

ACTION GRID

STANDARD: IS-16

TASKS (Steps to be taken that will lead to the desired outcome)	INDIVIDUALS/ GROUPS RESPONSIBLE	INDICATORS THAT THE TASK HAS BEEN ACCOMPLISHED	EXPECTED DATE OF ACCOMPLISHMENT OF THE TASK	DESIRED OUTCOME THAT ILLUSTRATES COMPLIANCE WITH THE STANDARD	Progress Report
Revisit the JCESOM, Mission	Strategic Vision committee, Interim Dean	JCESOM Mission Statement redefined	Approved by Strategic Vision Committee and Dean October 2011	Define added value group	Complete
Revisit the JCESOM, Strategic vision	Strategic Vision committee, Interim Dean	JCESOM Strategic Vision Redefined	Approved by Strategic Vision Committee and Dean May 2012	Institutions' commitment to Diversity	Complete
To foster a campus wide environment of diversity and inclusion	Associate Dean, Office of Faculty Affairs	Establishment of Multicultural Advisory Council	October 2011 Quarterly council meeting schedule	Institutions' commitment to Diversity	Quarterly Agenda/minutes of . MAC Meetings posted on LCME Page Multicultural calendar-in place Ethnicity MAP in place Students driven initiative completed: GHHS chapter in place .

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Director of Diversity	Interim Dean, School of Medicine	Director of Diversity Search committee	Director of Diversity Hired March 1, 2012	Participate in Diversity Program and policy	Complete
Diversity Survey Audit / Assessment	Associate Dean Office Of Faculty Affairs	Diversity Engagement Survey developed in partnership with UMASS and AAMC	January 2012	Benchmark data on measuring and assessing inclusion in JCESOM	Completed by Dr. Shah – Linked to LCME Page
Gather, evaluate and analyze demographic data on students matriculating 2007-2010	Office of Admissions	Database has been created and analyzed for trends and patterns	Spring 2012	Review data annually and identify diversity recruiting strategies	Database created in Admissions - Jennifer Plymale reported that the Office of Admissions Target recruitment-noted more females and those URM.
Evaluate, revise and approve admission policies and procedures	Office of Admissions	Admission policy will be revised and approved to note the appropriate changes	Admission policy approved by Admission Committee March 2012	Medical school policies conform to vision and mission of institution	Complete

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Define the medical school's targeted recruitment population	Office of Admissions	Definitions completed for targeted population	Ongoing	Targeted recruitment plans for defined populations that add value and enhance the learning environment	The Admissions Executive Committee has reviewed the demographic data of the incoming class and has developed a recruiting plan for this upcoming year. Jennifer asks for any ideas that the committee had would be appreciated. Ongoing
Continue efforts in existing high school awareness and pipeline programs	Office of Admissions, Marshall University main campus	Pre-and post-surveys of high school students. Resources allocated for this program: \$25,000	August 2011-2014	Increased awareness, interest, understanding and minimized perceived barriers for a diverse student population	Ongoing

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Evaluate feasibility of creating an intensive undergraduate academic program targeted at a diverse student population	Office of Admissions, Marshall University main campus	Development of a successful, intensive academic program. Resources allocated for this program \$30,000	Fall 2012/Spring 2013	A successful, intensive academic program that enhances students successful matriculation into medical school	Innovative approaches to recruit females and underrepresented in medicine will be a targeted focus. MS-8 Pipeline Programs-Scheduled (June 2013) a week long residential camp for in their 1st and 2nd years of college is scheduled. Consideration is being given to the camp's focus on women Will have hands on activities and focus on careers in medicine.
Collaborate with the Southern Regional Education Board (SREB)	Office of Admissions	Contract in place with SREB that provides opportunity for underrepresented minorities in medicine to submit application to JCESOM	Spring/Summer 2013 to 2014	Increase number of qualified underrepresented minorities in medicine that apply and matriculate to JCESOM's medical school	Jennifer reported that the SREB- has been sent to participating states. This project is ongoing.

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Annual diversity training to the admissions committee	Office of Admissions, Director of Diversity	Documented participation of annual training by admissions committee members	October 2012 and annually prior to the beginning of the admissions interviewing cycle	An informed admissions committee that will incorporate a holistic approach to the selection process which will lead to an infusion of students from a variety of cultural and ethnic backgrounds	Scheduled for September 11, 2012
Create a new pipeline program	Associate Dean of Student Affairs and Director of Diversity	Project PRE MED (Providing Real World Experiences for Marshall Educated Doctors) created. Mechanisms in place to measure visiting student satisfaction and extent of the visiting student-medical student relationship	First Project PREMED class took place October 13-15, 2011 with 7 minority students from five undergraduate institutions. Discussion of future directions regarding the frequency of sessions and the number of students accepted is underway	Satisfaction with program as evaluated by visiting PREMED students. Results of evaluation indicate that 86% of the first PREMED class found the program to be "Excellent" and the remaining 14% found it to be "Very Good."	Project Premed program will be 11/7-11/10/12 our goal is to select 10 participants. We will be in the Cabell County Middle School Programs-Careers in Health/Nutrition and exercise

