

**Undergraduate Medical Education Committee Meeting Minutes**

SMHS

**Wednesday, February 8, 2023 - 4:30 PM, via Zoom**

**In attendance:** Marc Basson, Kurt Borg, Pat Carr, Megan Denis, Jane Dunlevy, Kara Eickman, Bryon Grove, Erik Heitkamp, Jeremy Holloway, Erika Johnson, Minnie Kalyanasundaram, King, Kristi Hofer, Brianna Lupo, Andy McLean, Michelle Montgomery, Carla Mosser, Jim Porter, Ken Ruit, Adrienne Salentiny, Susan Roe, David Schmitz, Lisa Schock, Tracey Steffes, Chernet Tessema, Nadia Toumeh, Sara Westall, Rick Van Eck, Susan Zelewski.

**Guests:** Amanda Hansmann, Kendra Roland, Hollie Bearce, Mika Bordak, Emma Kangas, Katrina Blommel, Caylor Adkins, Danielle O’Hare, Ethlyn Voorhies, Mikayla Sabella, Bo Lauckner, Edjay Ralph Hernandez, Liberty Nguyen, Steffen Stroh, Lauren Fleming, Alexa Braaten.

**Minutes Submitted by:** Alissa Hancock

**Minutes Reviewed by:** Pat Carr

**Minutes Approved by:** Lisa Schock and Bryon Grove

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	Chair Dr. Patrick Carr called the meeting to order at 4:31 pm via Zoom. If no objections proposing time of adjournment at 6:00pm.	Informational
<b>2. Approval of Minutes</b>	Jan 25, 2023	<b>MSC to approve the 01.25.23 minutes. Susan Roe / Bryon Grove // carried.</b>
<b>4. Student Check-in</b>	<p>a. <b>Class of 2024 looking for clarity on limitations in Phase 3, situations (Jon Roberts) – Tabled</b></p> <p>i. <b>CBSE Study Guide – update?</b></p> <p><u><b>CBSE Discussion continued</b></u></p> <p>Emma Kangas presented on reasons why her and some classmates would like to see changes to the CBSE policy with regards to SMHS and LCME/AAMC policies we need to follow. There were examples included, and multiple reasons, discussed including what they felt were mixed messages regarding the financial aid implications.</p> <p>The students are requesting that and ability to appeal the 4-week remediation requirement and academic probation, or at least make it so that the probation is not recorded in a way that appears on the Dean’s Letter. It was a very well done and professional presentation.</p> <p>First several members commended Emma on her professional presentation and that we want students to felt heard and know that some of these issues have already been discussed at length within this, and other committees. Discussion continued about how the CBSE is useful</p>	<b>MSC to create a working group to investigate language options based on the policies that we must follow, while remaining honest and accurate with the student’s performance regarding the 5<sup>th</sup> CBSE. The group members are Erik Heitkamp, Pat Car, Jim Porter, Susan Zelewski, Kara Eickman, Michelle Montgomery, Jeremy Holloway, Nadia</b>

even if that is not being seen now. The faculty have been working to improve the CBSE experience and communications every year and are working on providing additional study resources. Although not passing CBSE seems to be extremely impactful at the moment, it is the faculties way of preventing a bigger impact on your career if STEP 1 was not passed. The reason CBSE exams began is because there were a larger number of STEP 1 failures one year and major changes were requested by both students and faculty. Thus, we started the CBSE exam (Gateway Exam) to prevent or lessen the STEP 1 failures and ensure students are ready to enter the clerkship phase of education. Most students are not asked about their CBSE failure or academic probation during their residency interviews and if they are, they can use the experience to show that they overcame a difficult time and how they remained resilient and that they learned from it.

We all (faculty & students) have the same overall goals. 1. To have medical students be successful in medical school and beyond. 2. To have student be ready and successful in clerkships and beyond. 3. To prepare students as much as possible to pass STEP 1, 2 & 3 exams. We hope that our discussions on these details will help us continue to improve and strive to make these goals possible for all.

