

JCESOM LCME Steering Committee Meeting Minutes

August 15, 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, Marie Veitia, PhD, Jennifer Gerlach, MD, PGY2, Joseph Shapiro, MD

Absent: Carl Gruetter, PhD, Richard Niles, PhD,

Meeting was called to order at 12:06 PM.

AGENDA ITEM	DISCUSSION	FOLLOW-UP
Introduction of Jennifer Gerlach, MD PGY2 Pediatrics		
LCME Secretariat Consult Visit	<p>Dr. McGuffin reported that currently organizing a site visit from the LCME Secretariat's to JCESOM. This visit would allow an up to date opinion on how the institution is moving with the action plan.</p> <p>Dr. Shapiro reported that Steve Peterson may come to JCESOM and conduct a mock LCME site visit</p>	Dates will be communicated when available
Faculty Meetings	Dr. Dzwonek stated that four meetings are scheduled to be held in the Harless Auditorium. CME will be awarded for those in attendance. Camtasia will be utilized to capture the events for those who are unable to attend. Turning Point technology will be used to create the meetings into interactive sessions.	
<p>Review of Citations IS-16, ED-21 (Diversity)</p> <p>Report by: Shelvy Campbell, Ph.D., Chair Wade Douglas, MD, Chair</p>	<p>Dr. Campbell stated that she met with Dr. Barzansky at the AAMC and briefed her on the current status of the committee actions.</p> <p>Office of Admissions is working on creating demographic data on the Class of 2016.</p>	

<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, Ph.D., Chair</p>	<p>Paul Ferguson reported that the MSI and MSII subcommittees approved job descriptions for MSI and MSII Block Leaders.</p> <p>Further assessment of job duties have identified that during the instructional block, it will take up to 0.5 FTE to complete the job duties assigned.</p> <p>Idea to pair basic science faculty with clinical faculty was discussed at the sub-committee level.</p> <p>Competency based outcomes introduced at the curriculum committee meeting providing the members with examples from UNC and University of Indiana.</p> <p>The Curriculum is continued to be inserted into the iAuthor format by the Graphics design department</p> <p>Dr. McGuffin reported that the lecture assessments will take occur in a systems based approach with content experts reviewing and reorganizing information that will meet the named competencies.</p>	<p>Block leaders nominees to be presented to the Curriculum Committee at the August 30, 2012 meeting</p> <p>Assessing the feasibility of hiring MSIV students to assist in reviewing the material</p>
<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>Dr. Veitia introduced the SASS and latest results</p> <p>Results of 2012 GQ discussed</p> <p>Awareness and mistreatment knowledge has noted to be decreased</p>	<p>SASS will be administered every April to all students</p> <p>GQ 2011-GQ2012 notes some increase in satisfaction of student services</p> <p>Student services will begin addressing education of services available along with</p>

	<p>Student communications was discussed regarding study space, current assessment of study space found 247 spaces for students to study throughout the JCESOM campuses.</p>	<p>policies and procedures for student mistreatment. The Department chairs have been provided the information to share with their staff and faculty</p> <p>Dr. Shapiro requested that monthly meetings be held with the class officers as another venue to open communication lines between administration and students</p>
<p>Review of Citation MS-24 (Debt & Scholarship Support)</p> <p>Report by: Matt Straub, MPA, Chair Linda Holmes, Chair</p>	<p>Linda Holmes announced the following scholarships: Dr. Krish Sekar Dr. Jensen Orthopedic department (2) Dr. Valentovic</p>	<p>Current policy is being created for the distribution of funds for the \$500,000 scholarship of UP&S.</p>
<p>Review of Citation FA-5 (Faculty Scholarly Productivity)</p> <p>Report by : Richard Niles, PhD, Chair via email to Dr. McGuffin</p>	<p>Continuing to work with faculty to change the culture towards research.</p>	<p>Dr. Shapiro requested to send an email to Dr. Gress requesting the current status of research within departments</p>
<p>Review of Citation</p>	<p>Karen provided an update on the affiliation agreements.</p>	<p>Website pending</p>

<p>ER-9 (Affiliation Agreements)</p> <p>Report by: Karen Bledsoe, MS, Chair</p>	<p>RPH-with their legal representatives SMMC-Mr. Taylor is reviewing CHH-completed</p> <p>Dr. Shapiro suggested the need for a website that will provide the status of all affiliations.</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>
<p>Other Business:</p>	<p>Dr. Shapiro requested that all minutes to sub-committee meetings be posted on the JCESOM LCME Website</p>	<p>Dr. McGuffin stated that all minutes could be sent to Brian Patton for posting on website.</p>

Meeting adjourned: 1:00 PM

Respectfully Submitted
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