

Agenda

Curriculum Committee Meeting

October 11, 2012

4:30-6:00 PM

G403 Medical Center

- 1) Approval of Minutes of Last Two Meetings - Appendix A (Vote)**
- 2) Action Plan and Timeline – Appendix B (Bobby Miller)**
- 3) Retreat Agenda, October 17th G403, 1:30pm to 5:00 pm (Bobby Miller)**
- 3) Approval of Competency Committee Proposal as a framework for Integration Subcommittee use – Appendix C (Bobby Miller)**
- 4) Approval of MSII Block Leaders – Appendix D (Susan Jackman)**
- 5) Approve eight integration subcommittees, Leaders and Members - Appendix E (Bobby Miller)**
- 6) Approve 4th year electives, Peds Research and Peds/Adolescent Gyn (Nancy Webb)**
- 7) Finalize plans to complete syllabi drafts for Review at CC meeting November 8, 2012 (Nancy Webb)**
- 8) New Business**
- 9) Adjournment**
- 10) Next regular meeting –4:30-6:00 PM, November 8th, 2012**

Appendix A – Curriculum Committee Meeting Minutes – September 13th and 27th, 2012

Appendix B – Action Plan and Time line

Appendix C – Competency Committee Proposal

Appendix D - MSII Block Leaders

Appendix E – Integration subcommittees, Leaders and Members

Appendix A – Curriculum Committee Meeting Minutes –September 13th and 27th, 2012

Curriculum Committee Meeting

September 13, 2012

Present: Piyali Dasgupta, Brian Dzwonek (Secretary), Richard Egleton, Elizabeth Evans, Paul Ferguson, Tigran Garabekyan, Charles Giangarra, Carl Gruetter (via Facetime), Elaine Hardman, Rebecca Hayes, MSIII, Jonathan Hess, Susan Jackman, Hisham Keblawi, Sean Loudin, Will McCumbee, Farid Mozaffari, Bobby Miller (Acting Chair), James Rollins, Dilip Nair, Laura Richardson, Jonathon Seibert, Amy Smith, Justin Tolbert, Nancy Webb, Sasha Zill

Absent: Wesam Bolkhair, Chuck Clements

Guest: Dr. Darshana Shah

Topic	Discussion	Plan/Action
Approval of Minutes of Last Meeting - Appendix A (Vote)		Approved
Update on ED 5a, ED 33 and ED 21 Citations -Brian Dzwonek	Dr. Dzwonek provided a PowerPoint overview of LCME ED-5-A, ED-33, ED-21. The presentation was an overview of the update delivered at the September 13, 2012 LCME Faculty Meeting.	No further action required
Vote on Competency Committee Proposal – Appendix B -Brian Dzwonek, Bobby Miller	Dr. Miller reported the Competency Committee met on Tuesday September 11, 2012. The Committee endorsed the UNC Competency framework. The Committee was divided into smaller working groups to review the Competencies in detail and will reconvene prior to the September 27, 2012 Curriculum Meeting to finalize the report to the Curriculum Committee.	Report to be presented at September 27, 2012 Curriculum Committee.
Approval of MSI and MSII Block Leaders – Appendix C - Will McCumbee, Susan Jackman	Dr. McCumbee reported the MSI Subcommittee met September Block leaders for all five blocks were selected and three blocks have clinical Co-directors. Dr. McCumbee distributed a list of the names of the MSI Block Leaders. Dr. Jackman continues her efforts to recruit Block Leaders for MSII Blocks.	Block Leaders from MSI were presented to the Curriculum Committee and Approved.
Set date and venue for October Curriculum Retreat -Brian Dzwonek, Bobby Miller	Dr. Miller proposed Wednesday October 17 th as the date for the Curriculum Retreat. Location to be determined. Dr. Jackman asked for the agenda for the meeting. The agenda for the retreat has not been developed. The topic of the retreat is based on the LCME Action Plan for ED-5-A “Complete a thorough evaluation of the curriculum and all required course/systems.” Dr. Dzwonek reports the agenda will be the specific elements of the Action Plan. “A template will be completed by the representative responsible defining the objectives, content overview, contact hours, teaching activities (didactic, small group, PBL, etc.) and assessment tools. These data will be presented at a scheduled full day mandatory curriculum retreat to all members.” Dr. Jackman asked if the timing would allow the Subcommittees time to have the new curriculum in place. Dr. Richardson asked if the timetable would allow the Subcommittees sufficient time to	October 17, 1-5pm. Venue TBD.

