Medical Curriculum Committee Meeting Minutes
SMHS
Wednesday, May 29, 2019 - 4:30 PM, Room E493, via telecomm, and video

In attendance: James Beal, Pat Carr, Joy Dorscher, Jane Dunlevy, Jim Roerig, Thad Rosenberger, Ken Ruit, David Schmitz, John Shabb, Chernet Tessema, Steve Tinguely, Don Warne and Susan Zelewski.
Minutes Submitted by: Alissa Hancock
Minutes Reviewed by: Jane Dunlevy
Minutes Approved by: Thad Rosenberger and Xuesong Chen

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Dr. Koponen asked Dr. Dunlevy to lead the meeting as he had a schedule conflict that was unavoidable. Dr. Dunlevy called the meeting to order at 4:41 pm in room E493 on the Northeast Campus.	Informational
2. Consent Agenda	**a. Approval of CSCS April Minutes, Surgery Annual report, 4th Year Surgery report, FM Rural Oakes AI, Anesthesia AI, QI Elective, Resident procedure, Resident as Teachers report, SHaPE Annual Report, the 4th year Surgery Experience change to an elective, BSCS 4.2.19 & 4.3.19 Minutes, EASRS April Minutes, CEMS 4.8.19 Minutes.** **b. MCC Minutes have a couple of minor corrections needed. Minutes from 4.24.19 on page 2 the action item need to add 'to' in the first line. Then on 5.8.19 need to change the first sentence regarding the curriculum proposal to remove the endorsement part of the sentence.**	**MSC to approve the consent agenda Thad Rosenberger / James Beal // carried.** **MSC to approve the MCC minutes from 4.24.19 & 5.8.19. Thad Rosenberger / James Beal // carried.**
3. New Business	**a. Curriculum Proposal Resource List** Cost projections for the new curriculum implementation was requested and the group that put this document together did their best and included justifications of the costs. It was suggested that we might need to include a consultant cost to the list, if this is something we might want to utilize in the future. For example, the guest speakers for the curriculum retreat might be willing to consult and there might be a fee involved. When looking at the software costs for 2022-2023 and beyond, we need to clarify the cost of that software and the number of users we expect to have in the near future. In addition, before we buy more software we should look at the resources we already have available to us, and see if those could be utilized more before we buy something else.	**Recommend to the task force to consider the recommendations listed numerically in the summary and to add zeros in front of decimals. Thad Rosenberger / James Beal // carried.**

	MCC would like more clarification on FTE on page 3, line 6. How can this reflect or change faculty's contracts if they were to be part of a design team. It was recommended that we add a clarification to this document regarding the percent effort each team member would be expected, and that it may vary per team or member. This percentage would correlate to FTE amounts. This method is recommended as a better method to use than a stipend. Recommend that the New Curriculum Resources task force consider the following recommendations: 1. Consider the addition of a line item for unknown and unanticipated costs (i.e. for faculty textbooks) 2. Consider the addition of a line item for consultants and/or outside sources to assist with re-design advice. 3. Clarify and further describe the FTE method. MCC recommended using a percent effort model instead of stipends. 4. Please clarify the note for #5a. 5. Consider the addition of a line item for a work study student in Information Resources or Education Resources for updating a website during the re-design process.	
	b. BSCS Action Items BSCS would like MCC to endorse or amend the following items so that we can continue with the curriculum redesign. Recommend to endorse Pat Carr and Jane Dunlevy to coordinate the initial steps of the curriculum redesign. 1) Redesign Blocks 7 and 8 for next year to create two additional weeks for Step 1 preparation. 2) Design and test new teaching modalities to be piloted in Blocks 2, 3 and 4. 3) Create a process for establishing unit design teams and a timeline for unit implementation. 4) Establish communication platforms and processes for informing the SMHS community of curriculum redesign progress. 5) Make regular redesign progress reports to BSCS/MCC. It was noted that it is very important that Drs. Pat Carr and Jane Dunlevy will need to delegate tasks to others. It was also noted that if the sub-committee's start to create ad-hoc groups now to help delegate the work now while redesigning the curriculum, it will make for a smoother transition to the new governance structure that is coming. There was also discussion of how we can keep the faculty updated on the changes and the process of the curriculum redesign. The idea of a webpage, like what was done for the new building, was agreed	**MSC to approve the BSCS action items with the addition of adding the cost of a work-study student in to help with the creation and maintenance of a website for the curriculum redesign. Thad Rosenberger / James Beal // carried.**

	upon. Then trying to figure out who would be responsible for updating the webpage is another issue, but the idea of a work-study student or an intern from main campus seemed to be a great opportunity for a student and ourselves. Their sole responsibility would be to update the webpage with the information. We will ask Dr. Rick Van Eck whom he knows in the communication department about creating an internship opportunity. In addition to the webpage, Pat Carr or Jane Dunlevy will be giving a monthly update at the biomedical science departmental faculty meetings as per a request from this department. Drs. Carr and Dunlevy are willing to provide similar updates to the department of pathology or other departments at their request. Of course, email and newsletter updates will be provided too but it was decided that face-to-face meetings are best. How we communicate is important especially with clinical faculty. We can work to improve the quality of communication that is happening always.	
4. Old Business	a. **Standard 8 from EASRS – Dr. Tinguely lead the discussion** This standard is the evaluation of our curriculum, which we have been discussing this meeting. Let us look at the first three elements of this standard, which require our attention. 8.1 – With the redesign of the curriculum, we will be looking at the curriculum as a whole and with the longitudinal thread team, we will be looking at thread that will run vertically throughout the curriculum. We need to keep this element in mind while we work on the revision. 8.2 – Looks at the objectives. CEMS should be reviewing the objectives and the mapping to the domains and competencies throughout the curriculum and reporting to MCC annually. 8.3 – EASRS is willing to take on the responsibility along with CEMS and in consultation with BSCS and CSCS to create reports annually to show potential gaps in the curriculum. This would require MCC to rely on the sub-committee's to monitor this element and report to MCC. With the discussion, there was a question of what each sub-committee's focus really is and every MCC member should be able to answer what the main responsibilities MCC and the descriptions of all the sub-committee's or know where to find that information; along with the policies and bylaws. MCC is responsible for the medical curriculum oversight and reviewing the outcomes and assessment results, which would prove the accomplishments we are looking for with the changes that are made with the curriculum. We struggle with looking at the curriculum as a whole, but we do review section of the curriculum. This is something that lots of school struggle with but we need to continue to try to find	**MSC to approve the Standard 8 report with the action item that EASRS takes on the monitoring of this element. Thad Rosenberger / James Beal // carried.**

	a better way to do this every 6 months or year by a sub-group.	
5. Standing Agenda Items	**a. Review of action item table**	Tabled
6. Other Business		
7. Next MCC Meeting	Next Clerkship Report Review meeting – June 12 – 4:30 PM, Room E493 & WebEx **a.** Next Regular Meeting – June 26 – 4:30 PM, Room E493 & WebEx	Informational
8. Adjournment	Meeting was adjourned at 6:14 pm	Informational