It was also noted the CBSE gateway exam has been discussed in P2P3C and is believe it is important that students pass the exam and have that knowledge before they enter Phase 2. In the past we have adjusted the score and we had more remediations and shelf exam failures that we have had before. This is another reason we have the Gateway Exam.

Discussed the communication with students and faculty recognize that some aspects (e.g. financial aid) of communication can be improved. In the future, it will be noted to make sure they are included about the financial aid and MSAPC meetings can be requested by students. We are also working on ways to communication better and more consistently with students regarding the CBSE also.

Students that have concerns about financial aid should contact Jenny Wolf in Student Affairs. She will be able to work with students before the end of unit 8 to help carry you thru that 4-week remediation period.

Students feel the word 'probation' feels heavy and we can discuss the possibility of language choices, however, note that we might be stuck to using "probation" due to policies and other

**Toumeh. Erik Heitkamp /  
Kara Eickman // carried.**

	<p>guidelines we need to follow. There were several suggestions or other words that do not seem so heavy such as “remediation”.</p> <p>There were questions about how the Dean’s Letter is worded. We use the template that is provided by the AAMC for all medical schools to use. We are also obligated to be honest about a student’s performance, so there is no hiding a probation or remediation to external organizations.</p> <p>There is at least one campus dean that has already been providing a study template that is 6-9 months long for students to start preparing for the STEP 2 exam, where the STEP 2 Prep course is the pinnacle prep experience right before they take the exam. In phase 1, the plan is to also begin a similar plan to help students prepare for CBSE and STEP 1.</p> <p><b>ACTION ITEM:</b> Would like to explore possible language changes to the CBSE policy regarding probation and investigate the policies language further. Since CBSE gateway exam is a required element and not a required course, there might be some language flexibility that we will investigate. Keeping in mind we also must hold ourselves to a high level of ethics if there is a language change.</p> <p>There was also discussion about trying to call the remediation period an elective or a course and based on the financial aid requirements. Those are not options because not all students would need to take the course.</p>	
<p><b>5. Committee Reports and consent agenda items</b> (Annual and Unit reports and policies not eligible for the consent agenda)</p>	<p><b>1. Committee Reports</b></p> <p><b>i. Committees</b></p> <p>P2P3C—SZ Verbal Report: Psychiatry Clerkship and Epidemiology Annual Reports, IMED 9106 and RAD AI updated description, the Radiology AI does require a previous course in radiology because students will get their own station to read films during this acting internship.</p> <p>Consent agenda: Minutes 12.13.22, Phase 2 &amp; 3 Benchmarks</p> <p>CEMC – AS Verbal Report: Consent agenda: Minutes 11.14.22; Jan 09/23</p>	<p><b>MSC to accept the committee reports and documents. Bryon Grove / Erik Heitkamp // carried.</b></p>

	<p>P1C—JD  Verbal Report: Phase 1 Military Leadership Elective, Bootcamp Schedule  Consent agenda: Minutes 12.20.22  We met yesterday and will be bringing a proposal on bootcamp schedule and CBSE preparatory plan to the next meeting.</p> <p>MPPRC – KR  Verbal Report: No report  Consent agenda:</p> <p>DEIC-MM  Verbal Report: November 2022 Minutes</p> <p>DQIP / Office of Medical Accreditation: EASR/SASRc/FASRc – ST  Verbal Report:  Consent agenda:</p> <p><i>Ad hoc</i> committees: none</p>	
<b>6. Special Orders</b>	<b>a. UWORLD update from Erik Heitkamp</b>	Tabled
	<b>b. LCME visit outcome</b>	Tabled
	<b>c. Anonymous Feedback from Students</b>	Tabled
<b>7. Unfinished Business</b>		
<b>8. Other Business</b>		
<b>9. Adjournment</b>	Meeting was adjourned at 6:20pm  Next Meeting – February 22, 2023 – 4:30 PM, Zoom	Information