

**Medical Curriculum Committee Meeting Minutes**  
SMHS

**Wednesday, October 24, 2018 - 4:30 PM, Room E4936, via telecomm, and video**

**In attendance:** Marc Basson, James Beal, Pat Carr, Xuesong Chen, Joy Dorscher, Jane Dunlevy, Mark Koponen, Jonathan Pacella, Heidi Philpot, Thad Rosenberger, David Schmitz, John Shabb, Chernet Tessema, Kelly Thormodson, Rick Van Eck and Susan Zelewski.

**Minutes Submitted by:** Alissa Hancock

**Minutes Reviewed by:** Mark Koponen

**Minutes Approved by:** James Beal and Xuesong Chen

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	Dr. Koponen called the meeting to order at 4:32 pm in room E493 on the Northeast Campus.	Informational
<b>2. Consent Agenda</b>	<b>a. Approval of Meeting Minutes 9.26.18, CSCS 9.11.18, BSCS 9.18.18, EASRS 9.19.18 and CEMS 9.10.18 &amp; 9.24.18.</b>	MSC to approve the consent agenda Thad Rosenberger/Xuesong Chen // carried.
<b>3. Old Business</b>	<p><b>a. Curriculum Review Group Update (Carr, Basson, Van Eck)</b> There is forward movement with the PCL renewal process and the facilitator guide structure. They are looking at integrating interprofessional aspects into the PCL cases. Another small group has been discussing iSpiral and hopefully making it more effective or to move to a better program to fit our needs better.</p> <p>Currently the ROME program is been looked at to see how it compared to other programs that are similar across the country and to see how it aligns with the schools mission. They are also look at the programs outcomes. This group is just gathering data right now and will report to MCC when they have more to report.</p>	Informational
<b>4. New Business</b>	<p><b>a. CEMS – Keywords/Objective Update (Salentiny/Van Eck)</b> This group has been working on creating a common vocabulary list and having the objectives be consistent across the curriculum. The goal is to be able to easily answer the anticipated question from LCME of where do you teach this and we would like to be able to show/tell them.</p> <p>We have decided to use the USMLE content outline as a base for our controlled keyword list. It however cannot stand on its own, so the librarians are working on creating supplemental keywords to</p>	Informational

	<p>complete the keyword list. Based on the advice of the experts on this topic that we brought in to visit and teach us how they have been so successful with database. They said to have a controlled vocabulary and stick to it was very important to having a successful database and mapping system.</p> <p>CEMS is also starting to work through some test cases to work out objectives and the format that we would like objectives to look like. This has been a good process because it helps us look at the curriculum is a different way. Dr. Delage would like to have his objectives from his clerkship be rewritten and will be another great test case for the committee to work through.</p>	
<b>5. Standing Agenda Items</b>	<b>a. Review of action item table (Koponen)</b>	No update
	<b>b. Tinguely Question (8.2) (Koponen)</b> This questions was in regards to who links the learning objectives to the program objectives and who is responsible for overseeing that process? MCC has the final oversight of all the work that the subcommittees do regarding the objectives. All action items and motions are tracked within committee meeting minutes. Any changes to objectives needs to be approved by MCC before the Curriculum Database Manager (Becca Maher) can make those changes in the database.	Informational
<b>6. Other Business</b>	<b>a. Chair Elect (Koponen)</b> Dr. Koponen will be contacted several committee members to really consider this position. There is no commitment to take the role as chair.	Informational
<b>7. Next MCC Meeting</b>	Next Clerkship Report Review meeting – November 7, 2018 – 4:30 PM, Room E493 & Video Fargo Next Regular Meeting – November 28, 2018 – 4:30 PM, Room E493 & Video Fargo	Informational
<b>8. Adjournment</b>	Meeting was adjourned at 4:52 pm	Informational