## JCESOM LCME Steering Committee Meeting Minutes September 11, 2012

Present: Aaron McGuffin, MD, Amy Smith, BSN, Brian Dzwonek, EdD, Karen Bledsoe, MS, Shelvy Campbell, Ph.D., CPA, Marie Veitia, PhD, Mike McCarthy, Joseph Shapiro, MD, Richard Niles, PhD

Absent: Paul Ferguson, MD, Carl Gruetter, PhD, Wade Douglas, MD, Matt Straub, MBA

AGENDA ITEM	DISCUSSION	FOLLOW-UP
Opening Information	LCME Consultation visit scheduled for	
Reported by:	November 29 and 30	
Aaron McGuffin, MD		Family Medicine Faculty meeting is scheduled 9/20/12
	Department meetings continue to	
	occur continuing the education of	Next faculty meeting is scheduled on 9/28/12
	LCME information and action plans.	
	Faculty meeting was conducted on	
	9/5/12. Faculty held a discussion on	
	identifying diversity in the curriculum.	
	The audio response system was used to	
-	engage the faculty.	
Review of Citations	IS-16:	
IS-16, ED-21 (Diversity)	Shelvy reported that the strategic	
	vision is now linked to the website.	
Report by:		
Shelvy Campbell, Ph.D.,		
Chair		
Wade Douglas, MD,		

Meeting was called to order at 12:06pm by Dr. Aaron McGuffin

Chair (absent)	Shelvy indicated that she sent Darshana information from the US Department of Health and Human Service Office of Minority Health that provides faculty and health care professionals with modules and teaching tools for cultural competency.	Cultural Competency Curriculum Modules were designed to assist physicians and health care professionals and educators with competencies in a diverse population. The information can be located <u>https://cccm.thinkculturalhealth.hhs.gov/GUIs/GUI AboutthisSite.asp</u> . Dr. Shapiro requested that this information be on the 9/13/2012 Curriculum Committee agenda for approval and to move forward with the project.
	Shelvy discussed follow up with departments	Shelvy reported that she has examples of diversity from main campus that departments can use to assist with topics and definitions of diversity. This information is available in a template format that Shelvy will share with each department. Dr. Shapiro requested specific dates for completion, and requested that Brian Dzwonek work with Shelvy to create a completion timeline of activities.
Review of Citations ED-5A (Lifelong Learning in the Curriculum)	Diversity assessment project	All MSI and MSII Course Directors will have diversity cases reported to OME by September 28, 2012. Each case will have diversity elements and objectives noted.
ED-33 (Horizontal & Vertical Integration of Curriculum)	Diversity Panel	Dr. McGuffin reported that a diversity panel discussion has been created for all four years of students. It will be videotaped. The panel discussants are residency physicians. Students will create questions for the panel discussion ahead of time. Plans to make this an annual event, Camtasia will be utilized and CMEs will be offered to

Reports by: Paul Ferguson, MD, Chair (absent)		participants. Clinical skills department has completed an active recruitment by
Carl Gruetter, Ph.D., Chair	Standardized Patient Recruitment	targeting significant others within the resident physician group. Three additional SPs were hired. Matt
		Matt Crutchfield worked with Kelly and Amy to create an SP Recruitment advertisement. The first draft was completed and submitted to Amy/Kelly on September 5, 2012. Poster to be presented to Dr. Petrany, Medical Director of Ebenezer Clinic the week of September 10, 2012 pending Dr. Petrany' s schedule.
	Curriculum Committee Interim Chairperson	<ul> <li>Dr. Bobby Miller has been elected as interim chair of the Curriculum Committee during Dr. Carl Gruetter's medical leave. The committee is working in concert with the subcommittees to aggressively meet action plan timelines. The following are in process of completion: <ol> <li>Recommendations for block leaders to be presented to the CC on 9/13/2012.</li> <li>USMLE Step 1 outline will be used to assess the curriculum. Block leaders, co-block leaders and clinical experts will work together as content experts within each block. MS1 and MS2 teams will work together to assess the curriculum and assure content is blended between year one and year two.</li> <li>Special topics of: Ethics, Professionalism, Clinical Skills will be incorporated throughout the entire curriculum.</li> </ol> </li> <li>Once the entire curriculum has been review in a sense that it has been organized and reviewed by the faculty, Brian will take the information and offer the faculty different methods of instructions. It is noted Office of Academic Affairs, Registrar, Nancy Webb must have completed syllabi in January, 2013.</li> <li>Dr. Shapiro will continue to have monthly meetings with the Basic</li> </ul>

