

Clinical Science Curriculum Subcommittee (CSCS) Meeting Minutes
 Tuesday, July 9, 2019 @ 5:00 pm
 E493 Conference Room & via telecomm

In attendance: Bryan Delage, Joy Dorscher, Marcia Francis, Scott Knutson, Jay MacGregor, Devendranath Mannuru, Marlys Peterson, Jodi Rathjen, Jim Roerig, Kamille Sherman, David Schmitz, Chris Tiongson, Steve Tinguely, Susan Zelewski.
Not in attendance: Dinesh Bande, Marc Basson, Michael Booth, Pat Carr, Chris DeCock, Mac Dyke, Ted Fogarty, Alex Hron, Walter Kemp, Don Jurivich, Jau-Shin Lou, Dennis Lutz, Alicia Norby, Jon Solberg.
Minutes submitted by: Alissa Hancock
Reviewed by: Susan Zelewski
Approved by: Walter Kemp and Dev Mannuru

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 5:03 p.m. by the chair Dr. Susan Zelewski.	Informational
2. Approval of June 11, 2019, minutes		MSC (moved, seconded, carried) to approve June 11, 2019, meeting minutes as written Bryan Delage / Kamille Sherman // all in favor; motion carried.
3. Old Business	a.) Policies and Procedures	
4. New Business	a.) 6.2 Annual Review We need to make sure we have reviewed this table for gaps and redundancies which would necessitate changes for the coming year. With no discussion we will move the list forward for the 2019-20 AY.	Information
	b.) Clerkship Evaluation Form Scoring Recently we have found that not all the questions on the evaluations are weighed the same for pediatrics. E*Value is looking to in this further to see how many evaluations are like this. We do need to decide if we want all evaluation questions	Information

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	to have the same weight or not. Dr. Zelewski will be sending out an email for you to bring your department and chairs for discussion.	
	<p>c.) Yearly Tracking Summary There were only three students that reported not knowing how to report mistreatment and 2 of those said they clicked it by accident. The other one did not know how to report to non-UND locations but Dr. Zelewski reached out to the student to provide this information.</p> <p>In the future we need to be clear when mid-course feedback is given that is what is happening, otherwise students don't acknowledge that it happened. In MILE feedback is given twice throughout the year.</p> <p>There were no duty hour violations but we did clarify the policy for when students are called in from home call. This was brought up by one student on the OB AI.</p> <p>Next year we will no longer be tracking the specialty exploration days as these will be accounted for in mini-electives during phase 2 of the new curriculum. We will also be adding a question regarding level of supervision on upcoming evaluations.</p>	Information
	d.) Nominations for Chair / Vote	MSC to nominate Dr. Susan Zelewski to continue as chair. Kamille Sherman / Jim Roerig // carried.
5. Electives	<p>a.) Annual AI Report Scheduling: 66 students got their first choice and 8 had their 2nd choice. For those that did not receive their first choice it was due to trying to find a location. The scheduling process for the current year has gone well.</p>	Information

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	<p>A change for the the AI course is that we will need to communicate the objectives more clearly and to have the experience be closer to what their intern experience will be. One of the focuses will be to have the students enter in orders. The GQ has also added the EPA question this year and so we will be reviewing this in the future.</p> <p>The required grading intervals need to be submitted 6 weeks after the rotation is completed; which now includes AIs since they are a required part of our curriculum. There was some confusion of who is responsible for the final sign off on the evaluations. After some discussion it was clarified that the campus office will assign the evaluations to the appropriate preceptor for the AIs and the department will finalize the grade.</p> <p>It was brought to the committee’s attention that due to the lack of staff in Student Affairs, the reminders to submit grades in week 6 (step 7 of the clerkship timely grading procedure) has not been happening. We will discuss possible solutions at the next meeting.</p>	
6. Reports from Committees	<p>a.) MCC – Dr. Zelewski Last month we spent time reviewing the resource proposal for the curriculum renewal to submit to the Dean. We are also looking to start creating the Unit Design Teams, if you are interested in sharing your expertise please contact Dr. Zelewski.</p>	Information
	<p>b.) GMEC – Dr. Zelewski</p>	No Report
	<p>c.) EASRS – Dr. Tinguely</p>	No Report
	<p>d.) CEMS – Dr. Zelewski</p>	No Report

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7. Area Updates	Family Medicine will be looking at how many students they will be able to take for next years class but would like numbers from the 2019-20 AIs that students take. They would like to have this information before they do table talks with the students.	Information
8. Adjournment	Meeting was adjourned at 5:52 p.m.	<i>The next meeting is scheduled for June 11, 2019, at 5:00 pm in E493 Conference Room, Grand Forks.</i>

APPROVED