

**Phase 1 Committee Meeting Minutes**  
**SMHS**  
**Tuesday, February 21, 2023 – 2pm via Zoom**

**In attendance:** Marc Basson, George Beddow, Kurt Borg, Pat Carr, Xuesong Chen, Jane Dunlevy, Kara Eickman, Mikhail Golovko, Amanda Haage, Lauren Huddle, Eric Johnson, Minnie Kalyanasundaram, Michelle Montgomery, Rick Van Eck, Susan Zelewski, Gunjan Manocha, Andrea Guthridge.

**Members not in attendance:** Jon Allen, Megan Denis, Dev Pant, Jim Porter, Ken Ruit.

**Minutes Submitted by:** Jane Dunlevy

**Minutes Reviewed by:** Jane Dunlevy

**MSC = motion made, seconded, carried**

**Minutes Approved by:** Kurt Borg and Michelle Montgomery

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	Dr. Jane Dunlevy, co-chair called the meeting to order at 2:03 pm via Zoom with a proposed adjournment time of 3:30pm.	Informational
<b>2. Approval of Minutes 2.7.23</b>		<b>MSC to approve the 2.7.23 minutes. Kara Eickman/ Xuesong Chen // carried.</b>
<b>3. Business</b>	<p>a. <b>Military Training elective revision:</b> the phase one elective on military training for the June and July time frame has been revised to include not only full-time military personnel but also part time military personnel such as those in the National Guard. The revisions were highlighted on the document and were discussed.</p>	<b>MSC to recommend approval of the revisions to the military training elective. Susan Zelewski / Amanda Haage // carried.</b>
	<p>b. <b>Student Report:</b>            Response to survey of Class of 2026 survey on how many study days students would prefer prior to the Unit 8 CBSE exam: There were 46 responses to the survey; 80% of students preferred option #1 that involved <i>2-weeks of Bootcamp training with concurrent CBSE study, plus 2-days of all CBSE study followed by exam day</i>, 20% preferred having <i>1-day of all CBSE study</i>, and 0% chose <i>no days of all CBSE study</i>.</p>	<b>MSC to recommend approval of including “2-weeks of Bootcamp training with concurrent CBSE study, plus 2-days of all CBSE study followed by exam day” in the CBSE Prep Plan. Lauren Huddle / Kara Eickman// carried.</b>

	<p><b>c. Student Report continued:</b></p> <p>There are indications that the class is losing some confidence or faith in the curriculum due to the performance of the Class of 2025 on the CBSE. They continue to feel that there are areas that are not being covered in the curriculum, such as what was brought up previously related to unit 3 content, that will be on Step one or the CBSE exam. Maybe it would help if there was a discussion with students on how lecturers decide what to cover in their lecture; do they just rely on their own knowledge previously gained or do they rely on certain resources related to the step one exam? Students are also asking about understanding the process of deciding what content goes into individual lectures and is there a set format beyond objectives that could convey this, possibly at the start of a lecture PowerPoint. Information was then shared about how the curriculum was designed and also the use of The USMLE step 1, 2, and 3 content outline. It may assist students to understand that this document was also used in the curriculum redesign. This document is shared on the student drive.</p> <p>Some Session Objectives are missing from lecturers although this is not a common occurrence. Students are encouraged to let us know when this occurs so that the instructor can be reminded that including objectives is required.</p> <p>Students really appreciate and request that lecturers link key information being taught back to first aid or other board review sources. Students request this should at least be suggested to lecturers and if possible, instructors urged to include in their lecture so that students can have an increased in appreciation for needing to know this content.</p>	Information
	<p><b>d. Category Performance on Unit 8 CBSE, Jan2023:</b> the subject and category performance of the class of 2025 on the unit 8 CBSE was reviewed with particular attention being paid to content areas that were highlighted meaning these areas fell more than 30% below the national step one performance. These topic areas and how they are covered was discussed.</p>	
	<p><b>e. Revised plans for CBSE preparation:</b> review of the revised document. Discussion followed and the language associated with benchmarks on CBSSA was further revised to a better description on how that standard will be set as well as using the term ‘minimal standards’ in place of ‘benchmarks’.</p>	<p><b>MSC to recommend approval of the revised CBSE Prep Plan. Lauren Huddle / Kurt Borg// carried.</b></p>

<p><b>6. Other Business</b></p>	<p>Future Agenda Item:</p> <ul style="list-style-type: none"> <li>• AY 21-22 Phase 1 Report</li> <li>• AY 21-22 U4 &amp; 5 &amp; US 8 reports;</li> <li>• AY 22-23 U1, 2, 3, 6, 7, and 8 reports.</li> <li>• Medical Students as TA's (Haage)</li> </ul> <p><u>Tabled</u></p> <ol style="list-style-type: none"> <li>1. AY 21-22 Unit 3 Report (Dunlevy)</li> <li>2. Medical Student Lecture Attendance for Active/Interactive Learning (<i>continued</i>) <ol style="list-style-type: none"> <li>a. Amount to outside lecture payment for learning modality</li> </ol> </li> </ol>	
	<p>Meeting adjourned the meeting at 3:35 pm.</p>	<p>Next meeting March 21, 2023.</p>