

## JCESOM LCME Steering Committee Meeting Minutes

August 29, 2012

Present: Aaron McGuffin, MD, Amy Smith, BSN, Brian Dzwonek, EdD, Karen Bledsoe, MS, Shelvy Campbell, Ph.D., Paul Ferguson, MD, Matt Straub, MBA, CPA, Marie Veitia, PhD, Jennifer Gerlach, MD, PGY2, Mike McCarthy, Joseph Shapiro, MD

Absent: Carl Gruetter, PhD, Richard Niles, PhD, Wade Douglas, MD

Meeting was called to order at 12:00pm

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>Review of Citations IS-16, ED-21 (Diversity)</p> <p>Report by: Shelvy Campbell, Ph.D., Chair Wade Douglas, MD, Chair</p>	<p>Office of Admissions creating demographic data for candidates who apply to JCESOM Medical School and those accepted.</p> <p>Mike McCarthy reported that all of the demographic information is available in the AMCAS database. He indicated a report could be created from current set of available data.</p>	<p>Discussion held regarding obtaining information and method it should be reported and to whom</p> <p>Admissions Executive Committee is developing a recruitment plan to target under represented population i.e. women</p> <p>Mike will assess what data is needed to create a report on the demographic information for applications and matriculating students</p>

<p>Dr. Brian Dzwonek</p>	<p>ED-21 (Transitional Item) Standardized patients (SP) encounters and diversity opportunities</p> <p>Email out to faculty asking for assessment of current diversity topics within the curriculum to be submitted to the OME</p> <p>Hire a diverse population of SP: Personnel data base created that defines the current demographic information for SP</p> <p>PIPELINE PROGRAMS: High school outreach programs</p> <p>Undergraduate Academic awareness program will be created to target diverse student populations within their first two years of undergraduate education particularly targeting women</p> <p>Pipeline Program continues to be conducted in rural areas.</p>	<p>Dr. McGuffin requested from the MSI and MSII to add an additional-diversity objective in each of their small group cases. This is due to the OME by 9/28/12.</p> <p>\$25,000 allocated to bring awareness of medical education to high school students scheduled 6/2013</p>
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	<p>Project Pre-Med will be held in November 2012 at Marshall University</p> <p>Project Pre-Med will also be involved in the Middle School Programs focusing on Careers in Health/Nutrition and Exercise</p> <p>Program for Women is being created that will outreach to women interested in medicine.</p> <p>Schools of Pharmacy and Medicine working on a health care project</p> <p>Participation in recruitment fairs for minority students</p> <p>Southern Regional Education Board (SREB) contract in place.</p> <p>Annual diversity training for admissions committee scheduled</p>	<p>Goal is for 10 participants for the Project PreMed session scheduled 11/7-11/10/12.</p> <p>Dr. Campbell will be attending NAMME Conference Fair in Sept. 2016.</p> <p>Contract pending in the specific states.</p> <p>Scheduled for Sept. 11, 2012</p>

<p>Review of Citations ED-5A (Lifelong Learning in the Curriculum)</p> <p>ED-33 (Horizontal &amp; Vertical Integration of Curriculum)</p> <p>Reports by: Paul Ferguson, MD, Chair Carl Gruetter, Ph.D., Chair</p>	<p>Define active learning</p> <p>Complete an evaluation of the curriculum</p> <p>Continuing education for faculty on facilitating life- long learning sessions</p> <p>Active Learning Integration</p>	<p>CC reviewed the MedBiquitus List and definition of Instructional Methods and approved.</p> <p>Pending the selection of Block Leaders which will be presented at the Curriculum Committee Sept. 13, 2012.</p> <p>Office Faculty Development will sponsor developmental programming for faculty on lifelong learning skills</p> <p>Continue to convert didactic lectures to active learning with a goal of 10% transition in the 2012-2013 AY.</p>
<p>Review of Citations MS-19, MS-23, MS26 (Career Counseling, Personal Wellness, Debt Counseling)</p> <p>Report by: Marie Veitia, PhD, Chair</p>	<p>MS-19 MCD course started the year of 2011-2012 and the sessions were evaluated</p>	<p>Will assess outcomes and make adjustments according to the feedback</p> <p>Dr. McGuffin suggested to reference AAMC Careers in Medicine as the template used for creation of MCD</p>

	<p>Career Conversations are scheduled for 2012-2013 representing several specialties</p> <p>Career advising opportunities discussed.</p> <ol style="list-style-type: none"> <li>1. Documentation of informal 1:1 meetings with physicians and students</li> <li>2. Mentoring assignments to be paired as career advisors</li> </ol> <p>MS-23 Financial Aid departments have compartmentalized the services.</p> <ol style="list-style-type: none"> <li>1. A newsletter has been created</li> <li>2. Meeting with the MSI students regarding financial aide</li> <li>3. Implementing changes of the financial aid website</li> </ol> <p>MS-26 SASS was created and administered</p> <p>Accessibility of Office of Student Affairs to the medical students</p> <ol style="list-style-type: none"> <li>1. Student forums scheduled. Discussion held within the group on methods to hold productive student forums</li> <li>2. Class officer meetings with Dean Shapiro monthly</li> <li>3. Town Hall meetings</li> </ol>	<p>Dr. Veitia to create a formalized career advising proposal and submit to Dr. Shapiro</p> <p>Website changes will be completed by 11/1/12</p> <p>Evaluating the data with Dr. Gress and will be completed</p> <p>Dr. Veitia met with all MSIV Student forum: April 16-June 7, 2012</p> <p>Student forums with Dr. Shapiro: 4/16/12; 5/22/12; 7/17/12; 8/22/12  Class officer meeting: 9/24/12  Town Hall meeting: 10/1/12</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 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&amp;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>Appointment of Dept. Clinical Research Directors</p> <p>Director Participation on Clinical Research Committee</p> <p>Director meets with faculty to review scholarly activity</p> <p>Development of new trials</p>	<p>Appointed Summer 2012</p> <p>Schedule 9/18/12</p> <p>Will follow RD meetings</p> <p>Two investigator-initiated clinical trials through the CTSA</p> <p>CRC monthly meetings initiated.</p> <p>Winter 2011-Diabetes project-ADVANCE initiated in Chapmanville, WV</p> <p>Summer 2012 UK agreed to initiate ADVANCE project</p>

	Faculty Development in Research and Strengthening Educational Scholarship	Grants offered to medical students, residents, fellows and faculty up to \$15,000 for rural research. \$125,000 is allocated.  UK-CTSA funds used to establish i2b2 program
Review of Citation ER-9 (Affiliation Agreements)  Report by: Karen Bledsoe, MS, Chair	No report	
Review of Citation IS-11, ER-6, MS-37 (Standards in Transition)  Report by: Dr. Aaron McGuffin	IS-11 Dr. McGuffin reported that 100% of the clinical departments have reported their leadership training plan	ER-6 No additional update  MS-37 No additional update
Other Business:		

Meeting adjourned: 1:39pm

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