

Biomedical Sciences Curriculum Committee Meeting Minutes

SMHS

Tuesday, July 20, 2021 – 2pm via Zoom

In attendance: Jon Allen, Kurt Borg, Pat Carr, Xuesong Chen, Megan Denis, Jane Dunlevy, Amanda Haage, Eric Johnson, Minnie Kalyanasundaram, Mark Koponen, Bibhuti Mishra, Ken Ruit, Tyler Safgren, Jim Porter, Rick Van Eck, Susan Zelewski.

Members not in attendance: Marc Basson, Kara Eickman, Dev Pant.

Minutes Submitted by: Alissa Hancock

Minutes Reviewed by: Jane Dunlevy

Minutes Approved by: Kurt Borg and Mark Koponen

MSC = motion made, seconded, carried

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Dr. Dunlevy, chair called the meeting to order at 2:03 pm via Zoom.	Informational
2. Approval of Minutes 6.29.21		MSC to approve the 6.29.21 minutes. Jane Dunlevy / Amanda Haage // carried with 2 abstentions.
3. Standing Items		
4. Old Business	a. Y2Q	Tabled
5. New Business	<p>a. Phase 1 Duty Hours</p> <p>Policy 4.19 is how we count the student hours needed to learn content in the curriculum. Based on the teaching method the preparation time is adjusted accordingly. The other question is how will be monitoring the students actual preparation time? In the past, we have surveyed the students asking them to select a range of hours. However, we are not sure what students consider preparation time for class and what is extra study time for preparing for board exams.</p> <p>The typical questions that we have asked in the past are anonymous but if a student were to over or under report preparation hours, we would like to reach out to them to see how we can assist them be more efficient with their time. However, with the survey being anonymous, this is not possible and we worry that de-anonymizing the students would not answer honestly. Also, we do not have a minimum expectation of preparation hours but we do have a max</p>	MSC no longer ask the traditional preparation questions that we have done the past. Mishra Bibhuti / Mark Koponen // carried.

	<p>LCME does ask about student perception of their workload, so this is important information for us to gather. Discussion about changing the way we ask the question and it was decided that we would only ask students these preparation hours at the end of unit. Possible wording for the questions was discussed and these along with the questions that are used in phase 2 & 3 will be sent out to the committee for review before the next meeting.</p>	
	<p>b. Phase 1 Elective Grading Procedure Electives are graded differently than unit grades are. This same procedure is followed for electives in the phase 2 & 3, where grades are to be submitted within 6-weeks of the elective ending. The procedure does breakdown the steps for submitting grades. Office of Student Affairs is the one that will be pushing to be following the procedure, as they have deadlines they must meet as well.</p>	<p>MSC to recommend the approval the Phase 1 electives grading procedure. Jon Allen / Kurt Borg // carried.</p>
	<p>c. Monitoring Professionalism in the Learning Environment Professionalism has been added to the mistreatment form, so the students now have a clear way to report unprofessionalism they experience or witness through the same process as mistreatment. The end of unit questionnaire will also include a question about mistreatment and professionalism, as well as end of clerkships. They can also report it through the anonymous reporting on the website as well. This request came from Dr. Steve Tinguely, as it is asked within an element.</p>	<p>MSC to approve the Professional Environment question to the end of unit questionnaire. Jon Allen / Mark Koponen // carried.</p>
6. Other Business		
	<p>Meeting adjourned the meeting at 3:29 p.m.</p>	<p>Next meeting August 17, 2021.</p>