

Medical Curriculum Committee Meeting Minutes

SMHS

Wednesday, April 29, 2020 - 4:30 PM, via Zoom

In attendance: Marc Basson, Jim Beal, Pat Carr, Steffen Christenson, Megan Denis, Minnie Faith, Donald Hamm, Mark Koponen, Saobo Lei, Kristen McCullough, Jim Porter, Thad Rosenberger, Ken Ruit, Adrienne Salentiny, David Schmitz, John Shabb, Chernet Tessema, Steve Tinguely, Chris Tiongson, Rick Van Eck, Don Warne, Susan Zelewski.

Minutes Submitted by: Alissa Hancock

Minutes Reviewed by: Mark Koponen

Minutes Approved by: Jane Dunlevy and Mark Koponen

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Chair Dr. Mark Koponen called the meeting to order at 4:35 pm via Zoom.	Informational
2. Consent Agenda	CSCS 1.14.2020, 2.11.2020 & 3.10.2020 Minutes, 2020 Match Report, Neurology and MILE annual reports, Health Management & Environmental Health Elective, EASRS 2.19.20 & 3.18.20 Minutes, CEMS 2.24.20 & 3.30.20 Minutes, MCC 3.25.2020 & 4.8.2020 Minutes	MSC to approve the consent agenda. Donald Warne / Thad Rosenberg // carried.
3. New Business	<p>a. Current Policy 4.20 suggestions from Student Affairs</p> <p>There are 11 students that did not pass a CBSE exam in block 7 or block 8. These exams closely mimic the STEP 1 exam and the need to pass the gateway exam in order to be eligible to take the STEP 1 exam and move onto year 3. By suspending the students until they pass the gateway exam it would now harm them just as much as if they actually failed STEP 1 and needing to take a leave of absence, so if we place them on probation instead and enroll them in a 3rd year course of Epidemiology. The students would still be able to receive financial aid since we are moving to trimesters for the new curriculum. We will also be able to have better contact with the students with them enrolled in a course and this will hopefully allow them to not fall too far behind the rest of the class. The timing of the gateway exam make-up has not been set because of how it would affect their start of their clerkships and students are told to start to work with their campus dean now. This is also a one-year situation with the revised curriculum being implemented next academic year.</p> <p>Recommendation that BSCS integrate these suggested changes to the 4.20 policy and bring back to UMEC for approval.</p>	<p>Recommend that BCSS incorporate the suggestions from Student Affairs and then bring back to UMEC for approval.</p> <p>MSC to allow Drs. Pat Carr and Jim Porter to work with the students according to the recommendation to the 4.20 policy. Jim Beal / Don Warne // carried.</p>

	<p>b. Policy 4.20 recommendation from BSCS</p>	<p>Tabled</p>
	<p>c. STEP 1 Requests</p> <ol style="list-style-type: none"> 1. First part is informational. Students were wondering if when they take their shelf exam could be shifted to earlier in the clerkship. CSCS came to the conclusion that the shelf exam would only be given at the conclusion of the clerkship. This would help keep with work effort consistent with the students and preceptors not treating students differently based on their score. 2. Affirming that the STEP 1 exam requirement is waived for them to start year 3. 3. Location request to take STEP 1 exam CSCS has endorsed that if students take their STEP 1 exam before June 12th they can take it at a location of their choice, and be mindful of any quarantine that might be needed before or after their exam. If students take their STEP 1 exam after this date they must do so within the North Dakota, and face a quarantine period it will not count as an excused absence. 4. Study time request Students will be given a week total with 5 work days to study and take the test. Which will include their 2 excused absence days and 3 other days that they will need to make up. Each clerkship is coming up with a plan for those make-up days and they will be standardizing for all students. 	<p>MSC to approve the suggested STEP 1 timing and location and study time recommendations from CSCS meeting on April 26, 2020. Jim Beal / Thad Rosenberger // carried.</p>
	<p>d. Medical Program Policy Review Committee (MPRC) This committee will be charged to review all policies and procedures for the medical program annually, which should start January 1, 2021. Until this committee is ready to take on their charge. Judy Solberg is leading a task force to review the policies and procedures now.</p> <p>Biomedical Science should be changed to Basic Science faculty to be more inclusive of the faculty. Also after discussion was decided that there would be 4 year terms but not limit to the number of terms.</p>	<p>MSC to approve the Medical Program Policy Review Committee document with the changes as discussed. Thad Rosenberger / Jim Beal // carried.</p>
	<p>e. Nominating Selection Process</p> <ol style="list-style-type: none"> i. <u>Campus Dean member for UMEC</u> At the last meeting we approved to add a Campus Dean as a voting member of UMEC. The campus deans have voted among themselves that Dr. Susan Zelewski will be the voting campus dean member for UMEC. ii. <u>Nomination for Dean’s Quality Improvement Panel/Subcommittee: Dr. Bryon Grove</u> 	<p>MSC to approve the nomination of Dr. Bryon Grove as the Basic Science faculty member for the Dean’s Quality Improvement Panel/Subcommittee.</p>

