

Medical Curriculum Committee Meeting Minutes

SMHS

Wednesday, September 11, 2019 - 4:30 PM, Room E493, via telecomm, and video

In attendance: Marc Basson, James Beal, Pat Carr, Megan Denis, Joy Dorscher, Jane Dunlevy, Donald Hamm, Mark Koponen, Becca Maher, Kay McCullough, Jim Roerig, Thad Rosenberger, David Schmitz, John Shabb, Chernet Tessema, Steve Tinguely, Rick Van Eck, Susan Zelewski.

Minutes Submitted by: Alissa Hancock

Minutes Reviewed by: Mark Koponen

Minutes Approved by:

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Dr. Koponen called the meeting to order at 4:32 pm in room E493 on the Northeast Campus.	Informational
2. Old Business		
3. New Business	<p>a. Goals for LEO LEO is the program that will be replacing E*Value for our curriculum database. As we are working on our training and ensuring that LEO is set up properly so that we can get the reports we need. We have to input a goal that will be a placeholder in the system and everything else changes. The proposed is “To be prepared for careers as competent, caring, can compassionate physicians.”</p>	MSC to accept the placeholder goal for the LEO program. Jane Dunlevy / James Beal // carried.
	<p>b. Policy 4.20 Academic Expectations of Medical Students MSAPC is now responsible for promotions for students and in May 2019 the Dean signed a policy 4.20, which addresses the gateway examine in block 8 and if students do not pass they will be suspended. As it currently stands, the Dean of Student Affairs does not have the authority to suspend a student involuntary and are requesting authorization to do so. Discussion about if this was really needed or if MSAPC can follow the procedure already in place for probation and absence request.</p> <p>Suggested for a future edit of this policy to include that the student will be offered to take a leave of absence and if they chose not to then a suspension will be given.</p>	MSC to approve when policy 4.20 is activated that they follow the same procedure for an absence request. Jane Dunlevy / James Beal // carried.
	<p>c. Timely Grading Reporting for 4th year This last year there were 4th year electives grades that were not submitted on a timely matter. A procedure was just approved to address the timely grade submissions for clerkships and AI’s. However, Student Affairs office has issues getting grades in time to get official transcriptions for students to start residency by their hard deadlines.</p>	MSC to forward the proposed grade submission deadlines for rotations 1-9 (April 15) and rotations 10-11 (May

	<p>There was discussion and a suggestion to have all electives from rotations 1-9 grades be submitted by April 15th and rotations 10 & 11 due May 15th. However, this proposal should be approved by CSCS first, since it will be clerkship chairs most likely ensuring these deadlines are met.</p>	15) to CSCS. James Beal / Jane Dunlevy // carried.
4. Standing Agenda Items	<p>a. Curriculum Renewal process update Working on design teams and the ground rules in which all groups will be following. We are ready to ask people to be on a team to oversee all the unit design teams and once this group meets then all the unit design teams can start their work.</p> <p>We are a year, 10 months out from the curriculum be up, and running but phase 2 of integration begins in July 2020.</p> <p>For phase one the immunology group has been working hard to create the first two weeks of block two asynchronously and Dr. Chernet Tessema has taken on combined session of lecture and lab to free up some time for the prep time for immunology. Immunology is also looking at creating a mini CAS exam just on immunology. Just like there will continue to be the block 5 and pathology CBSE exams.</p> <p>Dr. Pat Carr has also developed a white paper on the post baccalaureate program discussed at the last meeting and will be ready for the next MCC meeting for review. The paper will then be forwarded to Dr. Don Warne and then onto FAC for support for the program.</p>	
	b. Review of action item table	Tabled
5. Other Business	<p>The sub-committee working group met and they have decided a handbook should be created so that all the policies, procedures and guidelines including the descriptions and membership for the committee and sub-committee should be developed. They have also agreed that Medical Curriculum Committee (MCC) will not be the Undergraduate Medical Education Committee (UMEC). The handbook would be only for members of this committee and the bylaws would only include the description of what UMEC is responsible for. This would also help guide the communication and workflows for the sub-committees and the Admission and MSAPC committees who will now be reporting to UMEC. The deadline is October 24th to be ready when FAC releases MCC from their oversight in workflow.</p>	MSC to charge Thad Rosenberger work with those needed to develop a handbook for the future UMEC. Thad Rosenberger /Jane Dunlevy // carried.
6. Next MCC Meeting	<p>Next Clerkship Report Review meeting – November 6, 2019 – 4:30 PM, Room E493 & WebEx Next Regular Meeting – September 25, 2019 – 4:30 PM, Room E493 & WebEx</p>	Informational
7. Adjournment	Meeting was adjourned at 6:00 pm	Informational

