

JCESOM LCME Steering Committee Meeting Minutes

October 11, 2012

Present: Aaron McGuffin, M.D., Amy Smith, BSN, Brian Dzwonek, Ed.D., Shelvy Campbell, Ph.D., Paul Ferguson, M.D., Marie Veitia, Ph.D., Joseph Shapiro, M.D., Darshana Shah, Ph.D., Richard Niles, Ph.D., Bobby Miller, M.D., Carl Gruetter, Ph.D., Karen Bledsoe, MS, Mike McCarthy, MA

Absent: Matt Straub, MBA, CPA,

Meeting was called to order at 12:03pm

AGENDA ITEM	DISCUSSION
Approval of Minutes	Minutes of the 9/11/12 meeting presented to the committee for review. Motion made to approve and seconded.
LCME Secretariat Consult Visit	Dr. McGuffin reported that the draft of the LCME Secretariat agenda has been sent to Drs. Barzansky and Hunt.
Faculty Meetings	Dr. McGuffin reported the following on department and faculty meetings: <ul style="list-style-type: none"> ➤ Department of Psychiatry scheduled for 10/18/12 ➤ General Faculty/Staff meetings scheduled 10/25/12 & 11/29/12
Review of Citations IS-16, ED-21 (Diversity) Report by: Shelvy Campbell, Ph.D., Chair	IS-16 Dr. Campbell reported on the following items: <ul style="list-style-type: none"> ➤ Continues to update the Gantt chart ➤ 35 new contacts created as a result of NOME. Database will be shared with Admissions Committee ➤ Project PreMed-8 candidates have been selected with 3 alternates ➤ WVSU Chemistry students to visit MUSOM and MUSOP on 10/19/12 ➤ WVSU Upward Bound Students visit MUSOM and MUSOP on 10/13/12 ➤ Diversity statement completed and consulted with Dr. Barzansky, LCME. The committee will continue to ensure that the JCESOM Mission and Diversity statements are aligned ➤ Introduction of the Spanish Interest Group ED-21 Dr. McGuffin reported the following items: <ul style="list-style-type: none"> ➤ Standardized Patient recruitment posters currently in place in the lobby of clinical

	<p>departments</p> <ul style="list-style-type: none"> ➤ Continuing to assess diversity topics within the curriculum. Currently, approximately 75 cases present. All years of medical education expected to report. Diversity objectives have been noted within course syllabi and session objectives ➤ After the instructional and assessment methods are assessed, the OME and Curriculum Committee will categorize and set with competencies. Methods of student assessment on learned information will be conducted, methods pending and will be determined through a group effort of OME and Curriculum Committee utilizing Dr. Dzwonek's expertise in assessment methods ➤ Dr. Miller reported that in the curriculum committee, faculties have requested educational resources in building diversity into their specific curriculums
<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 Bobby Miller, MD, Interim Chair</p>	<p>Dr. Miller reported on the following regarding ED-5A</p> <ul style="list-style-type: none"> ➤ Assessment of the four years of undergraduate medical education continues ➤ Integration Committees are being created: 8 committees that will review and assess the vertical and horizontal integration of the curriculum. Each committee has a clinical expert to assess the content ➤ Curriculum Committee retreat is scheduled for 10/17/12
<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>Dr. Veitia reported on the following regarding MS-19:</p> <ul style="list-style-type: none"> ➤ Student Advisory Program in progress. Department of Orthopaedic Surgery has committed that each faculty will take two students ➤ Met with Mike McCarthy to create an electronic tracking mechanism, and reports that the Student Academic Progress Report is an additional tool that may be utilized ➤ An "Advisor Guide" will be created to aid all advisors ➤ All student advisors will be clinical faculty <p>Dr. Veitia reported on the following regarding MS-23</p>

	➤ Prudy is currently holding individual meetings with all MS-I students on financial advising
Review of Citation MS-24 (Debt & Scholarship Support) Report by: Matt Straub, MPA, Chair Linda Holmes, Chair	Ms. Holmes provided a graph illustrating the distributions of scholarship funds.
Review of Citation FA-5 (Faculty Scholarly Productivity) Report by : Richard Niles, PhD	Dr. Niles reported the following on FA-5: ➤ 27 applications were received for pilot grants
Other Business:	Website: Dr. McGuffin requested that an updated progress reports be sent to OME to upload on the website and need to be dated.

Meeting adjourned: 1:12 PM

Respectfully Submitted
Amy Smith, RN, BSN
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