

Medical Curriculum Committee Meeting Minutes
SMHS

Wednesday, June 26 2019 - 4:30 PM, Room E493, via telecomm, and video

In attendance: Marc Basson, Pat Carr, Xuesong Chen, Megan Denis, Mark Koponen, Jonathan Pacella, Jim Roerig, Thad Rosenberger, David Schmitz, John Shabb, Chernet Tessema, Rick Van Eck, Susan Zelewski.

Minutes Reviewed by: Mark Koponen

Minutes Approved by: Jim Beal and Thad Rosenberger

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Dr. Koponen called the meeting to order at 4:36pm in room E493 on the Northeast Campus.	Informational
2. Consent Agenda	<p>CSCS May minutes, Supervision evaluation form, BSCS 5.7.19 minutes, EASRS May Minutes, CEMS 5.6.19 minutes, MCC 5.29.19 & 6.12.19 minutes.</p> <p>The 6.1.19 minutes had some wording update for clarification but there were no changes to the meaning.</p>	MSC to approve the consent agenda as amended. Thad Rosenberger / Xuesong Chen // carried.
3. Old Business	<p>a. Curriculum Renewal Process Update</p> <p>Drs. Pat Carr and Jane Dunlevy will be giving regular updates at MCC and BSCS, they will also be visiting department faculty meetings. There is a plan to create a website, similar to the one for the new building. We just need to find someone who can update the webpage. Communication with students is also important and we will be including a blurb in the new monthly newsletter for year 1 & 2 students explaining the changes that will be happening this upcoming year in their first edition this summer. This coming year we will be working to change some teaching modalities in blocks 2, 3 & 4, and we will be asking faculty members to see who would be open to trying something new with their way of teaching. We have moved the redesign of blocks 7 & 8 to the bottom of the priority list, but we are working on it to try to find additional two weeks for students to use for studying for STEP 1. Dr. Carr is asking for permission to start contacting faculty members to create the unit design teams.</p>	MSC to give permission to Drs. Pat Carr and Jane Dunlevy to contact faculty members and start creating unit design teams. Thad Rosenberger / Xuesong Chen // carried.
	<p>b. Curriculum Proposal Resource List</p> <p>The biggest change was the change from a compensation to FTE's and the addition to possible consultation fee that we might need to help us through the curriculum renewal process. Discussion continued regrading FTE and if it was necessary to include. Dr. Van Eck had estimated this process would take 16.8 FTE's each year. FTE's are based on a 40 hour work week. It was pointed out that the way that the Biomedical Science department calculates FTE's for a new course would equal to 24 FTE's</p>	ACTION ITEM: Dr. Rick Van Eck will modify the resource list per the discussion and being back to the next meeting.

	<p>which would equal to about 6-8 FTE's each year for the curriculum renewal process. Discussion continued weather the FTE requirement would continue after the curriculum is fully implemented. With the idea the amount of FTE's currently being used towards the curriculum would remain the same or less with the renewed curriculum. The increase would be for the years that we are working to coordinate and run both curricula. Somewhere in the middle we could not include the FTE because faculty members are currently expected to get their work done, even if it take more than 40 hours/week and that we did agree to move forward with this and the work will get done.</p> <p>Dr. Van Eck will add that the Technical Writer/Instructional Designer is requested because the workload during the implementation time but was suggested that we drop the Instructional Designer part of the title. This person would help develop the materials and get content load on blackboard or other programs that we use. We are looking at programs that are very user friendly but for the content to be consistent a background in instructional design would be useful. After some discussion, we will be changing the Technical Writer position to an 80% temporary position for 1.5-2 years. Other ideas for this type of work being completed is to have interns from the English and or computer science department.</p> <p>Looking at the software section on polling, is this something that we already have access to through the university? UND using Turning Point with the smartphone app that students have to pay for a subscription to. The cost for faculty to use it is un known at this time. The other software cost is for Articulate, which is a system that is user friendly to build active learning lectures. Because it is so easy it was decided to reduce the number of licenses to five. There was a concern about recording lectures and the quality they might be. The school already has the equipment essential to good recordings. The Chester Fritz Library also has a one button recording program also.</p>	
4. Standing Agenda Items	a. Review of action item table (Koponen)	Information
5. Other Business		
6. Next MCC Meeting	<p>Next Clerkship Report Review meeting – August 7, 2019 – 4:30 PM, Room E493 & WebEx Next Regular Meeting – July 17, 2019 – 4:30 PM, Room E493 & WebEx</p>	Informational
7. Adjournment	Meeting was adjourned at 5:56 pm	Informational