

**Medical Curriculum Committee Meeting Minutes**  
SMHS

**Wednesday, August 23, 2017- 4:30 PM, Room E493, via telecomm, and video**

**In attendance:** Marc Basson, Jim Beal, Joy Dorscher, Raymond Goldsteen, Dawn Hackman, Rebecca Maher, Kay McCollough, Heide Philpot, Thad Rosenberger, John Shabb, Chernet Tessema, Steve Tinguely, Rick Van Eck, Chen Xuesong, Susan Zelewski

**Voting members not in attendance:** Patt Carr, Jonathan Geiger, Scott Knutson, Mark Koponen, David Schmitz, Chris Tionson

**Minutes Submitted by:** Rebecca Maher

**Minutes Reviewed by:** Rick Van Eck

**Minutes Approved by:** Thad Rosenberger/Mark Koponen

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	<p>Dr. Van Eck called the meeting to order at 4:33p in room E493 on the Northeast Campus.</p> <p>Introductions were made: 2 new members (Chernet Tessema/Kay McCollough)</p>	Informational
<b>2. Consent Agenda</b>	<p><b>a. 6.28.17 minutes, Subcommittee reports, Block 3 report, 2015-16 4<sup>th</sup> Yr Surgery experience, 2015-16 Surgery Clerkship</b></p> <p>-Discussion about if the subcommittee reports should be included in the consent agenda.</p> <p>-Discussion about BSCS approving CTS graduate students to be allowed in certain medical student lectures. Would we then open this to other graduate students? If it is approved and if they are attending for credit. It would need to be looked at on a case-to-case basis.</p> <p>-All consent items were approved.</p> <p>MSC to have BSCS consider opening up the resources lectures to graduate students for credits</p>	<p>MSC to approve all consent agenda items – Thad Rosenberger/Chen Xuesong//all in favor; carried unanimously.</p> <p>MSC to have BSCS consider opening up the resources lectures to graduate students who could benefit from the lectures for credit – Thad Rosenberger/Chen Xuesong//one against; carried.</p>
<b>3. New Business</b>	<p><b>a. Review of LCME Standard 8 (Tinguely)</b></p> <p>Standard 8 is Curricular Management, Evaluation, and Enhancement. (8 elements-7 reported in this report). First couple pages has multi-colored documents that act as a report card to determine if we are or are not satisfactory in meeting the content of the standard/element. Yellow are those we feel we need to keep track of. Below are action items found for each element.</p>	MSC to accept review of LCME Standard 8 – Heidi Philpot/Thad Rosenberger//all in favor; carried unanimously.