	Faculty Meetings with Basic Science	Science Faculty until further notice. Amy Smith will work with Wanda
	Faculty and Dr. Shapiro	Webb to set up the meetings and report at the next LCME meeting.
Review of Citations MS-19, MS-23, MS26 (Career Counseling, Personal Wellness, Debt	MS-19 Career Counseling	Marie reported that Joan Catherine has resigned effective 9/28/2012. Action plan will be discussed with Marie and Dr. Shapiro.
Counseling) Report by: Marie Veitia, PhD, Chair	Clerkship Career Counseling Sessions	Marie discussed that the clerkship career counseling sessions currently are not in the syllabi. She is scheduled to meet with the clerkship coordinators on 9/17/2012 to have the information added.
	MS-26 Debt Counseling	Marie reported that a significant amount of dollars (\$800,000) in the form of waivers/scholarships. Discussion was held on methods of distribution of funds. Dr. Shapiro reported that he will meet with various individuals to decide on procedures for disbursement.
	Financial Aid website	Marie reported that the website launched summer 2011 and new updates will be finished by November 1, 2012.
	Student Services/Student Meetings	Student Advisory Program is to elect a chairperson 9/12/12. Full program to be in place by November 1, 2012.
		Dr. Shapiro continues to have open door opportunities for all students on Fridays 2pm-4pm.
		Marie to meet with students on a monthly basis
		First Town Hall meeting scheduled with Dr. Shapiro 10/1/2012 First Class Officer meeting scheduled with Dr. Shapiro/Marie on 9/24/12.
	Study Space	All Dell computers will be replaced in the HSL

	Mock Interviews	Mock interview opportunities now available for current MS4 students. 25 have currently chosen to take advantage of the opportunity. Marie to work with the chairpersons of each department to increase participation. Dr. Shapiro requested a list of those participating.
	Interactive website	Marie demonstrated the early stages of an interactive website in which FAQ will be available, study space options, and OSA information. Discussion was held regarding the feasibility of placing webcams in the student study space for students to assess a space before driving to an area. Mike McCarthy stated that he could complete the task from an IT perspective. Marie was going to ask the students opinions.
Review of Citation MS-24 (Debt & Scholarship Support)	See report under Debt Counseling	
Report by: Matt Straub, MPA, Chair Linda Holmes, Chair		
Review of Citation	Subcommittee Meeting	Scheduled 9/17/12
FA-5 (Faculty Scholarly Productivity)	Clinical Research Directors Meeting	Scheduled 9/18/12
Report by : Richard Niles, PhD, Chair via email to Dr. McGuffin	Grant Application Deadlines	Receipt for grant applications for rural health and translations deadlines in September 2012.
	Department publications	Dr. Shapiro discussed the LCME concerns of lack of publications in the

		departments of Psychiatry, Surgery and Family Community Health. He requested information in regards to the plan for publishing. Dr. Niles will report at the next meeting on the plans for these specific departments to publish.
Review of Citation ER-9 (Affiliation Agreements) Report by: Karen Bledsoe, MS, Chair	Affiliation Agreements	Karen reported that the following institution affiliation agreements are completed and posted: CHH, SMMC, RPH, CHH Surgery Center. VA pending. Mike McCarthy to research what other institutions do regarding the VA using VA terminology. Mike will provide a report.
Review of Citation IS-11, ER-6, MS-37 (Standards in Transition) Report by: Dr. Aaron McGuffin	No report	
Other Business:	Additional membership of the Committee Ghant Diagrams from OME	Dr. Shapiro requested the addition of Dr. Bobby Miller and Dr. Darshana Shah to the LCME Action Plan Meetings. Amy Smith will invite Drs. Miller and Shah to the upcoming meetings. Dr. Shapiro asked Brian when he was expected to have a draft of the Ghant diagram completed. Brian reported that it would be completed on 9/28/12.
Meeting adjourned: 1	Faculty meetings	Next meeting scheduled 9/27/12

Meeting adjourned: 1:39pm

Respectfully Submitted

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