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Participate in recruitment fairs for minority students	Associate Dean of Admissions and Director of Diversity	<p>Participation in 2011 AAMC National Meeting: Minority Student Medical Career Awareness Workshop and Minority Student Medical Career Awareness Recruitment Fair</p> <p>Participation in 2011 Annual Biomedical Research Conference for Minority Students Recruitment Fair</p>	<p>November 2011</p> <p>Anticipate participation at AAMC annually</p>	Ability to develop a database of minority students with whom to remain in contact	<p>Recruitment Fairs: Dr. Campbell will be attending the National Association of Medical Minority Educators (NAMME) Conference and Recruitment Fair September 12-16, 2012 in National Harbor, MD.</p>

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Establish database of all recruitment contacts email contact with all students who expressed interest at recruitment meetings	Associate Dean of Admissions and Director of Diversity	Emails sent to all 46 students	December 2012 for November 2012 meetings	<p>46 contact information cards collected at two recruitment meetings</p> <p>Email contact with all students who expressed interest at recruitment meetings</p> <p>Increased number of applications from minority students</p> <p>Increased number of applications from minority students</p>	Established a database in Admissions for recruiting and the Office of Diversity for Project PREMED, Upward Bound, and other events participated.

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Measure undergraduate student awareness of JCESOM at recruitment meetings	Associate Dean of Admissions and Director of Diversity	Data is obtained from recruitment meetings based on information cards completed by students visiting JCESOM booth and answering, "Prior to this session, were you aware of Marshall University School of Medicine as a possible institution at which to pursue medicine?"	November 2011: Of 42 students who responded to the question on the contact card ("Prior to this session, were you aware of Marshall University SOM as a possible institution at which to pursue your medical education?"), only 13 students (31%) responded in the affirmative	Ten percent increase at in number of students who you aware of JCESOM as a possible institution at which to pursue medical education	Scheduled to attend NAMME September 2012 and AAMC (November 2012) Recruiting Fairs
Establish methods by which to increase visibility of JCESOM to potential applicants	Associate Dean of Admissions and Director of Diversity	Purchase advertising space in The Journal of Minority Medical Students 2012 Keynote publication which is distributed to 131 medical schools & 18 Osteopathic schools as well as The National Association of Latino Medical Students, The Association of American Indian Physicians, and the National Association of Advisors of Health Professions.	Advertorial to appear in 2012 Edition of the JMMS Keynote Edition	Increased awareness of JCESOM and Increased number of applications from minority students	Advertisement has been placed to be included in the Keepsake 2012 and an advertisement will appear in the NAMME Conference Agenda Booklet.

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<p>Recruitment To increase the numbers of women and other underrepresented groups receiving academic faculty appointments</p>	<p>Office of Faculty Affairs / Director of Diversity</p>	<p>Strengthen Search Committee process; Increase representation at national meetings of the NMA and NHMA</p>	<p>Ongoing Review effectiveness of the programs annually</p>	<p>Measured by an increase average 0.5 percent per year over 2011 baseline numbers for all faculty; continue this goal on an annual basis through 2013-14</p>	<p>Mrs. Debra Hart , Director of Equity & Dr. Campbell teamed up to provide search process/unconscious bias training to Physician Search Committees</p>
<p>Retention To strengthen existing programs</p> <ul style="list-style-type: none"> • Women in Medicine and Science (WIMS) • Keeping in Touch Sessions (KITS) <p>Mentoring program</p>	<p>Office of Faculty Affairs & Professional Development</p>	<p>WIMS executive council</p> <ul style="list-style-type: none"> • Establishment of Annual Leadership Forum • Mentor Matching Initiative 	<p>April, 2012</p> <p>Ongoing Review effectiveness of the programs annually</p> <p>August , 2012</p>	<p>Measured by decrease in turnover rate average 0.5 percent per year over 2011 baseline numbers for all faculty; continue this goal on an annual basis through 2013-14</p> <p>Measured by increased productivity in grants awards, leadership opportunities and work environment satisfaction rate</p>	<p>WIM executive Council in placed- WIM- Leadership Forum – MAY-2012 Outcome data-reported Faculty Collaborative guide in place- Mentor-Meeting Recognition - Completed</p>

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<p>Faculty Development To enhances further understanding of the multicultural nature of our campus community</p>	<p>Office of Faculty Affairs & Professional Development</p>	<p>Offer Diversity Educational program; workshops, presentations and other educational activities Discover & Dialogue Series</p>	<p>Ongoing Review effectiveness of the programs annually</p>	<p>Improved levels of comfort when working with culturally diverse patient populations. Measured by annual survey</p>	<p>Diversity & Dialogue Series- in placed List of past (October 2011) and future speakers/events are listed and linked to the LCME website</p>

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APPENDIX 5 – Student Services Annual Survey