

JCESOM LCME Steering Committee Meeting Minutes
September 27, 2012

Present: Aaron McGuffin, MD, Amy Smith, BSN, Brian Dzwonek, EdD, Shelvy Campbell, Ph.D., Paul Ferguson, MD, Marie Veitia, PhD, Joseph Shapiro, MD, Darshana Shah, PhD, Richard Niles, PhD, Bobby Miller, MD

Absent: Carl Gruetter, PhD, Karen Bledsoe, MS, Matt Straub, MBA, CPA, Mike McCarthy, MA

Meeting was called to order at 12:06pm

AGENDA ITEM	DISCUSSION	FOLLOW-UP
LCME Secretariat Consult Visit	<p>Dr. McGuffin reminded the committee of the LCME Secretariat Consultation visit November 29-30, 2012</p> <p>Dr. Shapiro would like for a town hall meeting to occur concurrently with the consultation visit. It is a good opportunity for the MUJCESOM to assess our current situation in terms of where we move forward in the spring.</p>	<p>Agenda will be finalized closer to the date of the visit.</p> <p>Dr. McGuffin will email the Secretariats for their input on the agenda.</p>
Faculty Meetings	<p>Dr. McGuffin reported that department meetings continue and noted that the venue has been positive with good opportunities to discuss the LCME process in the small group department setting.</p> <p>Faculty meetings continue on a monthly basis. Dr. Campbell will be presenting information on Diversity IS-16 and ED-21 at the September 27, 2012 meeting.</p>	<p>Upcoming meetings: Surgery Dept.-10/8/12 Psychiatry Dept.-10/18/12</p> <p>Upcoming faculty meetings: September 27, 2012 October 25, 2012</p>
<p>Review of Citations IS-16, ED-21 (Diversity)</p> <p>Report by: Shelvy Campbell, Ph.D., Chair</p>	<p>Dr. Campbell reported that Dr. Douglas has resigned as co-chair of the IS-16 Committee but will remain as a committee member.</p>	

	<p>Report from Dr. Campbell (Office of Diversity): IS-16/ED-21 Standard committee meeting is scheduled on 10/3/2012. Diversity training to occur with the Admissions Committee at the annual training event scheduled for 10/4/12.</p> <p>Project Pre-Med is scheduled for 11/7-9, 2012 currently has 11 applications consisting of MU/WVS students and out of state applicants. It is noted that 6 are Hispanics and undetermined amount are female.</p> <p>Report from Dr. Shah (OFA): Recruitment and Retention Dr. Shah noted that she is in process of creating a database that will provide the ability to track recruitment and retention efforts. Currently, no process is available.</p> <p>WIMS- Women Executive Council in place and chairperson has been selected. The committee will send 2 members to the Annual WIMS Leadership Forum in May 2013</p> <p>A mission statement has been created to include diversity statement that aligns well with the main statement.</p>	<p>Dr. Campbell will provide an update on the applicants at the next LCME Steering Committee Update</p> <p>Dr. Campbell has reviewed OSA, OFA mission statements of OSA, OFA, and OME that include diversity element.</p>
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	<p>Discussion was held regarding the diversity module created to inform the faculty about diversity. Dr. Shah was not comfortable with this module.</p> <p>Dr. Shapiro inquired about what faculty searches are currently in place to improve the recruitment of diverse faculty.</p> <p>Report from Dr. McGuffin: ED-21 OME continues to collect clinical cases from all departments. Information will be displayed on the website when information is compiled. The recruitment of standardized patients continues with the placement of advertising posters in Family Practice, Internal Medicine. Ebenezer Medical Clinic will place this discussion on their board of directors meeting agenda.</p>	<p>Over 65 examples of diversity have been tabulated with more to come.</p> <p>Dr. Veitia will place information regarding standardized patient hiring on the electronic communication boards that are present in all the buildings.</p> <p>Dr. Campbell agreed to meet with the resident panel prior to the session to discuss the goals for the event. The material will be emailed to her and Dr. Shah</p>
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	<p>March 12-Panel Discussion is confirmed with a full complement of residents. All medical students are invited to attend. Outcomes will be measured based upon the competencies.</p> <p>ICS Diversity Module Assignment-in final stages of completion. Needed to reorganize some graphics and IT infrastructure. Module will be a mandatory assignment for all MS-I students to complete.</p> <p>2012 GQ results on website.</p>	<p>Dr. Shah reminded the committee that main campus has resources available for future panel discussions.</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 MS-1 block leaders have been approved by the curriculum committee. MS-2 Block leaders are not finalized.</p> <p>Dr. Bobby Miller has been elected as interim Chair of the Curriculum Committee during Dr. Gruetter's absence.</p> <p>Competency based curriculum discussed at the subcommittee meetings and will be presented at the next curriculum committee meeting.</p> <p>Curriculum Committee retreat is scheduled for 10/17/12. All CC members are requested to attend.</p> <p>Dr. Miller has met with Year 1 , 2 and 3 subcommittee chairs to discuss setting up 8 vertical and horizontal integration committees which will help frame up the teaching for the 2013-2014 academic year.</p>	<p>UNC Model is the approved template.</p>

