

Clinical Science Curriculum Subcommittee (CSCS) Meeting Minutes  
 Tuesday, August 13, 2019 @ 5:00 pm  
 E493 Conference Room & via telecomm

**In attendance:** Pat Carr, Chris DeCock, Bryan Delage, Joy Dorscher, Marcia Francis, Alex Hron, Walter Kemp, Devendranath Mannuru, Marlys Peterson, Jodi Rathjen, Jim Roerig, Kamille Sherman, David Schmitz, Steve Tinguely, Susan Zelewski.

**Not in attendance:** Dinesh Bande, Marc Basson, Michael Booth, Mac Dyke, Ted Fogarty, Don Jurivich, Scott Knutson, Jau-Shin Lou, Dennis Lutz, Jay MacGregor, Alicia Norby, Jon Solberg, Chris Tiongson.

**Minutes submitted by:** Alissa Hancock

**Reviewed by:** Susan Zelewski

**Approved by:** Dennis Lutz and Jim Roerig

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 5:05 p.m. by the chair Dr. Susan Zelewski.	Informational
2. Approval of July 9, 2019, minutes		<b>MSC (moved, seconded, carried) to approve July 9, 2019, meeting minutes as written Walter Kemp / Dev Mannuru // all in favor; motion carried.</b>
3. Old Business	<b>a.) Policies and Procedures</b>	<b>No report</b>
	<p><b>b.) Away elective approval procedure</b>                      EASRS noticed that this procedure was missing and therefore developed. The campus deans have already reviewed the procedure. Step #8 was added and we will now be asking student's feedback on electives that will be shared with future students interested.</p> <p>All procedures will be posted to the policy and procedure page of the website. Dr. Zelewski will notify you when they are posted.</p>	<b>MSC to approve the away elective procedure. Walter Kemp / Bryan Delage // carried.</b>

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<p>4. New Business</p>	<p><b>a.) Grading Procedure for AI and Clerkships</b>                  The clerkship procedure has already been implemented but a there is now a change to step #7. The Director of year 3 &amp; 4 will now send reminders if grades have not been submitted by week 6 post clerkship. This task was previously with the Office of Student Affairs.</p> <p>The AI grading procedure is very similar to the clerkships however the reminder for grades in in step #6 instead.</p>	<p><b>MSC to approve the timely grading procedures for clerkships and AI's. Walter Kemp / Bryan Delage // carried.</b></p>
	<p><b>b.) Graduate &amp; Program Directors Survey</b>                  Program Directors                  We are using the AAMC template for our dean's letters for the students. There were no significant concerns and there were very good comments. We continue to hear from students that we can improve the diagnostic reasoning, quality improvement and plans for patient care. We should continue to try to improve these areas especially with the AIs.</p> <p>Graduate Residency                  We design this survey, so changes can be made for the future. Two students felt they were not prepared for the clinical skills needed in residency. Another area where two students felt unprepared for was the social sciences of medicine and that North Dakota lacks diversity compared to what they experienced in residency. There was also a mention that they would like some experience of the hierarchal system of a hospital. It was noted this is difficult with our smaller school but most students do get exposure at away rotations.</p> <p>The comment regarding diversity will be shared with Dr. Warne and we are currently trying to work with a potential new preceptor that has experience working with the LGBTQ community to help improve the students' exposure.</p>	<p>Committee requested additional time to review these reports and they will be revisited next month.</p>

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	<p>Please send any questions or areas that you would like additional details about the students concerns to Dr. Dorscher and she will try to gather additional information from the students. The goal is to improve the experiences.</p>	
	<p><b>c.) Timely Grading Report</b>                  Student Affairs lost a staff member and, the reminders to submit grades this last spring did not happen. We did very well though with getting grades in. Neurology also got a new staff member at the same time and a few neurology grades were delayed.</p> <p>There is a communication challenge when a student does get off their traditional schedule for rotations. We need to figure out an ideal way to communicate between everyone. It was suggested that at the quarterly all administrators meetings this could be a topic for discussion.</p>	<p><b>ACTION ITEM:</b>                  Communication procedure for when a student gets of a traditional rotation discussion at all administrators next meeting.</p>
	<p><b>d.) Homelessness Project Update</b>                  This report includes everything that happened with the pilot project on the Fargo campus. We had 59 students participate with some participating multiple times and some never did since this is not required. Students did find their participation with this did help them with their epidemiology project. Please note that this is a working document and we like to see this program get to all campuses so that it can become required.</p> <p>To help find someone on each campus to coordinate and lead these discussions, Dr. Schmitz will talk with Dr. Warne about the possibility of expanding this program to all campuses as well as starting discussions with clinical chairs about resident programs taking a leadership role. In addition, Drs. Carr and Delage will work on developing something that could be implemented during the pre-clerkship phase. Report back on the results of these discussions will be after the next clinical chair meeting, which is quarterly.</p>	<p><b>ACTION ITEM:</b> Dr. Schmitz will talk with Dr. Warne and clinical chairs about residents taking a leadership role. Drs. Carr and Delage will work on developing something for the pre-clerkship phase of the curriculum.</p>

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5. Electives	<b>a.) AI Objectives updated</b> Please use the new template for any new AIs.	Informational
	<b>b.) PSYB 9301</b> This elective has been moved to inactive due to the preceptor retiring.	
	<b>c.) CT Surgery AI Fargo</b> There are three electives currently in small group.	Informational
6. Reports from Committees	<b>a.) MCC – Dr. Zelewski</b> Last meeting was cancelled.	Informational
	<b>b.) GMEC – Dr. Zelewski</b> The committee reviewed the duty hours monitoring. Geriatrics fellowship gave an updated report noting how they are addressing ACGME concerns of work environment, scholarly activity and patient safety and quality improvement. Surgery responded to a LON with reports on scholarly activity. The disability policy is being reviewed. FM Hettinger is increasing from 1 to 2 residents per class (total 3 to 6 resident increase) using HWI funding.	Informational
	<b>c.) EASRS – Dr. Tinguely</b>	No Report
	<b>d.) CEMS – Dr. Zelewski</b>	No Report
7. Area Updates		
8. Adjournment	Meeting was adjourned at 6:08 p.m.	<i>The next meeting is scheduled for September 10, 2019, at 5:00 pm in E493 Conference Room, Grand Forks.</i>

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