

Medical Curriculum Committee Meeting Minutes
SMHS

Wednesday, May 2, 2018 - 4:30 PM, Room E226, via telecomm, and video

In attendance: James Beal, Eric Christensen, Joy Dorscher, Jonathan Geiger, Mark Koponen, Kay McCullough, Heidi McCullough, Heidi Philpot, Chernet Tessema, Rick Van Eck, Xuesong Chen, Marc Basson, Pat Carr, John Shabb, Steve Tinguely and Susan Zelewski.

Minutes Submitted by: Alissa Hancock

Minutes Reviewed by: Rick Van Eck

Minutes Approved by: Thad Rosenberger and Heidi Philpot

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Dr. Van Eck called the meeting to order at 4:34 pm in room E493 on the Northeast Campus.	Informational
2. Consent Agenda	<p>a. Approval of Meeting Minutes 3/28/18, CEMS 3/12/18 and 3/26/18 reports, CSCS 3/13/18 report, BSCS 3/20/18 report, EASRS 3/21/18 report, Psych and Neurology Clerkships.</p>	MSC to approve all consent agenda items. Koponen/ Philpot // all in favor; carried unanimously.
	<p>b. Duty Hours The document was added to blackboard at the time of the meeting. Dr. Zelewski reported that the working hours for students was adjusted so that when students work 24 hours, they can have an additional 4 hours to wrap up reports and with patients they have been working with. This is a current practice and reflects the ACGME standards, which are largely adopted by all undergraduate medical education as well. Without this change, students would not be compliant with this policy as originally approved.</p>	MSC to accept the changes stated, as they do follow the national documents. Dorscher / Philpot // carried.
3. Old Business	<p>a. Curriculum Sub-groups Drs. Salentiny and Van Eck reported for their group “Who we are?” For the most part, domains one through six look good and might require small changes. However, domains seven and eight are have no analogs in the previous curriculum and will require more changes and to be mapped to the current curriculum. There are currently many examples of activities that align these domains, and those will need to be mapped to where we are teaching them and will need to have assessment items identified and added.</p> <p>Dr. Schmitz reported for his group “What we do?” They are looking at integrating skills and knowledge together throughout the pre-clinical and clinical years. They are also looking at offering electives earlier in</p>	Informational

	<p>the year; however, this will depend on backgrounds and preceptor availability.</p> <p>Drs. Carr and Zelewski reported on the work of their group “What do you know?” They are looking at assessment and where, how and when we assess students on different areas. They are also looking at integrating skills training throughout the curriculum and at expanding and/or compressing the curriculum for students in different ways. To do this, they are looking at the curriculum for years one and two and trying to figure out what needs to be taught there and what could possibly be moved to the clinical years, thereby making more room in the curriculum for new activities as needed and ensuring that the curriculum is aligned with what is most relevant at each stage of student learning. The thinking is that this would also help the students prepare for STEP 1 & 2 evaluations. Once the mapping of the curriculum is completed, it could help the clinical preceptors and clerkship directors to better know what the student knowledge base is going into their clerkship years so they can make corresponding adjustments to their curriculum as needed.</p> <p>All the suggestions for intermediate and long-term goals from these sub-groups will be brought back to MCC for review. The short-term goals being suggested will be talked about at the Curriculum Retreat on June 1st.</p>	
4. New Business	<p>b. Survey Results It was discussed whether MCC meetings could occur at 3:30pm instead of 4:30pm; however, one voting member cannot make it at 3:30pm. That person is going to think about it and we will look at changing the meeting time again in July with those who are voting members at that time.</p>	Action Item: looking at MCC meeting time in July; from 4:30pm to 3:30pm.
	<p>c. MCC Annual Report Updated Dr. Chen’s name in the document. Dr. Van Eck will send the updated and approved document to Judy Solberg.</p>	MSC to approve the annual report with minor changes and forward to FAC. Geiger / Koponen // carried.
	<p>d. Committee Membership / Chair Jonathan Geiger and Heidi Philpot were elected members and their terms end this year. Committee member elections start on May 8th, so we will know who was elected to MCC in June.</p>	Informational
	<p>e. Curriculum Gap Analysis & 2017 Curriculum Retreat Summary The gap analysis looks at the objectives on all levels of the curriculum and where there are gaps that we need to work on. This is a preliminary draft is not ready for public distribution as yet. Dr. Salentiny and Dr. Van Eck looked at the old goals and objects and the new domains and competencies when creating this document and made a preliminary attempt to align them. Some of the objectives do not have anything mapped to</p>	

	<p>them, but we know that we are teaching them. Others may need additional items created, to be mapped to the new competencies, and/or may need additional assessment items. Dr. Zelewski also reported that she is working on adding an assessment column to the new competencies table document to show where and how we are assessing each competency and domain.</p> <p>The curriculum retreat summary notes are also in draft form and was shared. This summary will be shared at the curriculum retreat and we will continue to use it as a guide as we continue to work in the future.</p> <p>MCC will have to prioritize which areas we need addressing first. The thought is that when MCC receives reports from CEMS, which will suggest weakness areas of the curriculum, they will then have deeper discussions on how to improve those areas at that time. This is going to be a slow and intentional process.</p>	
	<p>f. Mission Management Discussion This document looks to be restating information that we already get from the GQ and STEP results, but arranged differently which makes it easier to see the trends. The committee will take a closer look at this at the next meeting on May 23rd.</p>	Informational
4. Standing Agenda Items	a. Review of action item table (R. Van Eck)	Tabled
	b. Big MCC Discussion Question (R. Van Eck)	Tabled
	c. EASRS 8.3 Action Item Discussion (R Van Eck)	Tabled
6. Other Business		
7. Next MCC Meeting	<p>Next Clerkship Report Review meeting – June 13, 2018 – 4:30 PM, Room E493 & Video Fargo</p> <p>Next Regular Meeting – May 23, 2018 – 4:30 PM, Room E493 & Video Fargo</p>	Informational
8. Adjournment	Meeting was adjourned at 5:57 pm	Informational