	<p>8.1 CURRICULAR MANAGEMENT (action plans)</p> <ol style="list-style-type: none"> <li>1. EASRS finds that Element 8.1 could be further strengthened by including review of outcomes for 4<sup>th</sup> year electives/AIs.</li> <li>2. EASRS recommends that MCC schedule a regular review of the School's goals and objectives</li> <li>3. EASRS suggest that MCC consider adding a standing agenda item to the annual curriculum retreat agenda that addresses identified problems related to curricular outcomes.</li> </ol> <p>8.2 USE OF MEDICAL EDUCATIONAL PROGRAM OBJECTIVES (action plan)</p> <ol style="list-style-type: none"> <li>1. EASRS recommends that this element be monitored by this committee in order to determine whether or not that the adoption of the medical program's new Domains and Competencies document leads to the development and implementation of specific learning objectives and measurable outcomes which can then be effectively linked to required courses and clerkships learning objectives.</li> </ol> <p>8.4 PROGRAM EVALUATION (action plans)</p> <ol style="list-style-type: none"> <li>1. It was determined by EASRS that a number of 8.4-2 DCI table questions should be tracked by OSA and reported annually to MCC. It is recommended that MCC request the data from OSA addressing 1. Student advancement and graduation rates, 2. NRMP Match results, and 3. Specialty career choices of graduates.</li> <li>2. It is further recommended by EARS that OSA gather data for 1. Licensure rates of graduates, and 2. Practice types and locations.</li> </ol> <p>8.5 MEDICAL STUDENT FEEDBACK (action plan)</p> <ol style="list-style-type: none"> <li>1. The committee recommended that future faculty development opportunities be tied to student evaluations of courses, clerkships and teachers.</li> </ol> <p>8.6 MONITORING OF COMPLETION OF REQUIRED CLINICAL EXPERIENCES (action plan)</p> <ol style="list-style-type: none"> <li>1. EASRS recommends that MCC/CSCS establish guidelines which directs clerkships in the expected method and frequency of data analysis and reporting of required clinical experiences and alternate learning methods.</li> </ol> <p>8.7 COMPARABILITY OF EDUCATION/ASSESSMENT (action plan)</p> <ol style="list-style-type: none"> <li>1. EASRS recommends that MCC/CSCS establish a standard method of communicating educational objectives to the faculty and instructors of core objectives, required clinical encounters and skills, assessment methods and grading systems.</li> </ol> <p>8.8 MONITORING STUDENT TIME (action plan)</p> <ol style="list-style-type: none"> <li>1. EASRS recommends that MCC/ CSCS determine a regular scheduled review of the duty hour's policy.</li> </ol> <p>Element 8.3 is missing however, will come forward at a future meeting. Action items will be addressed on future MCC agenda's one-by-one.</p>	<p>Action item: Action items from Standard 8 review to be addressed in future MCC meetings one by one.</p>
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	<p><b>b. Pediatric White Earth IHS elective</b> This elective was pulled off consent agenda. It is a general Ped elective and had no specific edits by CSCS 7.5/7.6 these address Thad/Chen/all in favor</p>	MSC to approve Pediatric White Earth IHS Elective – Hiedi Philpot/Thad Rosenberger//all in favor; carried unanimously.
	<p><b>c. Pediatric subspecialty elective</b> This elective was pulled off consent agenda and has been majorly advised. This elective had 2 subspecialties. With the revisions, students can get broader experiences. There are general electives and specific electives. Department chair will be the head evaluator.</p>	MSC to approve Pediatric subspecialty elective – Kay McCollough/ Thad Rosenberger//all in favor; carried unanimously.
	<p><b>d. Term Limits for Subcommittees (Porter)</b> -CSCS cannot have term limits and membership is determined by position you hold. -BSCS chair suggest it may be good to have term limits that way it is easier to replace outgoing members. Discussion about MCC being responsible for filling vacant positions. Maybe this can be discussed by chairs yearly.</p> <p>MSC to approve chairs to meet every April to discuss and evaluate the membership and committee structure.</p>	MSC to approve Committee/Subcommittee chairs to be annually in April to discuss and evaluate membership and committee structure.
<b>4. Standing Agenda Items</b>	<p><b>a. Big MCC Discussion Questions (Van Eck)</b> There was not enough time to discuss one of the big questions.</p>	
	<p><b>c. Review of action item table (Van Eck)</b> Action table was reviewed and updated accordingly.</p>	
<b>5. Old Business</b>	No old business at this time.	
<b>6. Other Business</b>	<ol style="list-style-type: none"> <li>1. FYI SPETA Proposal budget is not known where the money will come from.</li> <li>2. Issues coming up continually (when is it ok for curriculum to be built vs. we would like to do this curriculum change prior to official approval?) This is something to be discussed and listed on our MCC discussion questions.</li> <li>3. BSCS report- Drs Pant and Allen to give us an update about the history taking proposal</li> <li>4. There is a policy coming forward from Dr. Carr regarding academic difficulty white paper.</li> <li>5. We will need to look at Path755 approval and review annually.</li> </ol>	Action item: review duty hour policy and academic difficulty

<b>7. Next MCC Meeting</b>	Next Clerkship Report Review meeting – November 8, 2017 – 4:30 PM, Room E493 & Video Fargo Next Regular Meeting – September 27, 2017 – 4:30 PM, Room E493 & Video Fargo	Informational
<b>8. Adjournment</b>	Meeting was adjourned at 6:19 pm	Informational

APPROVED