

Agenda

Curriculum Committee Meeting

October 25, 2012

4:00 – 5:00 PM

G403 Medical Center

- 1) Approval of Minutes of Last Meeting - Appendix A (Vote)**
- 2) Review of the Action Plan and the LCME Citations ED-5a, ED-21 and ED-33**
- 3) Review of content covered related to Step 1 outline**
- 4) Review of the assessment tools in the curriculum**
- 5) Finalize and Approve eight integration subcommittees Leaders - Appendix B (Bobby Miller)**
- 6) Discussion and Vote on CC Approval of Fourth Year Away Rotations (Charles Clements)**
- 7) Approval of: 1) Revised Step 1 Policy; 2) Reactivation of ACLS; 3) Medical Career Development Course as required 4th yr. course – Appendices C& D (Nancy Webb)**
- 8) New Business**
- 9) Adjournment**
- 10) Next regular meeting –4:30-6:00 PM, November 8th, 2012**

Appendix A – Curriculum Committee Meeting Minutes – September 27th, 2012 and Curriculum Committee Curriculum Retreat Minutes-October 17, 2012.

Appendix B - Integration subcommittees and Leaders

Appendix C – Independent Study Course for 3rd and 4th year Students

Appendix A – Curriculum Committee Meeting Minutes – September 27th, 2012

JCESOM Curriculum Committee Meeting October 11, 2012

Present: Elizabeth Evans, Ph.D., Paul Ferguson, M.D., Dilip Nair, M.D., Jonathan Seibert, MSII, Tigran Garabekyan, M.D., Joe Russo, MSII, Nancy Webb, Amy Smith, Laura Richardson, Ph.D., Elaine Hardman, Ph.D., Will McCumbee, Ph.D., Susan Jackman, Ph.D., Nancy Norton, M.D., Carl Gruetter, Ph.D., Bobby Miller, M.D., Sean Loudin, M.D., Charles Clements, M.D., Paul Viscuse, MSI, Hisham Keblawi, M.D., Farid Mozaffari, M.D., Piyali Dasgupta, Ph.D., Becca Hayes, MSIII, Aaron McGuffin, M.D.

Absent: Wesam Bolkhair, M.D., Richard Egleton, Ph.D.

Meeting was called to order at 4:30pm

AGENDA ITEM	DISCUSSION
Approval of Minutes	Changes to the minutes were only the addition of Paul Viscuse, MSI to the present list. Minutes were then reviewed and approved by the committee
Action Plan and Timeline	Dr. Miller presented and reviewed the LCME correction action plan timeline. He reported that the Executive Committee of the Curriculum Committee met to review the timeline that will determine priorities of the Curriculum Committee retreat scheduled for 10/17/12.
Retreat Information and Agenda	Dr. Miller reported that the Executive Committee of the Curriculum Committee met to discuss the Curriculum Committee retreat agenda and timeline. The retreat is scheduled for 10/17/12 1:30pm-5pm in the MUMC G403. Dr. Miller advised all members of the committee to complete a course assessment that was sent via email to the members prior to the retreat. During the retreat, the curriculum will be reviewed for gaps and redundancies. OME will be responsible for categorizing the reviewed curriculum into USMLE Step 1 & 2 categories.
Competency Committee Proposal	Dr. Miller presented the final version of the Competencies. He reported that the competencies will be used as a framework for identifying and labeling curricular information through the four years of medical education. This task will of assessing vertical and horizontal information in the curriculum will be completed by 8 Integration Subcommittees leaders and members.
Integration Sub-committees,	Dr. Miller presented a document (Appendix D) proposing leaders and members of the new

Leaders and Members	JCESOM Integration sub-committees. The leaders and members were originated by the Executive Committee and consist of faculty representing all four years of undergraduate medical education. The objectives of this committee are to review and label all sessions within the curriculum using the approved competencies.
Proposal for 4 th year electives: Pediatric Research and Pediatric/Adolescent GYN	Dr. Loudin presented information for a Pediatric Research elective to be offered in the MSIV curriculum. The objective of the course would be for the student to develop a research topic and conduct a literature review, prepare an introduction, IRB approval and a formal presentation to the Clerkship Chairperson. <ul style="list-style-type: none"> • Committee requested a copy of the course syllabus. Dr. Miller will email information to committee members, item tabled.
2013-2014 Syllabi	Nancy Webb outlined the timeline and requirements for submitting new course syllabi. She reported that the deadline for completion of templates must be in her office no later than December 14, 2012. <ul style="list-style-type: none"> • Drafts of syllabi for new 2013-2014 blocks needs to be brought to the 11/8/12 meeting. Final versions to be submitted at the 12/13/12 meeting.
New Business	None noted
Next regular meeting	October 25, 2012 4pm-5pm. G403 Curriculum Retreat scheduled for 10/17/12 1:30pm-5pm.

