

JCESOM LCME Steering Committee Meeting Minutes

March 5, 2013

Present: Amy Smith, BSN, Brian Dzwonek, Ed.D. (Chair of the meeting), 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, Carl Gruetter, Ph.D., Linda Holmes, Matt Straub, MBA, CPA

Absent: Paul Ferguson, M.D., Aaron McGuffin, M.D., and Shelvy Campbell, Ph.D.

Meeting was called to order at 12:05pm

AGENDA ITEM	DISCUSSION
LCME Site visit	LCME SITE VISIT JUNE 23-26, 2013
Faculty Meetings	Scheduled for March 21, 2013
Review of the LCME Briefing Report	<ul style="list-style-type: none"> ➤ March 1 version of the Briefing Book is now available for review. ➤ All appendices now available on line as well. ➤ Final submission of the LCME document will be April 15, 2013. ➤ Site team pending, once received it will be communicated. ➤ Standardize all web links throughout the document. ➤ Create a closing statement to add to the briefing book. <p>Gantt diagrams up to date and included for all standards.</p>
Review of Briefing Book by Citations: IS-16, ED-21 (Diversity)	<ul style="list-style-type: none"> ➤ Jennifer Plymale requested that all "Admissions" information be placed together ➤ Dr. Shapiro asked to confirm language in admissions and diversity are equal ➤ Include dollar amount in the document to describe the cost of financial support given to support dedicated FTEs in fiscal year numbers. ➤ Will reference the faculty/staff retention program but place information in FA-5 ➤ The definitions for minority and underrepresented staff/faculty need to be more clearly communicated

Review of Briefing Book: ED-5A (Lifelong Learning in the Curriculum)	<ul style="list-style-type: none"> ➤ All tables included 2012-2013 contact hours and a predicted 2013-2014 hours as well ➤ Weekly students schedules listed ➤ Active learning sessions presented demonstrates actual examples of sessions ➤ Repost the number of hours in years 1 and years 2 of active learning per year
ED-33 (Horizontal & Vertical Integration of Curriculum)	<ul style="list-style-type: none"> ➤ Examples of specific horizontal and vertical integration provided ➤ Interprofessional Educational series objectives will be added
Review of Briefing Book: MS-19, MS-23, MS-26 (Career Counseling, Personal Wellness, Debt Counseling)	<ul style="list-style-type: none"> ➤ Add historical debt numbers with current newly implemented program numbers to show what student debt WOULD have been prior to new programs ➤ “Personal Counseling” question worded differently in surveys. Identify with an “asterisks”
Review of Briefing Book: MS-24 (Debt & Scholarship Support)	<ul style="list-style-type: none"> ➤ Will compare MUSOM debt information with national data ➤ Add information for freezing tuition into briefing book
Review of Briefing Book: FA-5 Faculty Scholarly	<ul style="list-style-type: none"> ➤ Mike McCarthy gave an overall presentation on the faculty data in the briefing book comparing 2009 to 2013 data ➤ Include information about student research support in this standard information
Review of Briefing Book: ER-9 Affiliation Agreements	
Succession Planning	<ul style="list-style-type: none"> ➤ Include the names of the programs that faculty attend for professional development
Review of Briefing Book: ED-21 Diversity	<ul style="list-style-type: none"> ➤ Include SASS information
Next meeting:	March 19, 2013 noon in the Dean’s Conference Room

Meeting adjourned: 1:09pm

Respectfully Submitted
Amy Smith, RN, BSN
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Joan C. Edwards School of Medicine at Marshall University