

JCESOM LCME Steering Committee Meeting Minutes

April 16, 2013

Present: Amy Smith, Brian Dzwonek, Ed.D., Marie Veitia, Ph.D., Joseph Shapiro, M.D., Richard Niles, Ph.D., Bobby Miller, M.D., Karen Bledsoe, MS, 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.

Absent: Mike McCarthy, MA, Darshana Shah, Ph.D.

Meeting was called to order at 12:10pm

AGENDA ITEM	DISCUSSION
LCME Site visit	<p>LCME SITE VISIT JUNE 23-26, 2013</p> <ul style="list-style-type: none"> ➤ Final submission of the briefing book to LCME is scheduled for April 24, 2013 ➤ Three remaining steering committee meetings scheduled ➤ Practice sessions scheduled with Dr. Werthammer, Dr. Shapiro and Dr. Wehner serving as the roles of site visitors
Faculty Meetings	Scheduled for April 25, 2013 scheduled to present information on FA-5 are Dr. Niles and Mr. McCarthy.
Review of the LCME Briefing Report	<ul style="list-style-type: none"> ➤ IS-16 created an appendices for clarification of material ➤ ED-33 Gaps/redundancies appendices chart revised ➤ ED-33 2013-2014 MS-1 and MS-2 Curriculum Calendar added ➤ Hyperlinks added so that the information from the briefing book goes straight to the appendices
Faculty Mentoring Program	<ul style="list-style-type: none"> ➤ Has been launched ➤ Will be available on the website before May 1 announcing junior faculty with senior faculty pairings
Next meeting:	April 30, 2013 in the Dean's Conference Room

Meeting adjourned: 12:38 pm

Respectfully Submitted

Amy Smith, BSN, MEd

Assistant Director of Medical Education JCESOM