

**Medical Curriculum Committee Meeting Minutes**  
SMHS

**Wednesday, November 29, 2017- 4:30 PM, Room E493, via telecomm, and video**

**In attendance:** Dinesh Bande, Marc Basson, Jim Beal, Pat Carr, Chen Xuesong, Joy Dorscher, Dawn Hackman, Scott Knutson, Mark Koponen, Kay McCollough, Heide Philpot, Jim Roerig, Thad Rosenberger, John Shabb, Chernet Tessema, Steve Tinguely, Chris Tiongson, Rick Van Eck, Susan Zelewski,

**Not in attendance:** Jonathan Geiger, David Schmitz

**Minutes Submitted by:** Dawn Hackman

**Minutes Reviewed by:** Rick Van Eck

**Minutes Approved by:** Thad Rosenger/Jonathan Geiger

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	Dr. Van Eck called the meeting to order at 4:35 pm in room E493 on the Northeast Campus.	Informational
<b>2. Consent Agenda</b>	<p><b>a. Approval of Meeting Minutes 11/8/17, CSCS Summary Report, Global Health Elective.</b></p> <ul style="list-style-type: none"> <li>- Discussion: None. No BSCS or EASRS reports. Documents on Blackboard.</li> </ul> <p>-All consent items were approved.</p>	MSC to approve all consent agenda items – Rosenberger/Chen/all in favor; carried unanimously.
<b>3. New Business</b>	<p><b>a. Approval of Minutes from 9/27/17</b></p> <ul style="list-style-type: none"> <li>- Discussion: Correction to section 3.c.ii: “Liberians will take minutes...”. Correction to roll call: Remove “voting members” from “Voting members not in attendance,” since the names include voting and non-voting attendees.</li> </ul>	MSC to approve Minutes 9/27/17 – Rosenberger/Dorscher/all in favor; carried unanimously.
	<p><b>b. Technical Standards Discussion (see 9/27 minutes re 10.1 and 10.5)</b></p> <p>Discussion- Comments regarding the Technical Standards included:</p> <ul style="list-style-type: none"> <li>- A working group reviewed LCME Standard 10 and brought forward to MCC on 9/27/17 results and recommendations regarding Elements 10.1 and 10.5. Recommendations included that MCC (or designee)</li> </ul>	Action Item: Dorscher will seek input from individuals and offices as appropriate in

	<p>conduct a thorough review of the medical curriculum’s admission requirements and technical standards every three years.</p> <ul style="list-style-type: none"> <li>- Technical standards should be reviewed in depth and soon, due to a recent expansion in the Americans with Disabilities Act. Review should involve representation from, Disability Support Services, Legal, Student Affairs at undergrad campus, and others.</li> <li>- Not legally obligated to change technical standards (called Standards of Capacity at UND SMHS) in ways that would fundamentally change the curriculum.</li> </ul> <p>Comments regarding the Admission Requirements included:</p> <ul style="list-style-type: none"> <li>- Should this wait until expected curricular revision is completed, so that the new curriculum drives the admissions criteria?</li> <li>- What indicators of success should we use (including dispositional skills)?</li> <li>- This process needs faculty involvement at the program- or department-level prior to involving the MCC and its subcommittees.</li> <li>- It would be appropriate for BSCS to evaluate the student outcome data that they already collect in an effort to determine if the current admissions criteria (i.e. prerequisites) can be adjusted to adjust deficiencies.</li> <li>- Any changes would have to be implemented slowly, perhaps over 3 years, to not cause problems for students already in the pipeline for medical school.</li> <li>- Suggestion: MCC task the BSCS to review admissions standards (and compare to current outcomes) and return to MCC with suggestions on how to proceed. Then send to CSCS for second-level revision. Would have to be phased in over three years, so that the admissions requirements haven’t changed drastically on someone who is already in pipeline.</li> <li>- The question was raised of whether changes to the admission criteria constitutes a policy change and thus would need to be submitted to FAC with a 2-week comments period. The chair reminded MCC that programs, especially the medical program, have autonomy and authority over its curriculum. MCC can determine if the recommendations raise to the level of policy change once they’ve been delivered to the MCC.</li> </ul>	<p>revising the technical standards for the medical program and will bring to BSCS and CSCS and MCC for feedback.</p> <p>Motion: MCC to charge the BSCS with reviewing the prerequisite standards of the (undergraduate) medical curriculum and provide periodical updates to MCC with a report within 6 months, with the intent by MCC to then send the report to CSCS for further evaluation (Rosenberger/Chen). Motion carries.</p>
<p><b>4. Standing Agenda Items</b></p>	<p><b>a. Review of action item table (R Van Eck)</b></p> <p>Discussion –</p> <ul style="list-style-type: none"> <li>- What is the status of the required unscheduled time policy?</li> <li>- Status of the Stage 1 and 2 proposals for the combined MD/MPH degree?</li> <li>- Change the “responsible person” for the 3-yr curriculum from Halaas to Carr.</li> </ul>	<p>Action item – Chair will follow up to verify that the policy on required unscheduled time has been forwarded to FAC.</p>

	<p><b>b. Big MCC Discussion Question (R Van Eck) -- EASRS 8.3 Action Item Discussion (CEMS Proposal) (R Van Eck)</b></p> <p>Documents on Blackboard: CEMS Subcommittee Organization Document, CEMS Proposed Tasks and Timeline, Updated MCC Bylaws, Updated MCC Subcommittee Descriptions.</p> <p>Discussion – Presentation on curriculum mapping &amp; task analysis delivered by Van Eck. CEMS would be a subcommittee of MCC. The creation of new subcommittees and the changes to existing subcommittees’ charges do not have to be approved by FAC. However, MCC Bylaws would need to be changed in order to add the chair of the CEMS as a non-voting member of MCC; those changes would have to be sent to FAC.</p>	<p>Motion: MCC to approve the CEMS Subcommittee Organization Document and the CEMS Proposed Tasks and Timeline. (Rosenberger/Chen) Motion carries.</p>
<b>5. Old Business</b>	None	
<b>6. Other Business</b>	None	
<b>7. Next MCC Meeting</b>	<p>Next Clerkship Report Review meeting – December 13, 2017 – 4:30 PM, Room E493 &amp; Video Fargo</p> <p>Next Regular Meeting – December 27, 2017 – 4:30 PM, Room E493 &amp; Video Fargo</p>	Informational
<b>8. Adjournment</b>	Meeting was adjourned at 6:16 pm	Informational