	<p>Dr. Richardson introduced the faculty to Dr. Jeanette Norton from Vanderbilt University. Dr. Norton shared her experiences with curricular change at the SOM at Vanderbilt.</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>MS-19, MS-23, MS-26 Reported by Dr. Veitia: Thirty students have been taken advantage of the mock interview sessions. They have either completed the interview or have scheduled for an interview.</p> <p>Career Conversations-five have been scheduled and the program will continue to be expanded.</p> <p>Clinical Mentoring-Dr. Veitia has met with the department Chairpersons to move forward with a formal student advising program.</p> <p>Student Concerns-study space: swipe card access has been put in place and waiting for CHH to add the names to list of users.</p> <p>Furniture for study space has been ordered and waiting for arrival. Number of recreational items ordered and waiting delivery.</p> <p>Study space map has been placed on the student website.</p>	<p>Dr. Veitia discussed the job responsibilities of Joan Catherine will be absorbed by employees of OSA.</p> <p>Target date of completion November 1, 2012</p> <p>Dr. Shapiro suggested placing the information onto social media site for student awareness</p>

	<p>Student meetings scheduled: Town Hall- Scheduled 10/1/12 Wellness Committee- Met 9/17/12 organizing a Fall Fest</p>	
<p>Review of Citation MS-24 (Debt & Scholarship Support)</p> <p>Report by: Matt Straub, MPA, Chair Linda Holmes, Chair</p>	<p>Guidelines set for distributing scholarship completed and on website.</p> <p>Guidelines for identifying waivers completed.</p> <p>10-\$10,000 scholarships have been awarded \$1.6 million awarded-Dr. Shapiro suggested putting information into graph form and placing on website. Circulate information to alumni.</p> <p>Two remaining scholarships remaining: Dr. Sheridan and Dr. Harrah</p> <p>Decreased debt by 2.5%.</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>Standard committee meeting held on 9/17/12. Minutes posted.</p> <p>Todd Gress presented an optional course for clinical research from University of Kentucky for MS1 students to the Curriculum Committee.</p> <p>KL2 Award-has a potential candidate</p> <p>Dr. Shah provided an update on PRIME, pamphlet available for those interested.</p>	<p>Decision pending</p> <p>Decision pending</p>

	Discussion was held regarding clinical support for analyzing data they receive. Dr. Niles noted concerns from clinical members of the committee on the assistance for data analysis.	
Review of Citation ER-9 (Affiliation Agreements) Report by: Karen Bledsoe, MS, Chair	All tasks completed	
Review of Citation IS-11, ER-6, MS37 (Standards in Transition) Report by: Dr. Aaron McGuffin	Dr. McGuffin suggested a succession plan from the Dean's office for Dr. Shapiro All other items completed	Dean Shapiro will provide a succession plan to Dr. McGuffin
Other Business:	Website: Dr. McGuffin requested that an updated progress reports be sent to OME to upload on the website.	

Meeting adjourned: 1:25 PM

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

Meeting minutes approved: LCME Steering Committee Meeting 10/11/12