	<p>compete the tasks for AY 2013-2014. Dr. Jackman suggested that if the retreat is for the AY 2011-2012 it can be accomplished, if it is for the upcoming AY 2013-2014 it would be difficult to accomplish given the timeframe.</p>	
<p>Discussion and Vote on CC Approval of Fourth Year Electives</p> <p>-Nancy Webb</p>	<p>Ms. Webb request that fourth year Electives (not required or selective courses) be presented to and approved by the Curriculum Committee. Currently JCESOM students participate in Selectives at other schools without MSIV Subcommittee approval. Currently applications to approved Selectives at accredited schools are accepted without a review. Ms. Webb request that new fourth Year Courses be presented to and approved by the Curriculum Committee bypassing prior approval of the MSIV.</p>	<p>Motion Approved</p>
<p>New Business</p> <p>Special Curriculum Committee meeting for review and approval of Competencies.</p> <p>-Dr. McCumbee</p>	<p>Dr. McCumbee requested a special meeting of the Curriculum Committee to review and vote on Competencies to clarify how they will be used in the Curriculum.</p>	<p>Meeting set for September 27, 2012 4:00pm</p>
<p>New Business</p> <p>Discussion of Competencies</p>	<p>Dr. Zill asked how the Competencies would be integrated into he courses. Dr. Zill requested that the Competencies be sent out to all Faculty for review. Dr. Egleton suggested the Competencies are a way of linking the Institutional Objectives to the Curriculum and creating a set of objectives that can be used to meet the Institutional Objectives. Dr. Egletonwent on to say that we are using the Step 1 and Step 2 outline to assure all of this material is being covered in the Curriculum. He suggested that each Block will use the Competencies and set Block Objectives to meet the Competencies. Each lecture objective should link to the Competencies as well. These set the expectation of what the student should be able to demonstrate.Dr. Egleton suggested the "Patient Logger" is another mechanism to create vertical integration of the curriculum. The Block Leaders, Clinical Liaisons will need to come together and review the Competencies as they relate to the curriculum for all four years.</p>	
<p>New Business</p>	<p>Dr. Shaw presented "CCL Module" for JCESOM. Dr. Campbell provided the overview that was emailed to the Committee prior to the meeting. Dr. Shaw</p>	<p>No further action</p>

Diversity Learning Modules -Dr. Darshana Shaw		indicated that the presentation and proposal is related to LCME IS-16 (Diversity). Dr. Shaw indicated that the program is from the US Department of Health Office of Minority health. Officially published in 2001. The program is delivered as an eight case online module for faculty and is intended to be used to address Cultural Competencies. If it were to be used for students it would need to be modified. 10,000 people have taken the module. Dr. Egleton suggested this program might fit into a Special Topic and is linked to Competencies. Dr. Richardson clarified that she requested a tool or handout of diversity elements for the creation of cases. Dr. Richardson suggested the material on the modules	
Topic	Discussion	appears to be high quality but is more complex than what she was asking which was how do you define diversity when you are developing cases	Plan/Action
Overview of Competency Adjointment Committee	Dr. Miller provided an overview of the work of the Curriculum Committee. He indicated that the Curriculum Committee reviewed two Competency frameworks, one from the University of North Carolina and one from Indiana University.		Dr. Egleton requested that a Pharmacology Meeting adjourned at 5:49pm section also be included in the <i>Medical Knowledge</i>