	<p>This panel was created because LCME has adjusted their process in which the school's self-study can be completed by a small core group that will complete the self-study but consult with all the different groups including UMEC along the way for input and approval of the information. The original thought was to have UMEC complete the self-study but was thought the workload of UMEC is already fairly large. The group would also be in charge of quality improvement for the building. The original members of this informal group moving to a formal group was primarily made up of administrative faculty and so we are adding faculty, student members to the panel for their input for the LCME self-study document. Therefore, requesting the approval of the nomination of Dr. Bryon Grove as the Basic Science faculty member for the Dean's Quality Improvement Panel/Subcommittee.</p>	<p>Thad Rosenberger / Jim Beal // carried.</p>
	<p>f. Conflict of Interest Policy The biggest change to the policy was address those that academic advise the students cannot complete any assessment of the students.</p>	<p>MSC to approve the Conflict of Interest Policy as written. Jim Beal / Thad Rosenberger // carried.</p>
	<p>g. iSPIRAL 2.0 revised This form has been updated from our last discussion on the iSPIRAL-Lyte version. All the evaluations boxes have been consolidated and made consistent across all categories and made more clear. We have compressed the tool so it is more user friendly and still be affective in evaluating.</p> <p>The first step was to consolidate all the statements that were similar and they make up the six different within iSPIRAL 2.0. When we did this were realized that there were three elements that we are evaluating with our small group facilitator forms for PCL, so we removed them from the tool, to reduce the duplication of effort by the facilitators.</p> <p>All the elements are mapped to the domains/competencies. In the evaluation form there are columns between the different level because we realize that a student might check off two in one element but still have three on the element below it, therefore that middle box fits them best. There is also a section for comments, which is not required. The descriptors that are used to evaluate the students were written by Rick Van Eck and Adrienne Salentiny so they are consistent across all form.</p> <p>Another thing that when faculty development is done with iSPIRAL 2.0 that there is also education on the cross cultural communication what to look for. Dr. Don Warne would be willing to assist with this part of the education.</p>	<p>MSC to accept the iSPIRAL 2.0 form to be used for the upcoming academic year. Don Warne / Thad Rosenberger // carried.</p>

	<p>h. CS Results Because STEP 1 will eventually be going to a pass/fail; there was a request for the STEP 2 scores to see if there is trend that we should be preparing for. We have been about the same as the national average for scores, with only being 4 above or 2 below the national average a couple of years. Students only get three attempts at this exam and if they do not pass the STEP 2 a 2nd time they go before MSAPC. They must pass STEP 2 to graduate. In curriculum 2.0 we have an 8 week elective for STEP 1 study/test time and 4 weeks for STEP 2. Whenever STEP 1 moves to pass/fail we might need to switch the amount of study time provided to students for these exams.</p>	Informational
4. Old Business	<p>a. Curriculum Renewal Update (Carr/Dunlevy) Still moving along and Adrienne Salentiny and Rick Van Eck are working hard to make sure design teams are participating and moving along.</p>	Informational
5. Standing Agenda Items	<p>a. Review of action item table Can mark iSPIRAL can completed.</p>	Informational
6. Other Business		
7. Next UMEC Meeting	<p>Next Clerkship Report Review meeting – May 13, 2020, – 4:30 PM, Zoom Next Regular Meeting – May 27, 2020 – 4:30 PM, Zoom</p>	Informational
8. Adjournment	Meeting was adjourned at 5:55 pm	Informational