

Medical Curriculum Committee Meeting Minutes
SMHS

Wednesday, July 17, 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: Jane Dunlevy

Minutes Approved by: Thad Rosenberger and Jim Beal

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Dr. Dunlevy, chair-elect called the meeting to order at 4:36pm in room E493 on the Northeast Campus on behalf of the chair Dr. Koponen.	Informational
2. Consent Agenda	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. CEMS 6.10.19 minutes there was concern of the date for the new database system to be fully up and running by July 2020. It was noted that these minutes are accurate and at the next CEMS meeting the deadline was updated to June 1 or earlier.	MSC to approve the consent agenda as amended. Jim Beal / Thad Rosenberger // carried.
3. New Business	a. BSCS 5.28.19 & 6.4.19 minutes Discussion on the curricular changes that were approved by BSCS were reviewed. The new teaching modalities are listed as options for faculty to change how they are presenting their content. Dr. Dunlevy is planning on working with the other faculty to change the histology content to be more active learning for block 2 this year. Also, when the number of hours required for students for block 1; we are just under 28 hours. The 4.19 policy on Student Required Hours is currently in progress of being approved and we are well under the 80 hour/week limit.	MSC the number of required hours for students in block 1 has been reviewed by the block director and it adheres to the 4.19 policy. Thad Rosenberger / Jim Beal // carried.
	b. CEMS Update First looking at the course objectives document. CEMS want to adhere to the format that MCC has approved. Since we are already going to be looking at all the course objectives as we go through the curriculum renewal process, it makes sense that we get these course objectives uniform and correctly formatted. With a properly formatted course objective it will help with deciding what the best teaching modality and assessment methods might be for that objective. CEMS plans to also provide unit design teams with a guideline to help ensure all design teams are going through the same process and have	MSC to accept the objectives document with the edit to add 'course' to the title. Jane Dunlevy / Jim Beal // carried.

	<p>check points and consultations with Education Resources and Drs. Salentiny and Van Eck.</p> <p>Next is the mapping of the objectives to the domains. CEMS does have a curriculum inventory report due to MCC this fall. We are currently working on mapping domains 7 & 8, since they are the newest domains in the curriculum. Because we are transitioning into a new database system (e*Value to Leo) it is critical that we input all the correct information as we enter it into the Leo system, which will be completed by June 1, 2020.</p> <p>Based on the initial attempt to map all the course objectives to the domains by the 4th year MedEd students and Drs. Salentiny and Van Eck. We have a general idea of where we are light in some areas for course objectives. This review is not perfect or completed and would like the content experts to review the mapping.</p> <p>CEMS recommends that we take the initial mapping and start a new column in e*Value next to the old mapping so that we do not lose the history. We also are going to ask BSCS and CSCS to review the mapping document for their input. Keeping in mind that mapping is a journey and not a destination, this process is continuously happening. However, the input of the data into e*Value is urgent so that we can have the historical data for the next report that we run for LCME. This information can also be helpful to the design units while they start their work with the course objectives and competencies and they can decide if new objectives are needed.</p> <p>CEMS will be recommend the types of reports they feel will be helpful for MCC to make decisions regarding the medical curriculum in the near future.</p>	<p>MSC to approve the mapping process that is recommended by CEMS. Jim Beal / Jane Dunlevy // carried.</p>
<p>4. Old Business</p>	<p>a. Curriculum Proposal Resource List</p> <p>Based on the discussion at the last meeting the Technical writer will be a temporary full-time position. The polling system that is officially used by UND is Turning Point, where each student has to purchase subscription to use. NDSU pays for all their students to use Turning Point which is \$50,000/year. Then Poll Everywhere is \$5,000 for 1,000 students to use. Dr. Rick Van Eck will reach out to the other health science departments to see if they are willing to switch to Poll Everywhere, since the school already purchases so many subscriptions with Turning Point, there might be a cost savings if they were to switch.</p> <p>Noted an error with the number of class size for clerkships will be reduced by 8 students for the class of 2024. This is to help with the bulge year.</p>	<p>MSC to approve the resource list with the numbers adjustment for clerkships and to update the polling software numbers after reaching out to the other departments. Also to keep the number 6 regarding faculty FTE at the end of the document but to remove the 16.8</p>

	Clarification of the motion; if the other health science departments don't all agree to switch to join the Poll Everywhere software, Dr. Van Eck will state that on the resource list.	total FTE, and then forward the document to Dr. Dean Wynne. Jane Dunlevy / Jim Beal // carried.
	b. Curriculum Renewal Update	Tabled
5. Standing Agenda Items	c. Review of action item table (Koponen)	Tabled
6. Other Business		
7. Next MCC Meeting	Next Clerkship Report Review meeting – August 7, 2019 – 4:30 PM, Room E493 & WebEx Next Regular Meeting – August 28, 2019 – 4:30 PM, Room E493 & WebEx	Informational
8. Adjournment	Meeting was adjourned at 6:00 pm	Informational