

JCESOM LCME Steering Committee Meeting Minutes

January 9, 2013

Present: Aaron McGuffin, M.D., Amy Smith, BSN, Brian Dzwonek, Ed.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, Jennifer Plymale, MA, Cindy Warren, MA

Meeting was called to order at 12:03pm

AGENDA ITEM	DISCUSSION
LCME Site visit	<p>Dr. McGuffin announced that the LCME Limited site visit will be conducted 6/23-6/26/13.</p> <ul style="list-style-type: none"> ➤ A meeting with President Kopp will be added to the agenda ➤ Briefing book will be submitted to the LCME by mid-April, 2013.
Faculty Meetings	<p>Next faculty meeting is scheduled for 1/17/13 at 4pm. Plan is to review the latest version of the briefing book</p>
Review of the LCME Briefing Report	<p>Dr. McGuffin reviewed the current version of the LCME Briefing Report and noted the following:</p> <ul style="list-style-type: none"> ➤ Chairs of the each standard committee needs to be making changes appropriately ➤ Dr. Gruetter needs to be added as a chairperson to ED-5a and ED-33 ➤ ED-21 Chair responsibilities will be transferred to Dr. Gruetter and the Curriculum Committee for central oversight. ➤ Appendix references need appropriate identifiers to make for easier identification ➤ Plan is to redraft the entire document in February with one author in order to provide consistent formatted material. <p>Dr. Shapiro stated that he wants a completed first rough draft of the document in his email box not later than the end of business day 1/15/13. He strongly recommends that all information be complete, including appendices, charts, and introductory statements. "Near completion" is desired.</p>
<p>Review of Citations IS-16, ED-21 (Diversity) Report by:</p>	<p>Dr. McGuffin explained the following needed to be completed in the briefing book:</p> <ul style="list-style-type: none"> ➤ Introductory paragraph ➤ Explain the changes of the bylaws ➤ Clarification of the added value groups

<p>Shelvy Campbell, Ph.D., Chair (Absent, Dr. Shah reported)</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, PhD, Chair Bobby Miller, MD, Interim Chair</p>	<p>The Curriculum Committee and Integration Sub-committees continue to work in vertical and horizontal integration of content. Next scheduled meeting to be held on January 10, 2013. Dr. Shapiro requested an updated report from Dr. Gruetter at the conclusion of that meeting</p>
<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 the following:</p> <p>MS-19</p> <ul style="list-style-type: none"> ➤ All syllabi have been updated to include information about career counseling ➤ The website updates are complete <p>MS-23</p> <ul style="list-style-type: none"> ➤ Class meetings held for all undergraduate medical students ➤ SASS draft if completed and to be reviewed. Dr. Veitia requests that all feedback be provided to her on or before 1/15/13. ➤ Plan to deploy SASS is January 24, 2013
<p>Review of Citation MS-24 (Debt & Scholarship Support)</p> <p>Report by: Matt Straub, MPA, Chair Linda Holmes, Chair</p>	<p>Ms. Holmes reported that the focus currently is on created a sustainability plan for current financial commitments.</p>
<p>Review of Citation FA-5 Faculty Scholarly</p>	<p>Dr. Niles reported the following</p> <ul style="list-style-type: none"> ➤ Updates need to be submitted to Dr. McGuffin

Report by: Richard Niles, PhD	<ul style="list-style-type: none">➤ Introductory page and appendices need to be created➤ Database-Mike McCarthy demonstrated a prototype of the current database to Drs. Shapiro, Niles, and Gress.
Next meeting:	Scheduled for January 23, 2013 in G403

Meeting adjourned: 1:06pm

Respectfully Submitted

Amy Smith, RN, BSN

Assistant Director of Medical Education

Joan C. Edwards School of Medicine

Marshall University