

JCESOM LCME Steering Committee Meeting Minutes

November 8, 2012

Present: Aaron McGuffin, M.D., Amy Smith, BSN, Brian Dzwonek, Ed.D., , Paul Ferguson, M.D., Marie Veitia, Ph.D., Joseph Shapiro, M.D., Darshana Shah, Ph.D., Richard Niles, Ph.D., Bobby Miller, M.D., Karen Bledsoe, MS, Mike McCarthy, MA

Absent: Matt Straub, MBA, CPA, Shelvy Campbell, Ph.D.

Meeting was called to order at 12:03pm

AGENDA ITEM	DISCUSSION
Approval of Minutes	Minutes of the 10/11/12 meeting presented to the committee for review. Motion made to approve and seconded.
LCME Secretariat Consult Visit	Dr. McGuffin provided an update on a meeting with Drs. Barzansky and Hunt at the AAMC. <ul style="list-style-type: none">➤ Official site visit will be held in June, 2013 with the LCME review of information occurring in October, 2013➤ Consultation visit is scheduled for 11/29 and 11/30/12 final schedule will be sent for approval to the secretariats➤ Drs. McGuffin and Shapiro will hold informational meetings with faculty and staff to answer any questions regarding the process
Faculty Meetings	Next mandatory faculty meeting is scheduled for November 29 in coordination with the LCME secretariats. Question and answer session to be held.
Review of Citations IS-16, ED-21 (Diversity) Report by: Shelvy Campbell, Ph.D., Chair	IS-16 Dr. Veitia reported: <ul style="list-style-type: none">➤ Project premed is in progress Dr. Shah gave a brief report on the activities at the AAMC Annual Meeting in Nov. 2012.

<p>Review of Citations ED-5A (Lifelong Learning in the Curriculum)</p> <p>ED-33 (Horizontal & Vertical Integration of Curriculum)</p> <p>Reports by: Paul Ferguson, MD, Chair Carl Gruetter, PhD, Chair Bobby Miller, MD, Interim Chair</p>	<p>Dr. Miller reported the following:</p> <ul style="list-style-type: none"> ➤ The entire curriculum has now been reviewed by the curriculum committee ➤ Data is being compiled for a complete report that will identify teaching methodologies, assessment models, and competencies ➤ Provided an update on the integrated sub-committees activities
<p>Review of Citations MS-19, MS-23, MS-26 (Career Counseling, Personal Wellness, Debt Counseling)</p> <p>Report by: Marie Veitia, PhD, Chair</p>	<p>Dr. Veitia gave a report:</p> <ul style="list-style-type: none"> ➤ Current financial aid workshops that are scheduled for the students and a list of deliverable services available to the students ➤ Student advising program is underway of compiling student preferences in the MSI, II, and III. MSIV students have been matched. Mike McCarthy provided a demonstration of the technological methods of the Student Advising program ➤ Review of the leadership meetings with class officers and town hall meetings with medical student
<p>Review of Citation MS-24 (Debt & Scholarship Support)</p> <p>Report by: Matt Straub, MPA, Chair Linda Holmes, Chair</p>	<p>Linda Holmes reported on MS-24:</p> <ul style="list-style-type: none"> ➤ Continue to meet with potential scholarship donors via social media

Review of Citation FA-5 Faculty Scholarly Report by: Mike McCarthy, MA	Mike McCarthy provided a brief report on the data accumulation and reporting information of faculty scholarly information.
Other Business:	<ul style="list-style-type: none">➤ Final report to the LCME due to LCME in April➤ Student survey may need to be repeated for the visit

Meeting adjourned: 1:44 PM

Respectfully Submitted
Amy Smith, RN, BSN
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