

JCESOM LCME Steering Committee Meeting Minutes

February 19, 2013

Present: Aaron McGuffin, M.D., Amy Smith, BSN, Brian Dzwonek, EdD, 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, Jennifer Plymale, MA, Cindy Warren, MA, Carl Gruetter, Ph.D., Linda Holmes, Matt Straub, MBA, CPA, Shelvy Campbell, Ph.D.

Absent: Paul Ferguson, M.D.

Meeting was called to order at 12:03pm

AGENDA ITEM	DISCUSSION
LCME Site visit	LCME SITE VISIT JUNE 23-26, 2013
Faculty Meetings	Next faculty meeting is scheduled for 2/21/13. Faculty vote on most recent Promotion and Tenure will take place followed by the LCME update. Any faculty should email Dr. McGuffin with comments regarding the most recent version of the briefing book.
Review of the LCME Briefing Report	<p>Deadline for all information to be included in the rough draft to be submitted for review on Tuesday, February 26 5pm. The first rough draft will be sent for review on March 1, 2013.</p> <p>All appendices and tables need to be labeled for easy identification.</p> <p>Briefing book and appendices will be displayed in the Dean's Conference room for review.</p> <p>Final submission of the LCME document will be April 15, 2013.</p>
Review of Citations IS-16, ED-21 (Diversity) Report by: Shelvy Campbell, Ph.D., Chair	<p>Dr. McGuffin explained the following needed to be completed in the briefing book:</p> <ul style="list-style-type: none"> ➤ Discussed final descriptions and sentence structure ➤ Appendix for Project PreMed-Shelvy will complete ➤ Retention rates for unrepresented minority and value added groups-Shelvy working on gathering data ➤ Enter class changes in diversity categories-table correct

	➤ Faculty diversity categories table-to be updated and submitted
<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. McGuffin reviewed the completed charts and tables:</p> <ul style="list-style-type: none"> ➤ Academic Hours: Dr. Gruetter to email final version to Curriculum Committee to be reviewed ➤ Examples of Lifelong learning: Table complete ➤ ED-33 2012-13 Integration Information continues to be compiled, 2013-2014 Integration information was sent to the Curriculum Committee for review. ➤ Diseases and themes have been approved and currently processed through the integration committees. Step 1 and Step 2 outline are used as a template to aid faculty. ➤ Gantt charts to be added to show progress
<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. McGuffin reviewed the following charts:</p> <ul style="list-style-type: none"> ➤ Career Conversations-complete ➤ SASS table-in progress per Marie Veitia ➤ Student Borrowed Chart-in progress per Linda Holmes
<p>Review of Citation MS-24 (Debt & Scholarship Support)</p> <p>Report by: Matt Straub, MPA, Chair Linda Holmes, Chair</p>	<p>Dr. McGuffin reviewed the following charts:</p> <ul style="list-style-type: none"> ➤ Metric for student loans-in progress ➤ Tuition Waivers-in progress ➤ Medicine Endowments-in progress ➤ Continue to enforce the culture change of the institution
<p>Review of Citation FA-5 Faculty Scholarly</p> <p>Report by: Richard Niles, PhD</p>	<p>Dr. McGuffin reviewed the following charts:</p> <ul style="list-style-type: none"> ➤ Neuroscience and Psychology data has been combined. ➤ CTSA application-pending per Dick Niles as an appendix ➤ Dr. Elaine Hardman's COBRA-pending as an appendix ➤ Emory Grant-add as an appendix per Dr. Niles

Review of Citation ER-9 Affiliation Agreements	➤ Final revisions and updates being collected and will submit-per Mike McCarthy
Succession Planning	➤ Dr. McGuffin provided an update on current administrative plan for succession planning
Review of Citation ED-21 Diversity	➤ Chart is completed
ER-6 Class Size	➤ MS4 Rotations have been restructured to be selectives that decrease the number of students rotating at VAMC
Next meeting:	Scheduled March 5, 2013 Dean's Conference Room

Meeting adjourned: 1:45pm

Respectfully Submitted

Amy Smith, RN, BSN

Assistant Director of Medical Education

Joan C. Edwards School of Medicine

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