

**Medical Curriculum Committee Meeting Minutes**  
SMHS

**Wednesday, April 11, 2018 - 4:30 PM, Room E226, via telecomm, and video**

**In attendance:** Marc Basson, Jim Beal, Pat Carr, Joy Dorscher, Alissa Hancock, Scott Knutson, Mark Koponen, Heidi Philpot, Jim Roering, Ken Ruit, John Shabb, Chernet Tessema, Rick Van Eck, Chen Xuesong, Susan Zelewski.

**Minutes Submitted by:** Alissa Hancock

**Minutes Reviewed by:** Rick Van Eck

**Minutes Approved by:** Joy Dorscher and Jane Dunlevy

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	Dr. Van Eck called the meeting to order at 4:33 pm in room E226 on the Northeast Campus.	Informational
<b>2. Consent Agenda</b>	<p><b>a. Approval of Meeting Minutes 2/7/18, 2/28/18 and 3/14/18, CEMS 3/12/18 report, CSCS 2/13/18 report, BSCS 2/6/18 &amp; 2/20/18 reports, EASRS 2/21/18 report.</b></p> <p>Noted that the CEMS report also includes a reminder that committee membership was modified and that MCC had agreed to this at a prior meeting.</p>	MSC to approve all consent agenda items. Beal/Koponen// all in favor; carried unanimously.
<b>3. Old Business</b>	<p><b>a. Curriculum Renewal Sub-groups</b></p> <p>Dr. Carr meet with one other person from the group who could make the first meeting and is hoping for a better turnout next week. He has been inundated with students who want to be involved in this process and will send out that list to the group leaders with names.</p> <p>Dr. Van Eck and Dr. Salentiny have a preliminary draft of how the domains and competencies align with the previous goals and objectives. They will bring the spreadsheet to the next meeting. The big takeaway is that we have great overlap with the first six domains and that two of the domains did not really exist and will require some work to match the level of the other domains.</p>	Informational
<b>4. New Business</b>	<p><b>b. Medical Student Academic Assistance Proposal White Paper (Carr)</b></p> <p>The goal of this proposal is to have a more structured way of assisting students academically for those who need it. We currently do this for those who have an MSAPC hearing, but there is currently no other way for us to give assistance unless MSAPC is used to mandate assistance, in which case it goes on the student record. In addition, currently students only go before MSAPC if they have actually failed. This proposal</p>	<b>Motion to approve the white paper presented and to charge Dr. Dorscher Joy to talk with the</b>

	<p>would allow those students who are having difficulty passing each block some assistance without going before MSAPC and having it go on their record. Dr. Carr would like authority to develop an assistance plan with individual students and then write a letter outlining the plan for the student before sending it to MCC and MSAPC for their approval. However, a student who continues to have to re-examine every block would have to go before MSAPC for additional actions. The plan that Dr. Carr would work on with the student would also include other areas beyond just academics.</p> <p><b>Motion: Dr. Dorscher will talk with the chair of MSAPC and policy committee to develop a bylaw to encompass all the areas a student is evaluated on. (ex: academic, profession, etc.)</b></p> <p><b>Dr. Dorscher believes they will concur with this paper. This will be broad enough to include areas other than academics.</b></p>	<p><b>chair of MSAPC and Policy Committee to develop a policy/bylaw to encompass all areas to include other areas beyond just academics.</b> Koponen / Beal// carried.</p>
	<p>c. <b>Mission Management Discussion</b></p>	<p>Informational</p>
<p><b>4. Standing Agenda Items</b></p>	<p>a. <b>Review of action item table (R. Van Eck)</b> It was determined that the table is up-to-date at this time but Dr. Van Eck and Alissa will be looking to thru the minutes to make sure nothing has fallen thru the cracks with all the transitions this year.</p> <p>Dr. Van Eck identified a change for items for the 3-year curriculum, which has been absorbed in with the new curriculum groups and can be marked as completed.</p> <p>d. <b>Big MCC Discussion Question (R. Van Eck)</b></p> <p>e. <b>EASRS 8.3 Action Item Discussion (R Van Eck)</b> This document will not be complete until Dr. Van Eck integrates the information from CEMS.</p> <p><b>8.3.a.1</b> It was agreed that the description was confusing, as it outlines what they do not do this the description. Need to update the title the Senior Associated Dean for Medicine and Research throughout the document to be consistent. Will now say “serves as a non-voting member of the MCC in an advisory role” instead of what they do not do.</p> <p><b>8.3.a.2</b> Discussion on comments and suggestions in this section. These answers are to respond to the DCI questions. Thad Rosenberger’s concern for this section was discussed and was shortened to the first two sentences of the section.</p>	<p>Informational</p> <p><b>Action Item:</b> Dr. Van Eck will make changes as we go and update the document after the meeting.</p> <p>Motion: The SADMR and MAD roles are sufficient and the system being described in this document. Zelewski /Van Eck // carried.</p>

	<p>The section for the Assistant Dean for Medical Curriculum was approved as written.</p> <p><b>8.3.a.3</b>  Responding to courses and clerkships. Currently, Dr. Carr can look at how facilitators are performing relative to others by evaluations or by faculty request. We mostly manage by exception and that is a system that has been accepted by LCME. What is written in this section is what we actually do, however, it was agreed that we need a sound process to evaluate the faculty school wide and we need to be consistent. This is something we can continue to work on improving.</p> <p>In addition, clerkships evaluations are more difficult with our smaller class sizes and students feeling comfortable.</p>	<p><b>Action Item:</b>  Dr. Carr will bring suggestions on how to improve the evaluations of faculty, to start the discussion for the next meeting.</p>
<b>5. Old Business</b>	Curriculum Review Groups Update	
<b>6. Other Business</b>	None	
<b>7. Next MCC Meeting</b>	Next Clerkship Report Review meeting – April 11, 2018 – 4:30 PM, Room E493 & Video Fargo Next Regular Meeting – April 25, 2018 – 4:30 PM, Room E226 & Video Fargo	Informational
<b>8. Adjournment</b>	Meeting was adjourned at 6:11 pm	Informational