

## Medical Curriculum Committee Meeting Minutes

SMHS

**Wednesday, August 28, 2019 - 4:30 PM, Room E493, via telecomm, and video**

**In attendance:** Marc Basson, Jim Beal, Pat Carr, Megan Denis, Joy Dorscher, Jane Dunlevy, Donald Hamm, Mark Koponen, Heidi Philpot, Jim Roerig, Thad Rosenberger, Chernet Tessema, Adrienne Salentiny, John Shabb, Chernet Tessema, Steve Tinguely, Don Warne, Rick Van Eck.

**Minutes Reviewed by:** Mark Koponen

**Minutes Approved by:** Approved by consent.

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	Chair Dr. Koponen called the meeting to order at 4:35pm in room E493 on the Northeast Campus.	Informational
<b>2. Consent Agenda</b>	<p><b>CSCS July minutes, Peds 9507 Elective, 6.2 Required Encounters, AI report, 2018-19 reporting summary, Grading procedures and Away Elective Procedure, BSCS 6.25.19, 7.23.19 &amp; <del>8.6.19 minutes</del>, 2018 Block 1 report, 2019 Block 8 report, EASRS June Minutes, CEMS 7.8.19 minutes, MCC 7.17.19 minutes.</b></p> <ul style="list-style-type: none"> <li>• 8.6.19 minutes were removed from consent agenda because they were not distributed.</li> <li>• Discussed a clarification on the block 1 report the numbers represent students instead of using their names.</li> </ul>	<b>MSC to approve the consent agenda as amended. Thad Rosenberger / Jim Beal // carried.</b>
<b>3. New Business</b>	<p><b>a. Medical School Post Baccalaureate Program (Koponen, Carr, Dorscher)</b></p> <p>There has been discussion about starting a Post Baccalaureate Program within the medical curriculum and what MCC needs to decide; if this is a good idea and what the program outline would look like. They types of courses that would be implemented for this program are already taught on campus, so the cost to get this program going is reduced. However, to get a Post Baccalaureate Program going MCC will need to work with the Admissions Committee to develop a procedure to get the program approved and functioning. The University Cyber Security might have an outline for a similar program that we could use as a reference.</p> <p>By having a Post Baccalaureate Program, it could increase the number of students interested in attending medical school here because we also offer this also, instead of attending school elsewhere first. In addition, while during the admissions process there are students that fit the schools mission strongly but their academics are not quite there yet, we can make an offer to them to medical school with the condition that they complete our Post Baccalaureate program first. We can also promote our program first before suggesting other programs that we currently suggest to student who may want to strengthen their academics before starting medical school to help them be more successful in school.</p>	<b>MSC to direct Dr. Pat Carr with the assistance of Drs. Joy Dorscher and Mark Koponen to develop a one-page white paper outlining the concept for a Post Baccalaureate program to recommend to the Admissions Committee for approval / endorsement before working on additional details for the program. Thad Rosenberger/Jane Dunlevy // carried.</b>

	<p>Another way that this could be accomplished is by offering online courses that all students are invited to take to help them do better in medical school.</p> <p>In addition, MCC wants to make it clear that by having these discussions and creating this program or a pre-matriculation course that the admissions committee is not doing their job properly. The goal and discussion over the last year has been how can we help our students be more successful in the career as a physician. This Post Baccalaureate program is one more way we could help students do that much better in medical school and in their careers.</p> <p>The next steps are to develop a one-page white paper outlining the concept for a post baccalaureate program to present to the admission committee for consideration to endorse. Dr. Dorscher will look into see if students will be able to receive financial aid for this program.</p>	
	<p><b>b. Sub-committee Descriptions (Koponen)</b></p> <p>This is a document outlines the responsibilities of each sub-committees to help MCC manage the medical curriculum and to help us transition into the revised curriculum. BSCS would like a better understanding of what each sub-committee’s oversight and how we will be functioning moving forward. Ensuring that all the memberships accurate for each sub-committee also and just reviewing the document for accuracy.</p> <p>FAC is working on restructuring the committees and how MCC falls into that, and will now be called MEC (Medical Education Curriculum). In addition, the Bylaws Committee was given the go ahead to start modifying the bylaws to outline the revised committee structure. They will then be asking MCC for documents to add that will support the reporting structure outlined in the bylaws. This request will be coming in October to MCC for these documents, so we should try to be ready for that request.</p> <p>Under the new structure, MCC will also have some additional responsibilities, such as the oversight of the Admissions Committee and MSAPC (Promotions). We need to decide how we want to structure ourselves, the sub-committees in addition to admissions and MSAPC (promotions) and decide if we need to create additional sub-committees to oversee the work. By reviewing the ‘Sub-committee Description’ document, we will be able to see if additional sub-committees are needed and to help reduce the repetitive work that is being done by sub-committees.</p> <p>Nominating committee will still help fill the membership of the standing committees, however, sub-committees membership is up to MCC to decide on how those will be filled and can make a recommendation to the Bylaws Committee.</p>	<p><b>MSC to create a working group of the sub-committee chairs, MCC chair and Thad Rosenberger to address the MCC governance and reporting structure for the new curriculum and into the future. They will report with a proposal at the end of September. Thad Rosenberger / Jane Dunlevy // carried.</b></p>

	<p>Dr. Koponen would be the contact person for the Bylaws Committee request. He will also work with Alissa Hancock to coordinate a meeting regarding the MCC Governance workgroup</p> <p><b>ACTION ITEM:</b> The FAC subcommittee that was developed and sent to the Bylaws group to work with. We will share this document with MCC so we are all working from the same document. Thad Rosenberger or Mark Koponen will share.</p>	
<b>4. Old Business</b>	<p><b>a. Curriculum Renewal Update</b></p> <ul style="list-style-type: none"> <li>Suggested that sub-committee chairs bring attention to items they feel should be brought to the attention of MCC regarding the revised curriculum at each meeting.</li> </ul>	Informational
<b>5. Standing Agenda Items</b>	<b>a. Review of action item table (Koponen)</b>	Tabled
<b>6. Other Business</b>	<ul style="list-style-type: none"> <li>We have seen an increase in board scores and everyone has passed this year. The last student will take the test on 9/19. Thinking that the pathology CBSE exams and prep sessions with students has caused these improvements. A big thank you to the pathology department for their efforts.</li> </ul>	Informational
<b>7. Next MCC Meeting</b>	<p>Next Clerkship Report Review meeting – September 11, 2019 – 4:30 PM, Room E493 &amp; WebEx</p> <p>Next Regular Meeting – September 25, 2019 – 4:30 PM, Room E493 &amp; WebEx</p>	Informational
<b>8. Adjournment</b>	Meeting was adjourned at 6:04 pm	Informational