

JCESOM LCME Steering Committee Meeting Minutes

March 19, 2013

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

Absent: Paul Ferguson, M.D.

Meeting was called to order at 12:05pm

AGENDA ITEM	DISCUSSION
LCME Site visit	LCME SITE VISIT JUNE 23-26, 2013 <ul style="list-style-type: none">➤ Dr. McGuffin provided the Steering Committee members with the LCME site visit survey team.➤ Linda Holmes and Wanda Webb will be responsible for travel details.
Faculty Meetings	Scheduled for March 21, 2013 <ul style="list-style-type: none">➤ Other opportunities to educate and prepare the faculty: OME Grand Rounds➤ Primary four topics to discuss for the remainder of meetings: Diversity, Faculty, Student Services and Educational
Review of the LCME Briefing Report	<ul style="list-style-type: none">➤ The members of steering committee reviewed the draft version of the LCME briefing book. Input was received and changes made through the document based upon recommendations of all steering committee members.➤ The briefing book will be sent to the following for internal review:<ul style="list-style-type: none">○ Dr. Sherry Clarke○ Dr. Kevin Yingling○ Dr. Gayle Ormiston
Next meeting:	March 19, 2013 noon in the Dean's Conference Room

Meeting adjourned: 12:55pm

Respectfully Submitted

Amy Smith, RN, BSN

Assistant Director of Medical Education JCESOM