

JCESOM LCME Steering Committee Meeting Minutes

April 2, 2013

Present: Amy Smith, BSN, Brian Dzwonek, Ed.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, Carl Gruetter, Ph.D., Linda Holmes, Matt Straub, MBA, CPA, Aaron McGuffin, M.D., and Shelvy Campbell, Ph.D.

Meeting was called to order at 12:12pm

AGENDA ITEM	DISCUSSION
LCME Site visit	LCME SITE VISIT JUNE 23-26, 2013 <ul style="list-style-type: none">➤ Final submission of the briefing book to LCME is scheduled for April 24, 2013➤ Draft of document sent to President Kopp, Dr. Ormiston, Dr. Touma, and Dr. Clarke
Faculty Meetings	Scheduled for April 25, 2013 <ul style="list-style-type: none">➤ Other opportunities to educate and prepare the faculty: OME Grand Rounds➤ Primary four topics to discuss for the remainder of meetings: Diversity, Faculty, Student Services and Educational
Review of the LCME Briefing Report	<ul style="list-style-type: none">➤ President Kopp sent feedback and those changes have been made➤ Hyperlinks to the appendices will be added by Mr. McCarthy➤ IS-16: move information to the appendices➤ Action plan: reviewed current internal status of action plan and deadlines in comparison with the LCME briefing report➤ Gantt charts to be updated by Dr. Dzwonek➤ Dr. McGuffin provided a summary of most recent changes, all minor, in the current briefing book
Next meeting:	April 2, 2013 noon in the Dean's Conference Room

Meeting adjourned: 12:47pm

Respectfully Submitted

Amy Smith, RN, BSN

Assistant Director of Medical Education JCESOM