas/actions taken by the Office of Medical Education in the CSC. More diversity in clinical vignettes involving standardized patient activities Project Pre-Med Create more active learning sessions The issue of recruitment of standardized patients was discussed. Amy indicated she and Kelly had on a few occasions attempted to get Clerkship Directors to poll their residents to see if their spouses or significant others would be interested in participating in the SP program.</p>	<p>Karen will work with Amy and Kelly on creating an email to all residents regarding opportunities for their spouses/family members/significant others in the Standardized Patient Program. Marie also indicated she could potentially introduce the program to some of her church members who are predominately African American.</p>
<p>Review of Citations ED-5A (Lifelong Learning in the Curriculum)</p> <p>ED-33 (Horizontal &amp; Vertical Integration)</p>	<p>Dr. Ferguson updated the committee on discussions held at the July Curriculum Committee.</p> <ul style="list-style-type: none"> <li>• Active learning modalities approved</li> </ul>	

<p>of Curriculum)</p> <p>Reports by Paul Ferguson, MD, Chair Carl Gruetter, Ph.D., Chair</p>	<ul style="list-style-type: none"> <li>Formal proposal will be discussed August 2012 regarding block assignments, leaders and responsibilities</li> </ul> <p>Discussion was held regarding the current movement towards decreasing the amount of hours of lecture hours and implementing more active learning strategies. Pharmacology and Neurology have decreased 12-15 hours of lecture time.</p> <p>MSI and MSII Subcommittees continue to work on their calendars and modes of delivery.</p>	
<p>Review of Citations MS-19, MS-23, MS26 (Career Counseling, Personal Wellness, Debt Counseling)</p> <p>Report by Marie Veitia, Ph.D., Chair</p>	<p>Marie distributed a summary of items pertaining to the standards listed. Counseling – Marie reported that career counseling is going well. More students are utilizing the service since they have been relocated to the BCC.</p> <p>There was discussion regarding results from the SSAS as well as the Student Mistreatment policy. Dr. Douglas questioned the group regarding this policy and how it is to be utilized if a student complained of mistreatment. He was counseled during this meeting regarding the use of this policy.</p>	<p>Prudy is producing a Newsletter regarding debt issues.</p>
<p>Review of Citation MS-24 (Debt &amp; Scholarship Support)</p> <p>Report by Matt Straub, MPA, Chair Linda Holmes, Chair (not present)</p>	<p>Matt reported that the committee had not met. However, the following items have taken place:</p> <p>UP&amp;S donated .5 million dollars to SOM at the end of the fiscal year. It is hoped this will happen at the end of every fiscal year for the purpose of mechanism scholarship.</p> <p>Dr. Shapiro has approved the purchase of iPad 2s for all medical students with the hope of presenting them to the incoming class the week of the White Coat Ceremony.</p> <p>If incoming students have already purchased an iPad prior to starting classes, they can opt to take a \$399 payout.</p>	
<p>Review of Citation FA-5 (Faculty Scholarly Productivity) Report by Richard Niles, PhD, Chair from a meeting dated 7/17/2</p>	<p>Action plan:</p> <p>Task one: Research Directors in each clinical department have been identified <i>action item: send letter to research director, with copy to chair, confirming their appointment and arranging for a date to meet</i></p> <p>Task three: has already been met; there is an increase beyond the 5% set</p>	

	<p>point in clinical trials and there are two new investigator-initiated clinical trials and an additional one pending IRB review</p> <p>The research infrastructure is being improved with the announcement of a new pilot grant program for funding translational research studies and additional pilot funds will be made available to support medical student and resident involvement in rural health research</p> <p>Todd Gress and Darshana Shah have met with the Chairs of Family Medicine, Psychiatry and Surgery and obtained agreement to designate a faculty member to coordinate the research efforts in those departments</p>	
<p>Review of Citation ER-9 (Affiliation Agreements)</p> <p>Report by Karen Bledsoe, MS, Chair</p>	<p>Karen reported that during the initial meeting with the LCME, they cited some issues with the RPH affiliation agreement. These issues were corrected immediately. Upon further review of other affiliation agreements, it was found that many were out dated and lacked the use of correct language.</p> <p>For the remaining affiliation agreements, 2 additional issues were cited. Needle sticks and responsibility for payment.</p> <p>Statement regarding the creation of an appropriate learning environment</p> <p>Note: Marie indicated that most students utilized their own health insurance and the fact that Jim Schneider developed a mechanism to reimburse students up to \$500 for uncovered expenses incurred involving a needle stick.</p> <p>Karen was asked to update action plan with this information and submit to Amy Smith.</p>	<p>The following affiliation agreements have been updated with correct language.</p> <p>CAMC – signed 7/12/12</p> <p>CHH – Marstellar signed 7/18/12</p> <p>RPH – mailed to Mr. Stephens 7/16/12</p> <p>SMH – mailed 7/18/12</p> <p>VAMC – using government format</p> <p>MMBH – pending</p>
<p>Review of Citation IS-11, ER-6, MS37 (Standards in Transition)</p> <p>Report by Brian Dzwonek, Ed.D. on behalf of Dr. McGuffin, Chair</p>	<p>Brian provided the group with the citations and actions taken to rectify them. (minutes from meeting are located on website)</p> <p>Marie discussed briefly the issues surrounding study space for students. She indicated that the use of 16<sup>th</sup> Street offices would not be feasible for after-hours study space.</p> <p>Marie also indicated that Susan Jackman had requested the BCC 1<sup>st</sup> floor commons area be considered for active learning space during class hours as well as after hour study space.</p>	<p>New dean hired</p> <p>Succession plan/list in place in the Dean's Office</p> <p>Emails have been sent to chairs to determine a succession plan as well identify additional faculty with academic leadership capability.</p> <p>Responses forthcoming.</p> <p>Reorganization of the clerkship</p>

		rotation cited for not having enough patient encounters has taken place Technical upgrades for the Lewis Technological Center have been made as of 6/12. Website being established for students to locate study space. BCC 1 <sup>st</sup> Floor commons area has been reconfigured with temporary furniture to allow additional study space. New furniture is pending.
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Meeting adjourned: 1:00 PM

Respectfully Submitted on behalf of Amy Smith, BSN

Kelly Webster-Fuller  
Clinical Skills Coordinator  
Joan C. Edwards School of Medicine at Marshall University