Meeting adjourned: 5:17pm

Respectfully Submitted
Amy Smith, RN, BSN
Assistant Director of Medical Education
Joan C. Edwards School of Medicine

Appendix A (continued) Curriculum Committee Curriculum Retreat Minutes-October 17, 2012.

Curriculum Committee Retreat Minutes

October 17, 2012

Present: Chuck Clements, Piyali Dasgupta, Brian Dzwonek (Secretary), Richard Egleton, Elizabeth Evans, Paul Ferguson, , Carl Gruetter, Elaine Hardman, Rebecca Hayes, MSIII, Susan Jackman, Sean Loudin, Will McCumbee, Bobby Miller (Acting Chair), Nancy Norton, , Dilip Nair, Laura Richardson, Jonathon Seibert, Amy Smith, Paul Viscuse, Aaron McGuffin

Absent: Wesam Bolkhair, Tigran Garabekyan, Charles Giangarra, Hisham Keblawi, Farid Mozaffari , Justin Tolbert, Nancy Webb, Sasha Zill

Topic	Discussion	Plan/Action
I. Review of the Action Plan and the LCME Citations ED-5a, ED-21 and ED-33	<p>Dr. Dzwonek distributed copies of the current Action Plans and provided subcommittee updates for LCME ED-5-A, ED-33, ED-21.</p> <p>There was a concern that the eight integration subcommittees do not line up with the existing curricular blocks. Dr. Gruetter clarified that the eight integration subcommittees are tasked to review the overall curriculum.</p> <p>Dr. Dzwonek indicated that the evaluation of the curriculum will be accomplished by the integration committee as per the Action Plan for ED-5A.</p> <p>Dr. Egleton suggested that the Action Plan should include a review of MSIV to assure that the Competencies are applied to all four years of the curriculum.</p>	No further action required
II. Complete a thorough evaluation of the curriculum of all required	Dr. Dzwonek distributed a copy of the Step 1 and Step 2 content outline. Dr. Dzwonek indicated that these documents identify gaps and	Dr. Dzwonek will present an updated Step 1 outline

<p>blocks and clerkships</p> <p>A. Review of content covered related to Step 1 outline</p> <p>B. Review of content covered related to Step 2 outline</p> <p>C. Review of the contact hours in the curriculum</p> <p>D. Review of the pedagogies in the curriculum</p> <p>E. Review of the assessment tools in the curriculum</p> <p>F. Review of the competencies</p>	<p>redundancies in the curriculum. It was noted that the Step 1 outline is incomplete.</p> <p>Dr. Dzwonek distributed course overviews from each of the MSI and MSII courses/blocks. These documents contain contact hours, pedagogies, teaching faculty, etc. These reports are the result of the direction and work of the MSI and MSII subcommittees, block/course directors. The collective reports address the ED-5A Action Plan item specific to the evaluation of the curriculum.</p> <p>Dr. Egleton introduced and summarized the course review documents. This framework resulted from the work of the Pharmacology course redesign. This report consolidates course related information that can be shared with the members of the teaching faculty and provides a structure to the course/block including course objectives, pedagogies, contact hours, outcome measures, and teaching faculty. It was noted that these documents provide faculty with a list of contacts among and between years that can be used to horizontally and vertically integrate the curriculum.</p> <p>Dr. Dzwonek clarified that a review of both the Step 1 and Step 2 content outline will identify gaps and redundancies in the curriculum providing information that can be addressed as part of the overall core medical school curriculum review.</p> <p>Dr. Louden indicated that all the Clerkship Directors reviewed the Step 2 outline and noted when and where each of the items are addressed in their clerkship. This report does not include MSIV Electives, Clerkships or Subinternships.</p> <p>Dr. Louden distributed and discussed a document summarizing contact hours for the MSIII Clerkships, including pedagogies and assessment</p>	<p>and assessment report at the October 25th Curriculum Committee meeting.</p>
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	<p>methods.</p> <p>Dr. Dzwonek distributed and discussed a spreadsheet containing contact hours, instructional strategies (pedagogies) for MSI and MSII courses.</p> <p>Dr. Dzwonek will present an assessment report at the October 25th Curriculum Committee.</p> <p>Dr. Gruetter requested that a standardized set of Assessment Strategies be provided to the Curriculum Committee. Dr. Dzwonek will provide a set of assessment strategies for pre-clinical and clinical medical education prior to the October 25th Curriculum Committee Meeting.</p> <p>Dr. Miller distributed an updated set of Competencies indicating that there have been minor edits and formatting per the request of the Curriculum Committee. There was discussion to clarify how the Competencies would be used, linked, and tracked.</p>	
<p>III. Integration subcommittees (8)</p> <p>A. Charge: To review for the Curriculum Committee the vertical and horizontal integration of the entire required medical school curriculum in an effort to improve content delivery, identify curricular themes and content threads, fill curricular gaps, reduce</p>	<p>Dr. Miller introduced the organization and charge for the Integration committee. Dr. Miller indicated that this subcommittee will meet every other week starting on October 30th, 2012. Dr. Miller indicated that the Block Leaders would ideally work in teams of an MD and a PhD. He indicated that members of the Curriculum Committee, Block Leaders and other teaching faculty could make up the membership of the committees.</p> <p>Dr. Miller requested names of faculty who could serve as leaders and members of the eight subcommittees. The members of the Curriculum Committee provided suggestions for each.</p>	<p>Dr. Miller will provide an updated Charge for the Integration Committee and agenda prior to the October 30th Integration Committee meeting.</p>