Curriculum Committee Meeting
September 27, 2012

Present: Piyali Dasgupta, Brian Dzwonek (Secretary), Richard Egleton, Paul Ferguson, Tigran Garabekyan, Elaine Hardman, Rebecca Hayes, MSIII, Susan Jackman, Hisham Keblawi, Sean Loudin, Will McCumbee, Bobby Miller (Acting Chair), James Rollins, Laura Richardson, Jonathon Seibert, Amy Smith (OME), Nancy Webb, Sasha Zill

Absent: Wesam Bolkhair, Chuck Clements, Elizabeth Evans, Charles Giangarra, Carl Gruetter, Jonathan Hess, Farid Mozaffari, James Rollins, Justin Tolbert

<p>Meetings</p> <p>-Bob Miller</p>	<p>The Committee decided that the UNC model fit more easily into the JCESOM Institutional Objectives and were structurally similar to the Competencies used in the Residency programs and as such were more easily adaptable for use at JCESOM.</p> <p>The UNC Competencies were divided among groups formed within the Competency Subcommittee. Each group was composed of a Basic Scientist, Clinician, Resident and student where possible. The <i>Managing the Health of Populations (HP)</i> Competency (a seventh Competency specific to UNC) was reviewed by all groups. Dr. Miller indicated that the groups met separately and reviewed the Competencies they had been assigned. The review focused on whether the Competencies and Milestones were appropriate for JCESOM and if any of the milestones needed to be reordered, eliminated, or if additional milestones need to be added. This list was then compiled and reviewed by the Competency Committee as a whole.</p> <p>Dr. Miller referenced the JCESOM Core <i>Competencies with Milestones</i> as the product of the Competencies Committee meetings.</p> <p>Dr. Egleton requested that a Pharmacology section also be included in the <i>Medical Knowledge Competency</i>.</p>	<p><i>Competency.</i></p>
<p>UNC SOM Competencies and LCME</p> <p>-Brian Dzwonek</p>	<p>Dr. Dzwonek indicated that he had spoken on the phone with Dr. Kurt Gilliland, Director of Curriculum at the UNC Medical School seeking his permission to use the UNC Competency Framework to guide the work of the Competency Committee. Dr. Dzwonek indicated he had received permission to share the framework with the Competency Committee and that we could use these Competencies for the purposes of developing our own Competency framework.</p> <p>Dr. Dzwonek reported that Dr. Gilliland and his team devoted 18 months to develop and update their Competencies following an LCME site visit in 2004. Dr. Gilliland's group used the Competencies to develop a new curricular model based on outcomes. Dr. Gilliland indicated that the Competencies need to be integrated into the course planning and need to be reflected in the assessment component of each course.</p>	<p>Plan a CC Subcommittee Meeting with OME and CC Chair.</p>

Dr. Dzwonek reported that Gilliland suggested that it is important to record specific examples of how the Competency framework helped to identify gaps and redundancies in the curriculum and how these gaps and redundancies were addressed as a result of this process. Dr. Gilliland suggested that it is not enough to simply identify gaps and redundancies but to specifically modify and change the curriculum to be more vertically integrated as a result of this process.

Dr. Jackman felt the Competencies are too broad to be used at the session level. Dr. Dzwonek suggested that the *Enabling Competencies* are similar to course objectives and that the *Milestones* are similar to session objectives.

Dr. Egleton indicated that the Competencies could be adjusted by the Block Learners to fit more accurately within the JCESOM curriculum.

Dr. Dzwonek indicated that the Competencies would serve as a framework to guide the activities at the October 17 Curriculum Retreat specifically as one of the tools to use for evaluating the curriculum.

Mr. Seibert asked for the Committee to consider sending the Competency framework to the teaching faculty and Year 1-4 Subcommittees as a vetting process to assure that the milestones and outcomes support the new curriculum.

Dr. Ferguson suggested that product would be used as a framework and that it can and should be modified during the curriculum review process to be more reflective of the JCESOM curriculum.

