

Biomedical Sciences Curriculum Subcommittee Meeting Minutes

SMHS

Tuesday, August 20, 2019 – 2pm in room E493

In attendance: Pat Carr, Xuesong Chen, Megan Denis, Joy Dorscher, Jane Dunlevy, Jesse Ewaldt, Walter Kemp, Mark Koponen, Bibhuti Mishra, Annie Nickum, Ken Ruit, John Shabb, Rick Van Eck, Susan Zelewski.

Members not in attendance: Jon Allen, Marc Basson, Kurt Borg, Dev Pant, Nancy Vogeltanz-Holm, Min Wu.

Minutes Submitted by: Alissa Hancock

Minutes Reviewed by: John Shabb

Minutes Approved by: Approved by consent

MSC = motion made, seconded, carried

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Dr. Shabb called the meeting to order at 2:06pm in room E226	Informational
2. Approval of Minutes 8.6.19	No changes or comments. Minutes were approved as written by consent.	MSC to approve the 8.6.19 minutes by committee consent.
3. Standing Items	<p>a. Curriculum redesign update Ground rules for unit design teams are being developed. Once guidelines are finalized, Units design teams will begin their work. Start date for Unit 1 is July 1, 2020.</p> <p>The first CBSE exam will be given in block 5 on Thursday afternoon of assessment week. Students have 5 hours to complete 200 questions. There are currently no arrangements for students needing testing accommodations. Students need to apply for STEP accommodations at least 6 months in advance. Granting of accommodations is rare.</p>	Informational
4. Old Business	a. ACHIEVE update (Dorscher)	Tabled
	b. SIMPLE update (Dunlevy)	Tabled
	<p>c. Monitoring of curriculum time (Shabb) Policy 4.19 was reviewed at the August FAC meeting. The policy was returned for further revision to Rick Van Eck, Pat Carr and Jane Dunlevy who were assigned to review the policy to clarify the intent and enforcement of the policy. Upon further discussion, the BSCS agreed that this policy needs to be mindful of LCME intent and recommended that Ken Ruit join the policy revision group. Revisions will need to be approved by MCC before being returned to FAC for final approval.</p>	ACTION ITEM: Pat Carr, Jane Dunlevy, Ken Ruit and Rick Van Eck will be reviewing policy 4.19 for clarification on oversight, LCME standards and monitoring.

5. New Business	<p>a. 2018-19 Block 2-4 reports (Dunlevy)</p>	Tabled
	<p>b. CEMS update: mapping of current objectives to program competencies (Salentiny) The CEMS is on track to create a curriculum mapping report to be sent to MCC by the end of 2019. Much groundwork has been laid by the creation of procedures, implementation of a new learning management system (LEO) to supercede E*Value, and the preliminary mapping of Blocks 1-8 course objectives to the new Program Domains and Competencies. Mapping of the current curriculum to domains and competencies will be done in E*Value. The E*Value database will then be migrated to LEO. As curriculum redesign proceeds, changes in objectives will in LEO. The goal is to have objectives and mapping completed in time for the LCME snapshot year of 2020-2021.</p> <p>The current objectives were mapped by 4th year MedEd students and then again by Adrienne Salentiny and Rick Van Eck. The preliminary mapping was made available to the BSCS for content expert review if possible.</p>	Informational
	<p>c. Review of BSCS structure and charge (Shabb) It was suggested that there should be a central respository for sub-committee descriptions and membership lists. After some discussion, the committee recommended that MCC review and revise subcommittee structure and charges in light of altered expectations accompanying curriculum redesign.</p>	<p>MSC to request that MCC review the sub-committee description document for clarification of duties and removing of duplicate duties. Mark Koponen / Susan Zelewski // carried.</p>
6. Other Business		
	Meeting adjourned at 3:11pm	Next meeting September 17, 2019.