<p>curricular redundancy, enhance faculty communication, and improve student performance.</p> <p>B. Assign gaps and apparent unnecessary redundancies from Step 1 and Step 2 outlines to the appropriate subcommittees</p> <p>C. Assign leaders (PhD, MD) to eight subcommittees (8)</p> <p>-Brian Dzwonek, Bobby Miller</p>	<p>Dr. Miller offered to chair the Integration Subcommittee as Dr. Gruetter will be returning to the role of Chair of the Curriculum Committee.</p> <p>Dr. Egleton requested that the charge of the committee be clarified and an agenda mailed to the leaders and members of the Integration Committee prior to the October 30th Integration Committee meeting.</p> <p>Dr. Hardman asked for clarification of the goal of the Integration Committee noting that it was her understanding that the goal of the work of the committee is to assimilate the content from the blocks, Competencies, and the Step 1 and Step 2 outline to assure that each of these items are accounted for in the curriculum. It was noted that this is an accurate assessment of the work of the Integration Committee.</p>	
<p>New Business</p>	<p>No new business</p>	
<p>Adjournment</p>		<p>Meeting adjourned at 3:57pm</p>

Appendix B - Integration subcommittees and Leaders

8 Integration Subcommittees

- 1) Biochemistry, Molecular Biology, Biology of Cells, Human Development and Generics, Biology of Tissue Response to Disease, Pharmacodynamic and Pharmacokinetic processes
Elaine Hardman and Charles Meadows
- 2) Musculoskeletal, skin and related connective tissue
Laura Richardson (Tigran Garabekyan?)
- 3) Central and peripheral Nervous System, behavior, psychopathology, infancy and Childhood, Adolescence, Senescence
Richard Egleton and Paul Ferguson
- 4) Cardiovascular, Respiratory, Ear, Nose and Throat, Renal, Urinary
Carl Gruetter and Sean Loudin
- 5) Gastrointestinal, Nutritional, Endocrine and Metabolic, Reproductive and Gynecologic, Pregnancy, Childbirth and Puerperium
Will McCumbee and Hisham Keblawi
- 6) Hematopoietic and Lymphoreticular, Neoplasms, Environmental, Injury and Poisoning
Nancy Norton (?)
- 7) Microbial biology and infection and antimicrobials, Immune System and Immunologic disorders
April Kilgore (Don Primerano?)
- 8) Clinical skills, labs, radiology, professionalism, communication, gender, ethnic, and behavioral considerations affecting disease treatment and prevention, including psychosocial, cultural, occupational, and environmental, quantitative methods including applied biostatistics and clinical epidemiology, medical ethics and jurisprudence, systems based practice and patient safety.
Dilip Nair and Sidney McElroy

Appendix – C Items for consideration by Curriculum Committee --- October 11, 2012:

In order to be compliant with regulations governing federal financial aid, the school of medicine registrar finds it necessary to change the practice of using Independent Study (IDM 785) as a course in the cases described below for 3rd and 4th year students:

3rdYear – For students who delayed or failed Step 1 and were consequently sitting out or pulled for one or more clerkships the practice has been to enroll the students in Independent Study (IDM 785) to maintain full-time status.

4thYear – Students are required to schedule 34 weeks which is the equivalent of 34 credit hours. Over two semesters that amounts to 17 hours per semester. Full time status must be a minimum of 18 hours. If students did not have enough weeks scheduled during a semester that totaled 18 hours then the practice has been to enroll them in Independent Study for enough hours to bring the total to 18.

The problem:

Federal financial aid regulations require that only those courses which are necessary requirements for graduation are eligible for financial aid. Independent Study (IDM 785) does not meet this requirement.

The solution:

3rd Year students who delay or fail the Step 1 will no longer be registered full time.

Action needed by the Curriculum Committee: Approval of the Revised Step 1 Policy Statement that removes language regarding being registered in Independent Study (see attached).

4th Year students will need to be enrolled in two more credit hours that are required for graduation. This can be done with the **Curriculum Committee's approval** of the following two actions:

1. Reactivate ACLS (EMS 720) –The Class of 2013 has already taken ACLS (Adult Cardiac Life Support) as fourth year requirement. Enrolling them in EMS 720 provides one credit hour (pass/fail) and requires no further action on the part of the student.
2. Approve Medical Career Development as a course – The Class of 2013 is already scheduled to complete Medical Career Development sessions as a requirement for graduation. Making it a course provides one credit hour (pass/fail).