

## JCESOM LCME Steering Committee Meeting Minutes

August 1, 2012

Present: Aaron McGuffin, MD, Amy Smith, BSN, Brian Dzwonek, EdD, Karen Bledsoe, MS, Shelvy Campbell, Ph.D., Paul Ferguson, MD, Wade Douglas, MD, Matt Straub, MBA, CPA, Richard Niles, PhD

Absent: Marie Veitia, PhD., Carl Gruetter, PhD.

Meeting was called to order at 12:00 PM.

AGENDA ITEM	DISCUSSION	FOLLOW-UP
Review of Citations IS-16, ED-21 (Diversity)  Report by: Shelvy Campbell, Ph.D., Chair Wade Douglas, MD, Chair	Clinical Skills department is actively seeking individuals of diverse background to serve as standardized patients. Karen Bledsoe and Kelly Fuller met on 8/31/12 to begin recruiting spouses of resident physicians.	Amy Smith approved the memo on August 1. Karen will be advised by the OME to move forward with communicating with the spouses of resident physicians
Review of Citations ED-5A (Lifelong Learning in the Curriculum)  ED-33 (Horizontal & Vertical Integration of Curriculum)  Reports by: Paul Ferguson, MD, Chair Carl Gruetter, Ph.D., Chair	Paul Ferguson reported that the MSI and MSII subcommittees approved job descriptions for MSI and MSII Block Leaders.  The curriculum committee will begin the next stages of completing a full appraisal of the curriculum.	Approved Block Leader job descriptions will be presented to the curriculum committee on August 9, 2012.

<p>Review of Citations MS-19, MS-23, MS26 (Career Counseling, Personal Wellness, Debt Counseling)</p> <p>Report by: Marie Veitia, PhD, Chair (not present)</p>	<p>No Report</p>	
<p>Review of Citation MS-24 (Debt &amp; Scholarship Support)</p> <p>Report by: Matt Straub, MPA, Chair Linda Holmes, Chair</p>	<p>Linda Holmes reported that UP&amp;S has given \$500,000 to the JCESOM for scholarship funds.</p> <p>Alumni have donated funds for the matriculating class. Each student will receive a white coat, \$50 book credit, and medical instruments during orientation week. The Touma family again has funded each student to receive a stethoscope. iPads will be distributed to the students during white coat ceremony.</p>	
<p>Review of Citation FA-5 (Faculty Scholarly Productivity)</p> <p>Report by : Richard Niles, PhD, Chair from a meeting dated 7/17/12</p>	<p>Task one: Research Directors in each clinical department have been identified <i>action item: send letter to research director, with copy to chair, confirming their appointment and arranging for a date to meet</i></p> <p>Task three: Completed Todd Gress and Darshana Shah have met with the Chairs of Family Medicine, Psychiatry and Surgery and obtained agreement to designate a faculty member to coordinate the research efforts.</p>	
<p>Review of Citation ER-9 (Affiliation Agreements)</p> <p>Report by: Karen Bledsoe, MS, Chair</p>	<p>Karen provided an update on the affiliation agreements.</p> <p>Dr. Shapiro suggested the need for a website that will provide the status of all affiliations.</p>	<p>Karen will work with Brian Patton to create a website with pdf versions of the agreements for review.</p>

<p>Review of Citation IS-11, ER-6, MS37 (Standards in Transition)</p> <p>Report by: Dr. Aaron McGuffin</p>	<p>Dr. McGuffin provided an update on student study space. Current assessment notes approximately 175 are currently available for the medical students. More are anticipated.</p> <p>Dr. McGuffin reported that he has received succession plans from all but one department; this includes leadership training plans as well.</p> <p>Dr. McGuffin discussed the issues with patient availability at the VAMC, and it is noted that with the recent changes in MSIV selections that this has been resolved. Instead of 78 students needing to see patients at the VA, there are only 22.</p>	<p>Website is being created to communicate to the students on study space availability.</p>
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Meeting adjourned: 1:00 PM

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