

JCESOM LCME Steering Committee Meeting Minutes

October 23, 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., Karen Bledsoe, MS, Mike McCarthy, MA

Absent: Matt Straub, MBA, CPA, and Carl Gruetter, Ph.D.

Meeting was called to order at 12:03pm

AGENDA ITEM	DISCUSSION
Approval of Minutes	Minutes of the 10/11/12 meeting presented to the committee for review. Motion made to approve and seconded.
LCME Secretariat Consult Visit	<p>Dr. McGuffin distributed a draft of the itinerary.</p> <ul style="list-style-type: none"> ➤ Linda Holmes will provide the transportation ➤ Amy Smith will provide administrative assistant support in all meetings and provide notes <p>Office of Medical Education, Curriculum Committee Leadership and Dr. Shapiro will be available to meet with each sub-committee and students to discuss the events of the consult visit.</p> <p>All Steering Committee members are to create a 3 slide power point presentation outlining efforts completed during the probationary period. Email the PPT to Dr. Aaron McGuffin before 10/28/12. This information will be available to present at the introductory lunch of the visit.</p>
Faculty Meetings	<p>All departments have had an LCME update in faculty meetings.</p> <p>General Faculty meetings scheduled for 10/25/12 and 11/29/12. The 11/29/12 will coincide with the LCME Secretariat Consult visit.</p>
Review of Citations IS-16, ED-21 (Diversity) Report by:	<p>IS-16 Dr. Campbell reported on the following items:</p> <ul style="list-style-type: none"> ➤ Website is up to date ➤ Upward Bound visit-84 students ➤ Chemistry students visit from WVSU completed

<p>Shelvy Campbell, Ph.D., Chair</p>	<ul style="list-style-type: none"> ➤ Workforce Development Conference approaching 11/16/12, asking for volunteers to attend-members of the OME will attend ➤ Pipeline program to start at Kentucky State ➤ Meeting with Enslow Middle School to create a careers in pharmacy/medicine ➤ Revised Diversity statement presented ➤ Project Premed 11/7-11/10/12
<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 the following:</p> <ul style="list-style-type: none"> ➤ Approximately 98% of the curriculum reviewed at the retreat held on 10/17/12 and the remaining is on the agenda for 10/25/12. ➤ Integration Sub-Committees created and leaders approved. Shelvy requested that Dr. Lopez be integrated into one of these committees as a member of MAC ➤ Data is currently being collected and arranged regarding the methods of assessment; information will be presented at the 10/25/12 meeting. The curriculum committee will be charged with created various methods of assessment based upon the teaching methodology
<p>Review of Citations MS-19, MS-23, MS-26 (Career Counseling, Personal Wellness, Debt Counseling)</p> <p>Report by: Marie Veitia, PhD, Chair</p>	<p>Dr. Veitia reported on MS-19:</p> <ul style="list-style-type: none"> ➤ 32 MSIV students completed “mock” interviews ➤ Speed “Specialty” Dating is scheduled for 12/4/12 ➤ Student Advising Program-MSIV students matched manually. 58/72 students have responded with first and second choices. Top requests: Loudin, Dial, Ferguson, Jude, and Clements. All will be matched before Thanksgiving <p>MS-23 No new updates to report</p> <p>Dr. Veitia reported on MS-26:</p> <ul style="list-style-type: none"> ➤ Seven venues to reach out to students have been created. Latest is the Quarterly Newsletter that received positive feedback ➤ Wellness Committee conducted first “Fall Feast” with excellent turnout of at least 50 families

<p>Review of Citation MS-24 (Debt & Scholarship Support)</p> <p>Report by: Matt Straub, MPA, Chair Linda Holmes, Chair</p>	<p>Linda Holmes reported on MS-24:</p> <ul style="list-style-type: none"> ➤ 2.5% debt reduction noted ➤ Sustainability is now the focus of the program, long term commitments received from: Marshall Health (\$500,000) and McCoy money is available. Tuition and Waivers will be available ➤ \$18,000 will be available to 16 students from the Edwards Comprehensive Endowment in the next academic year
<p>Other Business:</p>	

Meeting adjourned: 1:38 PM

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