

JCESOM LCME Steering Committee Meeting Minutes
September 11, 2012

Present: Aaron McGuffin, MD, Amy Smith, BSN, Brian Dzwonek, EdD, Karen Bledsoe, MS, Shelvy Campbell, Ph.D., CPA, Marie Veitia, PhD, Mike McCarthy, Joseph Shapiro, MD, Richard Niles, PhD

Absent: Paul Ferguson, MD, Carl Gruetter, PhD, Wade Douglas, MD, Matt Straub, MBA

Meeting was called to order at 12:06pm by Dr. Aaron McGuffin

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>Opening Information Reported by: Aaron McGuffin, MD</p>	<p>LCME Consultation visit scheduled for November 29 and 30</p> <p>Department meetings continue to occur continuing the education of LCME information and action plans.</p> <p>Faculty meeting was conducted on 9/5/12. Faculty held a discussion on identifying diversity in the curriculum. The audio response system was used to engage the faculty.</p>	<p>Family Medicine Faculty meeting is scheduled 9/20/12</p> <p>Next faculty meeting is scheduled on 9/28/12</p>
<p>Review of Citations IS-16, ED-21 (Diversity)</p> <p>Report by: Shelvy Campbell, Ph.D., Chair Wade Douglas, MD,</p>	<p>IS-16: Shelvy reported that the strategic vision is now linked to the website.</p>	<p>.</p>

<p>Chair (absent)</p>	<p>Shelvy indicated that she sent Darshana information from the US Department of Health and Human Service Office of Minority Health that provides faculty and health care professionals with modules and teaching tools for cultural competency.</p> <p>Shelvy discussed follow up with departments</p>	<p>Cultural Competency Curriculum Modules were designed to assist physicians and health care professionals and educators with competencies in a diverse population. The information can be located https://cccm.thinkculturalhealth.hhs.gov/GUIs/GUI_AboutthisSite.asp.</p> <p>Dr. Shapiro requested that this information be on the 9/13/2012 Curriculum Committee agenda for approval and to move forward with the project.</p> <p>Shelvy reported that she has examples of diversity from main campus that departments can use to assist with topics and definitions of diversity. This information is available in a template format that Shelvy will share with each department. Dr. Shapiro requested specific dates for completion, and requested that Brian Dzwonek work with Shelvy to create a completion timeline of activities.</p>
<p>Review of Citations ED-5A (Lifelong Learning in the Curriculum)</p> <p>ED-33 (Horizontal & Vertical Integration of Curriculum)</p>	<p>Diversity assessment project</p> <p>Diversity Panel</p>	<p>All MSI and MSII Course Directors will have diversity cases reported to OME by September 28, 2012. Each case will have diversity elements and objectives noted.</p> <p>Dr. McGuffin reported that a diversity panel discussion has been created for all four years of students. It will be videotaped. The panel discussants are residency physicians. Students will create questions for the panel discussion ahead of time. Plans to make this an annual event, Camtasia will be utilized and CMEs will be offered to</p>

	Faculty Meetings with Basic Science Faculty and Dr. Shapiro	Science Faculty until further notice. Amy Smith will work with Wanda Webb to set up the meetings and report at the next LCME meeting.
<p>Review of Citations MS-19, MS-23, MS26 (Career Counseling, Personal Wellness, Debt Counseling)</p> <p>Report by: Marie Veitia, PhD, Chair</p>	<p>MS-19 Career Counseling</p> <p>Clerkship Career Counseling Sessions</p> <p>MS-26 Debt Counseling</p> <p>Financial Aid website</p> <p>Student Services/Student Meetings</p> <p>Study Space</p>	<p>Marie reported that Joan Catherine has resigned effective 9/28/2012. Action plan will be discussed with Marie and Dr. Shapiro.</p> <p>Marie discussed that the clerkship career counseling sessions currently are not in the syllabi. She is scheduled to meet with the clerkship coordinators on 9/17/2012 to have the information added.</p> <p>Marie reported that a significant amount of dollars (\$800,000) in the form of waivers/scholarships. Discussion was held on methods of distribution of funds. Dr. Shapiro reported that he will meet with various individuals to decide on procedures for disbursement.</p> <p>Marie reported that the website launched summer 2011 and new updates will be finished by November 1, 2012.</p> <p>Student Advisory Program is to elect a chairperson 9/12/12. Full program to be in place by November 1, 2012.</p> <p>Dr. Shapiro continues to have open door opportunities for all students on Fridays 2pm-4pm.</p> <p>Marie to meet with students on a monthly basis</p> <p>First Town Hall meeting scheduled with Dr. Shapiro 10/1/2012 First Class Officer meeting scheduled with Dr. Shapiro/Marie on 9/24/12.</p> <p>All Dell computers will be replaced in the HSL</p>

		departments of Psychiatry, Surgery and Family Community Health. He requested information in regards to the plan for publishing. Dr. Niles will report at the next meeting on the plans for these specific departments to publish.
Review of Citation ER-9 (Affiliation Agreements) Report by: Karen Bledsoe, MS, Chair	Affiliation Agreements	Karen reported that the following institution affiliation agreements are completed and posted: CHH, SMMC, RPH, CHH Surgery Center. VA pending. Mike McCarthy to research what other institutions do regarding the VA using VA terminology. Mike will provide a report.
Review of Citation IS-11, ER-6, MS-37 (Standards in Transition) Report by: Dr. Aaron McGuffin	No report	
Other Business:	Additional membership of the Committee Ghant Diagrams from OME Faculty meetings	Dr. Shapiro requested the addition of Dr. Bobby Miller and Dr. Darshana Shah to the LCME Action Plan Meetings. Amy Smith will invite Drs. Miller and Shah to the upcoming meetings. Dr. Shapiro asked Brian when he was expected to have a draft of the Ghant diagram completed. Brian reported that it would be completed on 9/28/12. Next meeting scheduled 9/27/12

Meeting adjourned: 1:39pm

Respectfully Submitted

Amy Smith, RN, BSN
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