Dr. McCumbee suggested that the LCME did not ask that we adopt a Competency framework. He went on to remind the committee that we need to have a review of the Curriculum completed prior to the LCME visit and to that end need to have

	<p>a course syllabus in place by December.</p> <p>Dr. Richardson asked for clarification of what is going to happen at the curriculum retreat and is this is going to define what is being taught. She indicated that it is the domain of the Block leaders to determine what is being taught and how and the domain of the Subcommittees to plan the retreat.</p> <p>Dr. Dzwonek suggested that the half-day retreat is designed to meet the Action Plan item related to a thorough review of the Curriculum. The Step 1 and Step 2 outline serves to identify gaps and redundancies in the curriculum. The Outcomes will be defined by the Competencies. The role of the faculty course directors and block leaders will be to look at these elements as it relates to curriculum planning.</p> <p>Dr. McCumbee asked Dr. Dzwonek to consider ED-5A as a list of outcomes for the Curriculum Retreat.</p> <p>Dr. Jackman referenced ED-33 suggesting that the MSI-IV Subcommittee Committees meet to create the template referenced in the LCME Action Plan.</p> <p>Dr. Richardson suggested that there is a miscommunication between OME and the Subcommittees related to identifying the groups that will participate in the retreat. She suggested that OME and the Subcommittees meet to discuss the Curriculum Retreat.</p> <p>Dr. Richardson asked the intent of the Competency framework asking if it is designed to be used during the Curriculum retreat. Dr. Dzwonek confirmed that is the intent.</p> <p>Dr. Ferguson suggested the curriculum retreat was intended to help to frame what is currently being taught.</p> <p>Dr. McCumbee asked if the curriculum review is intended to</p>	
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	<p>address the current academic year or the next academic year. He asked the Curriculum Committee what information he needs to bring to the Curriculum Retreat.</p> <p>Dr. Richardson suggested that Dr. Dzwonek meet with Dr. McCumbee and Dr. Jackman to plan the Curriculum Retreat. It was recommended that the MSIII and MSIV Subcommittee Chairs be included in this meeting.</p>	
<p>Vote on JCESOM Competency Proposal-Appendix A</p> <p>-Bob Miller</p>		No vote taken, quorum dissolved prior to vote.
New Business		None
Adjournment	Meeting concluded at 4:58pm	

Appendix B – Action Plan and Timeline

See Email Attachment

Appendix C- Vote on Competency Committee Proposal

Previously distributed...See separate attachment in Email

Appendix D- Approval of MSII Block Leaders

Principles of Disease: Susan Jackman

Disease and Therapeutics I (Musculoskeletal, Dermatology, Hematology): Still open but Susan Jackman and Nancy Norton will start the organization of this block

Disease and Therapeutics II (Nervous System, Psychopathology): Tracy LeGrow

Disease and Therapeutics III: (Cardiovascular, Renal, Respiratory): Carl Gruetter

Disease and Therapeutics IV: (GI, Endocrine, Reproductive): Nancy Norton

Appendix E- Approve 8 integration subcommittees, Leaders and Members

- 1) Biochemistry, Molecular Biology, Biology of Cells, Human Development and Generics, Biology of Tissue Response to Disease, Pharmacodynamic and Pharmacokinetic processes
- 2) Musculoskeletal, skin and related connective tissue
- 3) Central and peripheral Nervous System, behavior, psychopathology, infancy and Childhood, Adolescence, Senescence
- 4) Cardiovascular, Respiratory, Ear, Nose and Throat, Renal, Urinary
- 5) Gastrointestinal, Nutritional, Endocrine and Metabolic, Reproductive and Gynecologic, Pregnancy, Childbirth and Puerperium
- 6) Hematopoietic and Lymphoreticular, Neoplasms, Environmental, Injury and Poisoning
- 7) Microbial biology and infection and antimicrobials, Immune System and Immunologic disorders
- 8) Clinical skills, labs, radiology, professionalism, communication, gender, ethnic, and behavioral considerations affecting disease treatment and prevention, including psychosocial, cultural, occupational, and environmental, quantitative methods including applied biostatistics and clinical epidemiology, medical ethics and jurisprudence, systems based practice and patient safety.